

2007 ANNUAL REPORT



Governor O'Malley announces EmPOWER Maryland initiatives with Secretary Collins and Maryland Energy Administration Director Malcolm Woolf.



Flowering Lawyers' Mall with Government House in the background



Deputy Secretary Bea Tignor and Secretary Al Collins dish ice cream at Employee Appreciation Day in Annapolis.



Secretary Collins, Kim Langkam and Assistant Secretary Tom Genetti celebrate Facilities Planning's participation victory in the Maryland Charity Campaign.



The signs say it all!

PCO Crystal Jones adds toppings at the Employee Appreciation Day in Baltimore.





Secretary's Message



The Department of General Services has the important mission of supporting the operational needs of customer agencies and the citizens they serve. DGS embraces a quality, cost-effective use of resources through fiscally responsible operations. DGS wants to be known as an agency that is **D**oing **G**reat **S**ervice.

With customer service as its core mission, DGS embraces Governor O'Malley's priorities. Through efficient and effective professional management, we are helping make government work again. We work daily to expand opportunities for the participation of minority and women-owned businesses in the economy of our State. We help improve the environment by investing in green building technologies and purchasing renewable energy – including alternative fuels.

The new DGS leadership team has established wide-ranging priorities for the Department. They include:

- Increasing emphasis on customer service and quality control
- Continuing to improve the appearance of DGS-operated facilities
- Improving security through technology assistance
- Reducing power consumption by 15% by 2015
- Working on renewable energy projects
- Increasing Minority Business/Small Business Reserve participation

As we move forward with these and other priorities, we will continue to review and refine DGS as a business organization that delivers action-oriented customer service.

The impact that DGS has when it successfully achieves its mission extends throughout the State and to future generations of citizens and State employees. Our day-in and day-out accomplishments can be attributed to the skill, competence, and commitment to government service of our 600+ employees who are **D**oing **G**reat **S**ervice.

Alvin C. Collins



Maryland Department of General Services

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Maryland Department of General Services

The Department of General Services (DGS) manages, operates, and maintains multi-agency State facilities; assesses State-owned facilities and manages the renewal funds of those facilities; provides full spectrum real estate support to include acquisition and disposal of any interest in real property in the name of the State; master plans and manages space in State-owned and leased facilities; provides professional and technical services for the design and construction of State public improvements (except those of the Departments of Transportation, Public Safety and Correctional Services, and the University System of Maryland); as a primary procurement agency, manages centralized procurement of materials, supplies and equipment used by State agencies; provides central support for State agencies relating to high-speed digital duplicating, mail processing and courier services; provides centralized inventory standards and controls; manages records of State agencies; and manages the Maryland State Agency for Surplus Property.

By statute, the Secretary of General Services advises the Board of Public Works and any unit of State government on public improvements and construction matters, and serves as a member of a number of boards and committees.

MISSION

The Department of General Services serves Maryland and its citizens by ensuring State agencies are able to achieve their respective missions in a safe, efficient, and effective manner.

KEY GOALS

- Goal 1: Significantly improve efficiencies throughout the Department
- Goal 2: Improve and provide a safe and secure environment for State employees and visitors
- Goal 3: Provide best value for customer agencies and taxpayers
- Goal 4: Maintain a professional workforce and workplace
- Goal 5: Carryout social, economic, and other responsibilities as a State agency



Office of the Secretary

The Secretary of General Services is the Chief Executive Officer of the Department with responsibility for the Department's programs, services, and budget. Pursuant to §4-403 and 4-406 of the Annotated Code of Maryland, the Secretary also advises and assists the Board of Public Works and other units of State government in matters which are under the jurisdiction of the Department. The Secretary serves as construction advisor to the State Board of Public Works, the Executive Department, and the Government House Trust. The Secretary is also a member of the Procurement Advisory Council, the Maryland Food Center Authority, the Interagency Council for Public School Construction, the Maryland Green Building Council, the Chesapeake Bay Cabinet, the Hall of Records Commission, the Maryland Security Council, and the Information Technology Board.

The Deputy Secretary advises the Secretary, plans, strategizes, performs special functions, and shares responsibility for management of the Department.

OFFICE OF EXTERNAL AFFAIRS

The Office of External Affairs directs public relations, legislative initiatives, business development, and customer service activities for DGS. The primary goals of this office are to promote excellence in government through quality, cost-effective services provided by DGS; to provide direction and support to the Secretary in matters relating to all branches of State government; and is responsible for business development and customer service, by ensuring effective coordination of customer agency needs.



Governor O'Malley with External Affairs' Dave Humphrey and Ian Tisdale at the Maryland Municipal League conference.

Public relations efforts include the development, coordination, and implementation of a comprehensive program for the Department. Activities include proactive media relations, preparation of news releases, publications, speeches, and coordination of special events within the Department and in support of the Office of the Governor and DGS customer agencies. The Office is also responsible for the development and assessment of the Managing for Results Initiative.

In concert with the Secretary, the DGS Legislative Liaison establishes the Department's legislative agenda, analyzes the impact of proposed legislation, represents the Department's position to the Governor's Legislative Office, other agencies, and the General Assembly, and coordinates and reviews mandated reports and studies.

FY 2007 HIGHLIGHTS

- Managed the re-branding of DGS as the Department that "Does Great Service."
- Assisted the Governor's Press Office and the Maryland Energy Administration with press events announcing the State Office of Energy Performance and Conservation.
- Certified State Security Card credentials for 117 members of the Media.
- Provided media support to DGS customer agencies.
- Prepared 24 news releases promoting DGS and State initiatives.
- Fielded more than 230 media inquiries.
- Managed the State employee contribution drive for the Bea Gaddy Thanksgiving Dinner.
- Managed for DGS the Maryland Charity Campaign which exceeded the goal by more \$5,000.



Office of the Secretary

EMERGENCY MANAGEMENT

An emergency coordinator, working across DGS Divisions, serves as the DGS liaison with the Maryland Emergency Management Agency (MEMA) and the Governor's Office of Homeland Security by acting on behalf of the Secretary in matters involving DGS and Departmental resources in the event of a natural disaster or civil emergency. In such an event, DGS provides essential Emergency Support Functions such as engineering services, public works recovery, debris management, and supplemental resource support. Since its implementation in 2005, External Affairs manages the DGS Continuity of Operations Plan (COOP) which ensures that in an emergency, DGS will provide, in a timely and organized manner, the essential services on which our customers and State citizens depend.

FY 2007 HIGHLIGHTS

- Fulfilled the DGS Emergency Support Function (Resource Support) within the State's Pandemic and Avian Influenza response plan; participated in the annual statewide exercise.
- Continued to provide DGS' Emergency Support Function (Resource Support) within the State's Evacuation Task Force.
- Expanded training to additional Emergency Operations Center representatives in accordance with the National Incident Management System (NIMS) method of emergency management.
- Participated in the June 1 Cabinet Hurricane Drill led by Governor O'Malley.
- Developing, in concert with MEMA and other State agencies, the State's Debris Management Plan.



State Emergency Operations Center

LEGAL DIVISION

The Legal Division was established in accordance with legislation which requires the Attorney General to "act as the legal advisor to the Department." At present there are seven Assistant Attorneys General who function as "in-house counsel" to the Department and two additional attorneys in the Contract Litigation Unit of the Attorney General's Office who devote time to DGS litigation and are funded out of Departmental funds on a reimbursable basis to the Attorney General.

Duties of the Legal Division include responsibility for court cases, reviewing and preparing contract documents, and providing both formal and informal legal opinions on a regular basis to the Department's personnel. The Legal Division also assists the divisions of the Department on issues requiring legal assistance.



DGS Special Initiatives

EmPOWER Maryland

DGS is playing a major role in Governor O'Malley's EmPOWER Maryland initiative. The new Office of Energy Performance and Conservation has been created within the Department and is helping implement the Governor's energy efficiency goals for State government. Under the EmPOWER Maryland initiative, the State of Maryland will reduce energy consumption by 15 percent by the year 2015.

Included in the EmPOWER Maryland initiative are a number of steps to help State government achieve this goal. They include:

- Improving Building Operations – A 5 percent reduction can be achieved through improved building operations, replacement of incandescent lights with compact fluorescent lights, and involvement of each state employee to reduce energy use at each agency of state government.
- Expanding significantly the use of Energy Performance Contracting – Maryland can benefit dramatically in energy and maintenance savings by expanding the use of the Energy Performance Contracting program.
- Requiring Energy Efficient Buildings – Achieving significant energy savings by requiring all new state buildings over 20,000 square feet to be more energy efficient, based on a review of the recommendations of the Maryland Green Building Council.
- Ensuring Accountability – Incorporating energy issues into the StateStat process to help State agencies track their progress and assist in achieving the statewide energy efficiency goals.



Solar panels atop the Central Services Building.

Solar Vehicle

DGS has a Maryland first! Shortly after Governor O'Malley accepted Maryland's first 100% solar-charged, all-terrain vehicle, he turned the keys over to Secretary Collins. The Solar Utility Vehicle (SUV), donated by BP America, has become part of the DGS Police fleet. The SUV has 31 horsepower and boasts over 170 pounds of torque. The photovoltaic cells on the vehicle were manufactured at BP Solar's facility in Frederick, Maryland.

Both pollution and noise free, the SUV is being used to provide security around the State House, the Miller and James Senate Office Buildings, the Lowe and Taylor House Office Buildings, the Legislative Services Building, and the Louis L. Goldstein Treasury Building.



Governor O'Malley gives Secretary Collins a ride.



DGS Special Initiatives

Maryland Green Building Council

Created by the 2007 Maryland General Assembly and staffed by DGS, the Maryland Green Building Council is charged with evaluating high-performance building technologies. Additionally, the Council will provide recommendations on the most cost-effective “green” building technologies that the State might consider requiring in the construction of State facilities.

The Council, comprised of six private sector members and 10 State agency representatives, will issue its first report to the Governor and General Assembly by February 1, 2008 and annual reports each year.

DGS is currently monitoring the State’s two “green” building pilot projects – Goodpaster Hall at St. Mary’s College and the Beach Services Building at Gunpowder State Park. At St. Mary’s, the college is submitting documentation to achieve a silver rating from the Leadership in Energy and Environmental Design, the third-highest in a four-level rating system.



Workers install “green” roof at St. Mary’s College.

Partnering With Local Government



Maryland Association of
COUNTIES

For the first time in five years, DGS participated in the annual Maryland Municipal League and Maryland Association of Counties summer conferences. Entitled “Helping Government Maximize Energy Efficiency,” the Department’s energy experts shared with local government officials how the State’s Energy Performance Contracts could save them millions of dollars in energy and maintenance costs.



Hatim Jabaji of the Office of Energy Performance and Conservation with visitor at DGS booth at MACo’s Summer Conference.



Legislative Liaison Joan Cadden and Karl Berntson converse with Comptroller Peter Franchot.



DGS Special Initiatives

State Center Redevelopment – Involving Employees

Baltimore State Office Center employees are major stakeholders in one of the most exciting and largest projects since the redevelopment of Baltimore's Inner Harbor – the redevelopment of State Center. State employees' input has been sought at meetings that featured brainstorming, candid discussions of hopes, fears, and best practices with DGS, the Maryland Department of Transportation and the Struever Bros. Eccles & Rouse development team.

The project is the transformation of 28 acres of land and State-owned buildings in the heart of historic mid-town Baltimore. It is envisioned that the Center will realize its potential as a regional employment, residential and cultural center leveraging the power and influence of three major existing transit stations. State Center represents the largest concentration of State office buildings in Maryland. Combined, they currently house more than 3,500 State employees representing almost five percent of the entire State workforce. More information is available at the State Center web site at <http://statecenter.org/statecenter>



Assistant Secretary for Real Estate Michael Gaines listens to concerns at State Center employee meeting.



Office of Administration

The Office of Administration encompasses four units: Fiscal Services, the Information Technology Group, Personnel, and Inventory Standards and Support Services. Each unit provides administrative support to help accomplish the Department's key goals.

FISCAL SERVICES

The Unit provides accounting and budgeting services to the Department. Fiscal Services is comprised of three primary sections: statewide capital projects accounting, operating accounting, and budget management. This unit provides guidance to management on various fiscal and budgetary matters, represents the Department's views on fiscal and budgetary issues to outside agencies and the public, accounts payable; accounts receivable, payroll, leave keeping, fixed asset management, forecasting of revenues and expenditures, budget preparation, and accounting and financial reporting.

FY 2007 HIGHLIGHTS

- Accounting paid 11,189 out of 11,249 invoices, in a timely manner with an on-time percentage of 99.47 percent.

INFORMATION TECHNOLOGY GROUP (ITG)

ITG is responsible for maintaining, developing, and implementing data systems and technologies used to facilitate operations of the various business units within the Department. In addition to providing day-to-day network and user support, this unit works to identify and to implement technologies that will improve information processing and data communication so that each unit may serve its clients in a more efficient manner.



Margaret Fisher (L) and Toni Woods in IT's Operations Center.

FY 2007 HIGHLIGHTS

- Supported the Information Technology needs of the Governor's Transition Team.
- Continued the Wide Area Network (WAN) expansion connecting Elkton MSC, Ellicott City MSC through NetWork Maryland.
- Started on the build-out of an Ethernet Network, at the Preston Street Complex, which allows connectivity for Ethernet ready equipment such as printers, scanners, and fax machines. It also establishes the backbone that, in the future will allow migration off of the Token Ring network.



Office of Administration

PERSONNEL

The Personnel operation directs, manages, and coordinates all areas of human resources and collective bargaining for the Department. This includes setting policy and procedural guidelines to ensure compliance with State personnel law and regulations. Personnel activities include: recruitment, salary determination, position classification and promotion, disciplinary actions, employment counseling, health benefits, employee assistance, medical referrals, reporting of accident leave, employee's leave bank, mandated drug testing, budget and staff projections, ADA compliance, grievance resolution, Equal Employment Opportunity and Affirmative Action compliance, complaint resolution, arbitration of employer/employee disputes, training initiatives, employee award programs, as well as representing management before the Office of Administrative Hearings.

FY 2007 HIGHLIGHTS

- Assisted the newly-appointed Secretary to ensure a smooth and orderly transition for his new administration.
- Converted to the DBM automated MS-310 system, processing all personnel actions on-line saving time and reducing the use of paper.
- Filled 112 vacancies to effectively perform job functions required for various positions throughout the Department.

INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION

Inventory Standards and Support Services (ISSSD) oversees statewide management of inventory of materials, supplies, foodstuffs, and State personal property. This program provides agencies with technical automated inventory control assistance, establishes procedures and auditing programs to assure compliance with State regulations and control standards. The program is the authority for disposition of excess and surplus personal property. ISSSD is responsible for the Department's Fleet Management Program, consisting of 89 motor vehicles and the Statewide Automated Fuel Dispensing and Management System with 94 refueling stations located in Baltimore City and every Maryland County.



FY 2007 HIGHLIGHTS

- Dispensed 12.2 million gallons in gasoline, diesel, motor fuel, and compressed natural gas. Total savings was \$681,130. Since its June 1991 inception, the program has saved the State a total of \$7.4 million.
- Conducted two Certified Property Officer training classes.
- Processed 2,915 excess property declarations involving 204,566 excess and surplus property items with an original acquisition value of \$70 million.
- Managed the disposition of 1,220 operable/inoperable surplus State motor vehicles which returned \$2.1 million to State agencies.



Facilities Operations and Maintenance



The Facilities Operations and Maintenance Division is responsible for establishing policy and directing the statewide operation and maintenance of 56 buildings with 6.3 million square feet of space under DGS authority. The Division oversees two principal office centers – Annapolis Public Buildings and Grounds and Baltimore Public Buildings and Grounds - along with 15 regional Multi-Service Centers. Staffs at each of the complexes and the Multi-Service Centers provide both preventive and routine maintenance as well as major repairs, alterations, improvements, and housekeeping services to support other State agencies.



In the interest of reliability, responsiveness, and cost-effectiveness, the Department accomplishes the majority of its mission by employing maintenance, trades and other special service personnel to support the operations, preventive maintenance and repair services. The Department is supplemented with specialized support by private contractors for a full range of facility services to meet State requirements.

ANNAPOLIS PUBLIC BUILDINGS AND GROUNDS

Annapolis Public Buildings & Grounds (APB&G) operates and maintains the State Office Center in Historic Annapolis. APB&G oversees 27 State-owned buildings encompassing more than 2 million square feet on 49 acres of landscaped areas and 24.5 acres of parking lots. The buildings house approximately 4,700 State employees and elected officials. Among the buildings the division maintains are: the State House, House and Senate Office Buildings, the Legislative Services Building, the Treasury Building, the Revenue Administration Building, the five-building Tawes Office Complex, the Courts of Appeal Building, the Robert F. Sweeney District Court Building, the Maryland State Police Barrack "J," the Maryland State Archives Building, the Jeffery Building and Shaw House. In addition, APB&G is responsible for maintenance and daily operations of the Annapolis Day Care Center, the Crownsville People's Resource Center in Anne Arundel County, and the Governor's residence, Government House.



DGS tests the State House fire suppression system.

FY 2007 HIGHLIGHTS

- Opened the Calvert Street Garage.
- Managed the construction of the Governor's StateStat office and conference room in the Jeffrey Building.
- Upgraded the landscaping.
- ADA modifications made throughout the Complex.
- Repaired the main underground power plant line in Lawyers Mall and State-owned portions of Bladen and Calvert Streets were repaved.
- Replaced the storm drainage system at the James Senate Office Building as well as the boilers at the Courts of Appeal Building.



Sam Cook admires Annapolis beautification project.



Facilities Operations and Maintenance

BALTIMORE PUBLIC BUILDINGS AND GROUNDS

Baltimore Public Buildings & Grounds (BPB&G), which includes the Inner Harbor Complex, is responsible for the operation and maintenance of 14 State-owned buildings in Baltimore City and surrounding counties. The buildings house approximately 8,400 State employees with BPB&G maintaining over 3 million square feet, 100 acres of landscaped area, and 21 acres of parking. The buildings include: the Baltimore State Office Center at 201, 300 and 301 West Preston Street; 2100 Guilford Avenue; the William Donald Schaefer Tower; the Public Defender Building; Saratoga State Center; Woodstock Job Corps Center; Hilton Heights Community Center; and the Nancy S. Grasmick Education Building. Management at BPB&G also oversees the State Records Management Center, State Use Industries offices and warehouse, the Motor Fuel Lab in Jessup, and the Maryland State Agency for Surplus Property in Jessup.

FY 2007 HIGHLIGHTS

- Upgraded landscaping throughout the Complex.
- A \$2.4 million elevator modernization project for the William Donald Schaefer Tower was initiated. The 18-month phased project will renovate all 10 of the building's elevators.
- Retrofitted lamps and ballasts with energy performing models in the lobby level of 301 West Preston.
- Piping abatement and replacement took place at the 301 West Preston building. HVAC piping was also replaced in the Jessup Records Center and at 6 St. Paul for the fire system.
- Installed an emergency shut-off valve to the fueling stations, replaced sections of sidewalk, and repointed and repaired the façade of 300 West Preston.
- Installed aviation lights and an alarm system for the flag pole atop the 6 St. Paul building.
- Removed and replaced carpet with new tile in the basement of the 201 St. Paul building and throughout the 311 West Saratoga building. The 311 West Saratoga main lobby and tunnel area were painted and the domestic hot water pump was replaced.
- Renovated the tenth floor of the Nancy S. Grasmick Building, a new ceiling was installed in the main lobby, and the pump for the fire alarm system was replaced.



Landscape Specialist Duane Lucas cares for courtyard flower beds.





Facilities Operations and Maintenance

MULTI-SERVICE CENTERS/DISTRICT COURT OPERATIONS

The Multi-Service Center (MSC)/District Court Operations are responsible for the operation, maintenance, and security of 15 District Court/Multi-Service Centers across the State. These facilities encompass more than 1.3 million square feet on 44.2 acres of landscaped areas and 18.4 acres of parking lots. These facilities are: Arbutus/Catonsville MSC in Baltimore County, Mary E. Risteau MSC in Bel Air, Edward F. Borgerding MSC in Baltimore, Carter M. Hickman MSC in Centreville, John R. Hargreaves MSC in Denton, Elkton MSC in Cecil County, Ellicott City MSC, Essex/Rosedale MSC, George M. Taylor MSC in Glen Burnie, J. Louis Boublitz DC in Hagerstown, W. Paul Martin DC/MSC in Salisbury, Shillman Building in Baltimore, Carroll County DC in Westminster, John R. Hargrove, Sr. DC in South Baltimore, and the Silver Spring DC. More than 2,700 State employees work in the Multi-Service Centers.



W. Paul Martin District Court/Multi-Service Center in Salisbury – the largest MSC in the State.

FY 2007 HIGHLIGHTS

- Facilitated energy savings by installing light sensor monitors in first floor restrooms at the Salisbury MSC and lights in main hallways were repaired and lowered.
- Replaced fire safety doors in Glen Burnie as well as three sets of entrance doors in Bel Air. New automatic front doors were installed in Ellicott City and front entrance handicap doors were installed in Arbutus. Metal detectors were installed at entrance doors in Elkton, a prox system was installed in Ellicott City, and security monitor upgrades were made in Glen Burnie.
- Repaired, resurfaced, and striped parking lots in Salisbury and Essex. Sections of concrete sidewalk were replaced in Westminster, as well as the entrance apron in Elkton.
- Replaced carpeting in sections of Salisbury and Denton buildings. Terrazzo hallway floors in Denton were also refinished.
- Installed new roof drains in Bel Air, two were replaced in Elkton, and fiber optic cabling was installed in Ellicott City and Elkton for NetWork Maryland. An underground fuel tank was replaced in Centreville as was the main water heater in Arbutus.



Facilities Operations and Maintenance

PORTFOLIO MANAGEMENT

The Portfolio Management Unit is responsible for issues related to space assigned to State agencies in DGS-operated buildings. In addition, the Unit develops, maintains, and analyzes a database of space allocations upon which decisions are made for long-range space assignments, leasing programs, and Master Plan construction programs.

The Unit identifies rent owed to DGS by tenant agencies. This involves reviewing agency budgets to determine the percentage of Federal, special and reimbursable funding, the basis for the calculation of rent owed to DGS. The Portfolio Management team also responds to agency requests for space in DGS-operated buildings, identifies locations that become vacant, and assists with subsequent planning to ensure the most efficient use of those areas.

FY 2007 HIGHLIGHTS

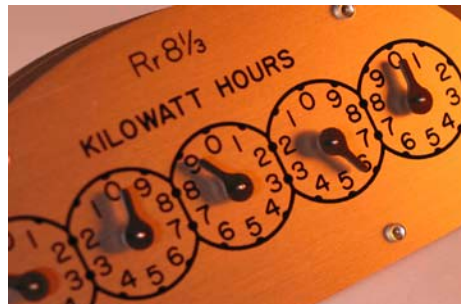
- Facilitated upgrades valued at \$150,000 for State buildings. As part of the Workplace Improvement initiative, critical areas of health and safety were addressed in order to minimize risk to the State. Upgrades included carpet and tile replacement, patching and painting walls, and asbestos removal.
- Facilitated the moves and the backfill of 75,000 square feet of space.
- Oversaw the fit-out and occupation of the O'Malley Transition Team space in 6 St. Paul.
- Worked with the Governor's staff to identify space and facilitate the construction of the newly created StateStat office and conference room/control booth in the Jeffrey Building.

ENERGY MANAGEMENT

The Energy Management unit promotes energy efficiency and conservation initiatives to save energy, thereby reducing costs and emissions associated with facility energy use.

FY 2007 HIGHLIGHTS

- Created a network of Energy Management Coordinators to identify energy savings opportunities.
- Technical support was provided to review the effectiveness of energy performance contracts relative to environmental control and annual savings.
- Analyzed utility bills for accuracy and usage trends.
- Participation in demand response program that netted \$120,000 of revenue.
- Established the DGS Facilities baseline data as required under Senate Bill 267.
- A 9.6 kw Solar Power System was installed on the roof of the Central Services Building.



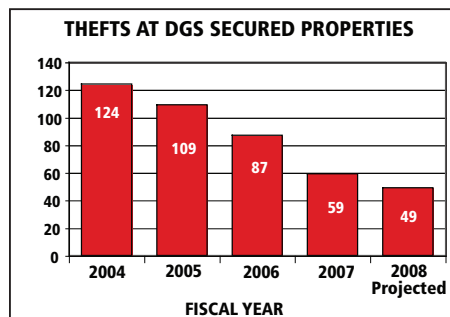


Facilities Security - DGS Police



The Department of General Services Police (DGSP) provides law enforcement and security for 40 State Buildings, 10 parking garages, and 16 surface parking lots used by State employees and visited by over one million people each year. DGSP is comprised of sworn police officers, security officers, and police communication operators.

The Department has detachments in Annapolis and Baltimore. DGSP not only provides traditional law enforcement services but also focuses on physical security of buildings, property, and State employees.



All members of DGSP are federally-trained in incident command procedures and many have participated in multiple Homeland Security exercises. DGSP has a bike patrol unit, criminal investigation division, a training unit, a quartermaster division, a special operations unit, and a crime prevention unit.

ANNAPOLIS DETACHMENT



Officer William Jackson on new carbon-free, energy-efficient Segway during Lawyers' Mall rally.

The Annapolis Detachment is responsible for providing the safety and security of 24 buildings, six parking garages, as well as surface parking lots. Included are the four high-security buildings: the Maryland State House, the Miller Senate Office Building, the Lowe House of Delegates Building, and the Legislative Services Building. Additionally, law enforcement services are provided for Government House, the Courts of Appeal Building, the Papenfuss

Hall of Records/State Archives Building, the Goldstein Treasury Building, the Tawes Office Complex, the Robert F. Sweeney District Court Building, 45 Calvert Street, Shaw House, the Jeffery Building, and the Peoples Resource Center in Crownsville.



Monitoring security cameras

BALTIMORE DETACHMENT

The Baltimore Detachment is responsible for providing the safety and security of 16 buildings, four parking garages and six parking lots. The buildings include the Baltimore State Office Center on West Preston Street, the Fifth Regiment Armory, the William Donald Schaefer Tower, the Public Defender Building, Saratoga State Center, the Nancy S. Grasmick State Education Building, the Shillman Building, and 2100 Guilford Avenue.



Officer Derrick Tucker and Lt. Chris Outten at Baltimore State Office complex.



Facilities Security - DGS Police

FY 2007 Highlights

- 87 percent of DGS Police-serviced facilities have been activated for access control through the use of "prox" access, coupled with alarms and video surveillance.
- 68,000 Maryland State Security Cards have been issued in support of enhanced security measures.
- The Annapolis Detachment provided law enforcement and security to 31 rallies and 49 press conferences.
- Thefts from DGSP secured facilities have been reduced by 56 percent since FY 2002.
- DGSP continues to participate in and support drills and exercises related to public safety and response to terrorist attacks. DGSP also participates in multiple Homeland Security task forces.
- DGSP continues in-house and external training in leadership and law enforcement technical skills. In FY 2007, five new police officers completed the Police Academy. The first and second place finishers in the class were DGS officers.
- DGS Police has continued its community outreach program by assisting with the Drug Abuse Resistance Education (D.A.R.E.) program. While supporting two schools, DGS police graduated 300 students from the D.A.R.E. program. Four DGSP Officers participated in the Special Olympics/Maryland Police Torch run. Two DGS Police Officers taught Rape Aggression Defense to State employees in the Treasury Building.



Facilities Planning, Design and Construction

The Facilities Planning, Design and Construction Division (FPDC) is responsible for the management and direction of four units: Project Management and Design, Construction, Maintenance Engineering, and Energy Projects and Services. Support staff includes a project cost center and a management information team. FPDC develops and implements policies, procedures, regulations, and standards to assure that programs and services meet the needs of its State agency customers. These customers include DGS, DHMH, DJS, DMIL, District Courts, DNR, DHR, DMSP, DBED, DLLR, DHCD, MDVA, BCCC, MD Schools for the Deaf, Higher Education, local governments and nonprofit agencies (Grant & Loan Program), Community Colleges, and the Interagency Committee on Public School Construction (IAC/PSCP). Other agencies requesting support include: DPSCS, MDA, MDE, MES, MAIF, MDP, MFCA, SMCM, HSMC and the Maryland State Retirement Agency.

FPDC is responsible for Statewide Executive Branch Capital Project program review, which includes providing feasible alternatives, cost estimates, technical review comments, and design and construction schedules. The Division is also responsible for Architect/Engineer (A/E) selection for all projects (with the exception of USM, MDOT, MSU and SMCM).

FY 2007

Negotiated 114 design contracts totaling \$9.7 million
Estimated Construction Value - \$99.6 million

As the engineering and facilities advisor to the Governor and the Board of Public Works, the staff provides support to the Secretary as well as to the following committees and commissions: Interagency Committee on Public School Construction, Economic Growth and Resource Protection Planning Committee, Asbestos Oversight Committee, the Maryland Correctional Standards Commission, and the Capital Debt Affordability Committee.

PROJECT MANAGEMENT AND DESIGN

Project Management & Design (PM&D) verifies and modifies project scopes and definitions, reviews and approves capital programs, establishes project schedules, coordinates with using agencies, grantees, and the DBM Office of Capital Budgeting, appears before legislative budget committees, develops architect/engineer contract scopes of work, and monitors construction budget and project schedules during design and construction. The Project Management staff provides a single point of contact for the using agencies' Capital Improvement Program projects. The project managers provide oversight review and recommend approval of change orders during construction. They also monitor funding expenditures and appropriation balances. In FY 2007, the Project Management staff conducted six A/E selections over \$200,000 under the authority of the General Professional Services Selection Board.



2100 Guilford — Architectural rendering

PM&D staff managed design contracts and provided technical reviews for a number of important projects across the State during FY 2007. These include: the \$16 million addition and renovations to 2100 Guilford Avenue;



Facilities Planning, Design and Construction

the \$23 million Elementary School and Family Education/Early Intervention Center for the Maryland School for the Deaf, Frederick Campus; the \$6.4 million Field Maintenance Shop at the Dundalk Armory; and the \$9 million Oyster Production Facility at the Horn Point Environmental Laboratories of the University of Maryland.

The multi-discipline Design Team provides technical reviews of construction documents and approves the final construction documents for bidding and construction. The Design Team also provides technical consultation services to using agencies to investigate problems or new requirements at user facilities and recommends solutions or modifications. PM&D responded to more than 40 requests for special assistance from State facility managers during FY 2007. The Unit also supports the Office of Real Estate by performing building assessment inspections and preparing building condition reports for prospective property acquisitions.

PM&D also reviews public school and community college construction projects. For FY 2007, the legislature approved State grant funding in the amounts of \$300 million for public school construction and \$55 million for community college construction. The Public School Construction Program allocated grant funds to 175 projects across all 24 jurisdictions, with a total construction value of \$400 million. A total of 56 new public school projects were also approved for planning. The Community College Construction Program allocated grant funds for 12 projects in five counties, with a total construction value of \$447 million.

This Unit is also responsible for the Capital Grant and Loan Program, involving administrative and technical support for over 620 grant recipients and projects with an estimated construction value of \$1.2 billion. Responsibilities include program and design review and accountability of funds associated with the program. Capital Grant and Loan contracts awarded in FY 2007 totaled \$275.6 million.

ENERGY PROJECTS AND SERVICES

Energy Projects and Services' (EP&S) mission is to assist State agencies in reducing energy consumption and unit costs, improve building indoor air quality, and optimize equipment life in State facilities by providing building system commissioning and quality equipment service. EP&S is responsible for the following programs:

Energy Performance Projects

This program provides capital upgrades (heating, cooling, ventilation, central plant, peak power generation, electrical distribution, energy management systems, lighting) for State agencies, using funds financed all or in part from reduced energy consumption by a legislature-mandated minimum of 15 percent per square foot by 2010, of which 10 percent was achieved by 2005 compared to the year 2000 base. DGS also oversees monitoring and verification of actual savings throughout the payback period to ensure that the guaranteed savings are met.

ENERGY PERFORMANCE PROJECTS AWARDED IN FY 2007

\$ Value of potential projects in initial and Phase I review:	\$22,000,000
\$ Value of projects awarded (including maintenance for life of payback period):	\$199,500
Capital funding 100% financed from energy savings:	\$2,047,727
\$ Value of maintenance projects presently in initial and Phase I review:	\$8,100,000



Facilities Planning, Design and Construction

CONSTRUCTION

The mission of the Construction Unit is to inspect and to supervise private contractors as they modify, renovate, or construct State buildings. By monitoring their work, the Unit ensures that construction conforms to approved designs and specifications. The Construction Unit ended FY 2007 with 83 projects worth \$121 million under construction, 15 projects worth \$70 million in the punch list stage, and 17 projects worth \$28 million awaiting final payment for a total workload of 115 projects valued at \$219 million. A total of 119 projects valued at \$47 million were completed in FY 2007. In addition, there were 439 warranty inspections performed on 252 projects valued at \$133 million.

FY 2007 – MAJOR CAPITAL PROJECTS COMPLETED

<u>Project</u>	<u>Cost</u> (In millions)
Calvert Street Parking Garage - Annapolis.....	\$ 19.98
St. Mary's College of Maryland, Telecom Infrastructure	\$ 1.89
Roxbury Correctional Institute Roof Covering System.....	\$ 1.37
Smallwood State Park Sweden Point Floating Docks.....	\$ 1.15



Calvert Street garage in Annapolis

MAJOR CAPITAL PROJECTS UNDER CONSTRUCTION

<u>Project</u>	<u>Cost</u> (In millions)
St. Mary's College of Maryland, New Academic Building	\$ 25.46
Maryland School for the Deaf, Frederick, Elementary School.....	\$ 20.18
Baltimore City Community College, Liberty Campus, Main Building Renovations	\$ 15.22
St. Mary's College of Maryland, New Student Services Building.....	\$ 12.14
Dundalk Armory Field Maintenance Shop National Guard	\$ 6.82
St. Mary's City, St. John's Archaeology Site Exhibit.....	\$ 6.51
2100 Guilford Avenue Addition	\$ 4.75
Gunpowder Falls State Park, Beach Services Building	\$ 4.25
Centreville Multi-Services Building District Court Renovations.....	\$ 3.23
William Donald Schaefer Tower, Elevator renovation	\$ 3.03
Fort Washington Marina Floating Docks.....	\$ 2.41



St. Mary's College "green" academic building under construction.



Facilities Planning, Design and Construction

MAINTENANCE ENGINEERING

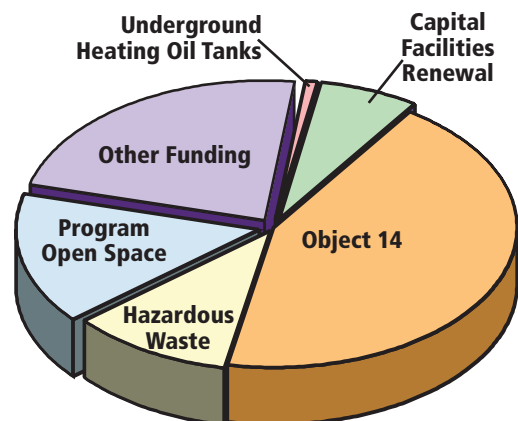
Maintenance Engineering's mission is to implement Maintenance Management Services for State-owned facilities. This includes, but is not limited to, establishing policies and procedures, establishing and supervising a comprehensive and continuing program of maintenance and repairs of all public improvements, reviewing maintenance and operation of public improvements, resolving engineering questions and managing the Capital, Operating, Program Open Space, Critical Maintenance, Underground Heating Oil Tank Replacement and Hazardous Waste budgets. Maintaining existing resources is the primary directive of this Unit and an important complement to Priority Places.

Maintenance Engineering is responsible for carrying maintenance projects from conception through completion. In addition, the Unit is responsible for asbestos and other hazardous material projects, whether as stand-alone projects or as part of larger renovation projects. Besides the normal customer service requirements inherent in project management duties, the Unit responds to numerous unscheduled requests from various using agencies. For example, the Unit performs handicap accessibility projects as needed and is in charge of mold remediation and underground storage tank replacement projects.

In FY 2007, Maintenance Engineering's Roofing Unit performed 77 major roof design reviews. Roof design reviews for major roof projects are performed at least twice, during the document design and the 95 percent phases. Many of these reviews were for public school projects. The Roofing Unit is instrumental in resolving roof related problems uncovered during design, construction, and maintenance phases.

**Number and Type of Projects
Managed by Maintenance Engineering Division of Facilities Planning**

PROJECT	#	Value
Capital Facilities Renewal	28	\$ 11,039,302
Object 14	183	\$ 7,000,000
Hazardous Waste	46	\$ 3,503,752
Program Open Space	64	\$ 2,546,139
Other Funding	95	\$ 10,516,459
Underground Heating Oil Tanks	4	\$ 551,216
	<u>420</u>	<u>\$ 35,156,868</u>





Procurement & Logistics

The Department of General Services (DGS) is a primary procurement agency with responsibilities for purchasing a variety of goods and services statewide for State and local government agencies, as well as non-profit entities. The Office of Procurement and Logistics is responsible for planning, implementing, and coordinating a variety of services offered by DGS.



The Department's procurement office provides professional and technical acquisition support services to State and local government agencies, conducts central procurement of architectural and engineering services, commodities, construction, energy, facilities maintenance, and printing services. The professional procurement staff performs specialized contracting, bid/proposal administration, and bid security for all State government users. The Technology unit administers Internet-based eMaryland Marketplace (eMM), a full-service interactive procurement system, and the Homeland Security eProcurement System for First Responders.

Procurement and Logistics is also responsible for the activities of the Business Enterprise Office (BEO), State Printing and Duplicating (SP&D), the Maryland State Agency for Surplus Property (MSASP), and Statewide Records Management. The Business Enterprise Office maximizes the business which DGS conducts with small and minority-owned businesses participating in the State procurement process. State Printing and Duplicating provides central support for all State government activities related to digital duplicating. Records Management stores and services more than 450 million State documents at the Records Center in Jessup and advises agencies on records management.

CONSTRUCTION CONTRACTING

The Construction Contracting Unit provides a broad spectrum of functions which includes procurement of: Capital Construction; Maintenance Construction; and Indefinite Quantity Contract (IQC) construction projects. The Unit also administers the selection process for A/E Service Contracts awarded through the General Professional Services Selection Board (GPSSB) and individual task orders awarded through A/E IQC contracts.



Forensic Medical Center - Architectural rendering



Procurement & Logistics

FY 2007 HIGHLIGHTS

- 81 Construction Projects were awarded totaling \$64,321,306 and 108 A/E Services Contracts were awarded totaling \$10,435,444, including:
- New Forensic Medical Center – Architectural contract was awarded for a new forensic medical center for the Department of Health and Mental Hygiene. The building will replace the State's Chief Medical Examiner's facility and will meet Bio-Safety Level 3 laboratory requirements.
- Phase I addition at 2100 Guilford Avenue – This \$16 million project will provide a modern facility complete with high-tech communications, lab equipment, and state of the art security for the processing of Parole and Probation clients while greatly improving the aesthetics of the neighborhood.
- Maryland School for the Deaf Elementary School, Frederick Campus – The project constructs a one-story, 77,000 square foot elementary school/student support services building to serve pre-kindergarten, kindergarten and grades 1-5 with a total capacity of 126 students and approximately 40 faculty and staff members.
- Crownsville Veterans Cemetery, Expansion of Burial Capacity – This \$3.1 million project, for the Maryland Department of Veteran Affairs, provides 10,000 new burial sites for Maryland veterans and their spouses. Related roadway and landscape improvements are also provided.

FACILITIES MAINTENANCE CONTRACTING

Facilities Maintenance provides procurement services to client agencies by conducting on-line interactive bidding using eMaryland Marketplace and award of contracts that support the day-to-day operations of agencies statewide. Typical services provided by these contracts are: janitorial, trash removal, uniformed guard, equipment repair and maintenance, pest control, grounds maintenance, and recycling.

In addition to direct and comprehensive procurement services, the Facilities Maintenance program provides advice, guidance, and training to its client agencies. Facilities Maintenance is also pro-actively involved in dispute resolution between agencies and contractors, as well as enforcement of contract terms to ensure contract compliance.

FY 2007 HIGHLIGHTS

- Facilities Maintenance processed 46 contract awards totaling \$14.7 million, including:
 - An \$8.9 million statewide Fuel Management Services contract;
 - A \$4.4 million building management contract for the Nancy S. Grasmick State Education building;
 - And a \$1.8 million armed and unarmed uniform guard services contract for the Department of Human Resources Baltimore office.



Procurement & Logistics



COMMODITY PROCUREMENT

Commodity Procurement continues in the forefront as a service-oriented program dedicated to providing leadership, assistance, and support in the acquisition of equipment and supplies that enable State agencies to complete their missions.

FY 2007 HIGHLIGHTS

- Awarded 361 new contracts totaling \$374.7 million.
- In an Internet "Reverse Energy Auction," conducted a multi-step bidding process which resulted in the award of 12 contracts valued at \$243 million, a cost avoidance of \$31.3 million, based on the difference between utility rates and auction rates.
- 42 medical equipment awards for various State agencies totaling \$7,670,144.

BOARD OF PUBLIC WORKS ADMINISTRATION

Board of Public Works Administration supports the Department by formulating and disseminating the Department's Action Agenda to the State Board of Public Works (BPW), advising the Secretary on matters related to the agenda, processing contract awards made through the BPW and the Departmental Procurement Review Board (DPRB) including bonding and insurance verification, and management of the Bid/Proposal Administration. In FY 2007, the BPW Administration assisted the Department in processing 1,394 procurements through the BPW and the DPRB totaling \$716.3 million.



Board of Public Works- (L to R) Treasurer Nancy Kopp, Governor O'Malley and Comptroller Peter Franchot.

PROCUREMENT LAW AND STATE POLICY

Since first promulgated in 1982, State Procurement Law and regulations have been modified over time to further a number of social and economic goals.

Preferred Provider Program

State law establishes a means of obtaining additional socio-economic benefits in the procurement process. This is accomplished by ensuring that the Department of Public Safety and Correctional Services' Maryland Correctional Enterprises, Maryland Works, and Blind Industries and Services of Maryland, foster training and opportunities for physically and mentally handicapped citizens. These Preferred Providers have the first right of refusal for contracts to provide State agencies with goods and services contained in a Master List of products maintained and published by DGS.



Procurement & Logistics

Acceptable Recycled Products

The Acceptable Recycled Products List contains recycled items currently under State contracts, as well as other information which is also available on the DGS web site and is part of the State's effort to promote environmental sustainability. Maryland Procurement Law includes a price preference for recycled materials to further encourage their use. DGS holds 30 active State contracts containing acceptable recycled products.

Small Business Awards

Procurement Law also provides for small business awards. DGS made 240 awards to small businesses in FY 2007 for more than \$39 million.

In-State/Out-of-State Purchases

As allowed by law, DGS is committed to the success of Maryland-based companies. The ratio of In-State/Out-of-State purchases continues to exhibit the careful attention P&L pays to Maryland businesses. During FY 2007, there were 617 contract awards totaling \$183.6 million in-state versus 228 awards totaling \$38.3 million out-of-state. Additionally, there were two Indefinite Quantity Master Contracts resulting in 10 multiple awards. Of these, eight were in-state awards totaling \$14.4 million and two out-of-state awards totaling \$800 thousand.



TECHNOLOGY

The Technology Program provides support and training for the Advanced Purchasing and Inventory Control System (ADPICS), statewide support and training for eMaryland Marketplace (eMM), the State's Internet-based procurement and information system, and the eProcurement system for First Responders. As part of this support, the program also maintains and updates the statewide ADPICS

vendor and commodity tables. The Technology staff continues to train all State agencies in an effort to meet the requirements of advertising all procurements and award notices in excess of \$25,000 on eMM.

FY 2007 HIGHLIGHTS

- eMM vendor fees were eliminated effective July 1, 2007.
- DGS acquired the eMM system and entered into a service agreement with the Maryland Department of Transportation to host the site.



Procurement & Logistics

BUSINESS ENTERPRISE OFFICE

The DGS Business Enterprise Office is responsible for the coordination and administration of the Minority Business Enterprise (MBE) program. DGS has a comprehensive MBE program designed to expand State business conducted with minority and small businesses. The Department's MBE mission is to ensure the department reaches its goal of 25 percent MBE participation.

FY 2007 HIGHLIGHTS

- In FY 2007, DGS awarded \$532,006,877 in procurements requiring minority business participation. Of that amount, \$52,218,686 was awarded to certified minority businesses.

Procurement Category	Total Procurement Dollars	Total MBE Dollar Awarded	Total MBE Percentage
Services	\$ 3,505,487	\$ 788,776	22.50%
Architectural/Engineering	\$ 16,147,919	\$ 3,778,793	23.40%
Maintenance	\$ 29,021,768	\$ 10,002,324	34.46%
Construction	\$ 89,265,559	\$ 21,617,320	24.22%
Sub Total:	\$ 139,940,733	\$ 36,187,213	26.22%
Commodities	\$393,457,360	\$ 15,987,600	4.06%
Corporate Card	\$ 608,784	\$ 44,353	7%
TOTAL:	\$ 532,006,877	\$ 52,219,166	9.82%

RECORDS MANAGEMENT

This Program develops policies and procedures to manage efficiently the records of all departments and agencies in Maryland State government and assists State, county and municipal agencies in the establishment of records retention and disposal schedules. In accordance with law, a public record cannot be destroyed without scheduling and the prior approval of the State Archivist. At the State Records Management Center in Jessup, the Division provides efficient storage and service of inactive State records that must be retained for specified periods of time to meet administrative, fiscal, and legal needs. Additionally, the unit coordinates the Statewide Forms Management Program among government agencies and prepares the annual Forms Management Activities Report for submission to the General Assembly.



State Records Management Center in Jessup



Procurement & Logistics

FY 2007 HIGHLIGHTS

- Provided storage service for 157,167 cu. ft. of records equal to 26,195 four-drawer file cabinets.
- Accepted into storage 29,181 cu. ft. of new accessions equal to 4,864 four-drawer file cabinets.
- Destroyed, through recycling, 25,752 cubic feet (386 tons) of records eligible for disposal in accordance with established records retention schedules.
- Retrieved and returned 14,309 individual files for State agencies.
- Interfiled 9,130 new individual record files within existing record storage boxes.

STATE PRINTING AND DUPLICATING

This Unit provides central support for all State government agencies relating to graphic design, high speed duplicating, digital color duplicating, mail processing, and courier services.

MARYLAND STATE AGENCY FOR SURPLUS PROPERTY

The Maryland State Agency for Surplus Property (MSASP) is responsible for the receipt and redistribution of State and Federal surplus property. MSASP is a self-supporting program; all operating funds are generated by the sale of surplus property or service charges applied to Federal property. Surplus State property is available to the public, but Federal surplus property is limited to eligible donee institutions through a direct transfer program.

FY 2007 HIGHLIGHTS

- Governor O'Malley announced the closure of the MSASP warehouse in Jessup. The warehouse will be closed and sold by end of the FY 2008 as the State moves to a more efficient way to auction surplus property. The MSASP warehouse has been used since 1947 to store items that State agencies no longer need. The 60,000 square foot building sits on 9.3 acres of property valued in June 2007 at \$2.4 million.
- Donated \$858,568 in Federal excess property to organizations in support of their programs.
- Provided 350,000 blankets to the Red Cross and "providers of assistance" organizations.



Governor O'Malley and Secretary Collins at Surplus Property warehouse.



Real Estate

The Office of Real Estate is responsible for establishing policy and for directing all real property functions of three units: the Land Acquisition and Disposal Unit, the Lease Management and Procurement Unit, and the Valuation and Appraisal Unit. Along with management oversight, the Assistant Secretary is responsible for communicating with the leadership of client agencies, State and local elected officials, private property owners and brokers, and the Board of Public Works.



Preserved wetlands near Ocean City

Land Acquisition and Disposal

The Land Acquisition and Disposal Unit is responsible for the acquisition and disposal of real property for all State agencies, with the exception of the Department of Transportation's transactions for highways, roads and bridges. Acquisition activities include obtaining and compiling real property information for ordering titles and appraisals, evaluating the property condition via due diligence, conducting negotiations with property owners/representatives, securing purchase option agreements, rights-of-way and easements, pursuing the powers of eminent domain, and preparing Board of Public Works action items for approval. This Unit also administers the agricultural easement program for the Maryland Agricultural Land Preservation Foundation.

The Unit receives special funding for its support of Program Open Space from the Department of Natural Resources. The Unit is also responsible for the disposal of excess real property and intergovernmental property transfer after such a recommendation is made by the Maryland Department of Planning. Disposition is usually in the form of a sale for fair market value through requests for bids, requests for proposals, or requests for expression of interest.

The Unit presented 31 purchase and sale agreements, options, and easements to the BPW for a total FY 2007 transaction value of \$34 million.

	FY 05	FY 06	FY 07
New Program Open Space Cases	3	40	79
POS Cases Approved by BPW	5	7	24
POS Acres Acquired	1,523	1,166	4,229
POS Acquisition Costs	\$1.4m	\$7.5m	\$30.2m
Other Acquisitions			
Approved by BPW	1	1	2
Other Acquisition Costs	\$63,000	\$259,132	\$3,774,631
Transactions Approved by BPW			
w/no consideration	25	16	2
Total # of Disposals	10	7	5
Total Value of Disposals	\$2.6m	\$5m	\$121,650



Real Estate

The Unit receives special fund support from the Maryland Agricultural Land Preservation Foundation through the Department of Agriculture for its support of the Agricultural Easement Program. In FY 2007, the Unit presented to the BPW 72 easement options valued at \$54.9 million.

	FY 05	FY 06	FY07
Ag Easements Approved by BPW	9	68	72
Ag Easement Acreage	1,134.7	8,482.64	8,596.74
Ag Easement Costs	\$4.2 m	\$22.9 m	\$54.9 m
GreenPrint Ag Easements Approved by BPW	2	0	0
GreenPrint Ag Easement Acreage	418	0	0
GreenPrint Ag Easement Costs	\$1.5 m	0	0

Valuation and Appraisal

The Valuation and Appraisal Unit oversees real property valuation issues for all State agencies except MDOT and USM. The valuation issues include, but are not limited to, preparing preliminary estimates of development potential, and contracting for private fee appraisals. It is responsible for reviewing for form, fact, and legal sufficiency the independent appraisals of the properties to be acquired including Maryland Agricultural Land Preservation Foundation easements. Valuation recommendations are made to the Assistant Secretary for a determination of a property's approved value. This Unit also evaluates appraisals for Capital Grants and Loans and for disposal of State real property assets. It conducts staff appraisals and other real estate related analytical studies.



Farmland appraised by DGS

	FY 05	FY 06	FY07
Appraisal Reviews	578	735	999
Staff Appraisals	92	30	87



Real Estate



200 St. Paul Plaza — DGS leased space for the Attorney General's office

Lease Management and Procurement

The Lease Management and Procurement Unit acquires and manages new and renewal leasehold agreements for real property between State agencies (excluding USM and certain MDOT actions) and commercial and governmental landlords. This includes soliciting lease proposals in approved geographic boundaries, evaluating requests for proposals, negotiating rental rates, terms and conditions with the apparent winner, reviewing and approving space modifications, preparing lease documents, establishing standards for the use of office space, and preparing action agenda items for Board of Public Works approval.



Montgomery Park — DGS Leased space for the Maryland Department of the Environment and the State Lottery

The Unit also inspects leased property to enforce lease terms.

Current Annual Lease Inventory

	Annual Rent	Measured Space	No. of Leases
Office/Storage	\$ 69,124,258	4,603,896 nusef	370
Parking	\$ 3,057,610	5,745 spaces	67
Revenue Leases	\$ 6,089,318	—	296
Office	\$ 454,980	—	17
Storage	\$ 200,003	—	4
Parking	\$ 19,802	—	4
Other	\$ 242,986	—	114
Tower	\$ 513,774	—	42
Land	\$ 4,657,773	—	115

Employee Housing - 162 active leases receiving \$251,975 annually in rental payments. This represents a .094% rental income reduction in rents from FY06. There are 23 vacant units.

	Leases to BPW	Value	RFPs Issued	Neg Rent Savings	Escalation Review Savings	Excess Fit Up Review Saving
FY 05	129	\$ 67,350,285	12	\$ 2,450,857	\$ 536,021	\$ 105,486
FY 06	107	\$ 46,170,289	12	\$ 4,587,059	\$ 346,051	\$ 35,227
FY 07	98	\$ 52,567,338	7	\$ 1,672,736	\$ 351,198	\$ 113,213



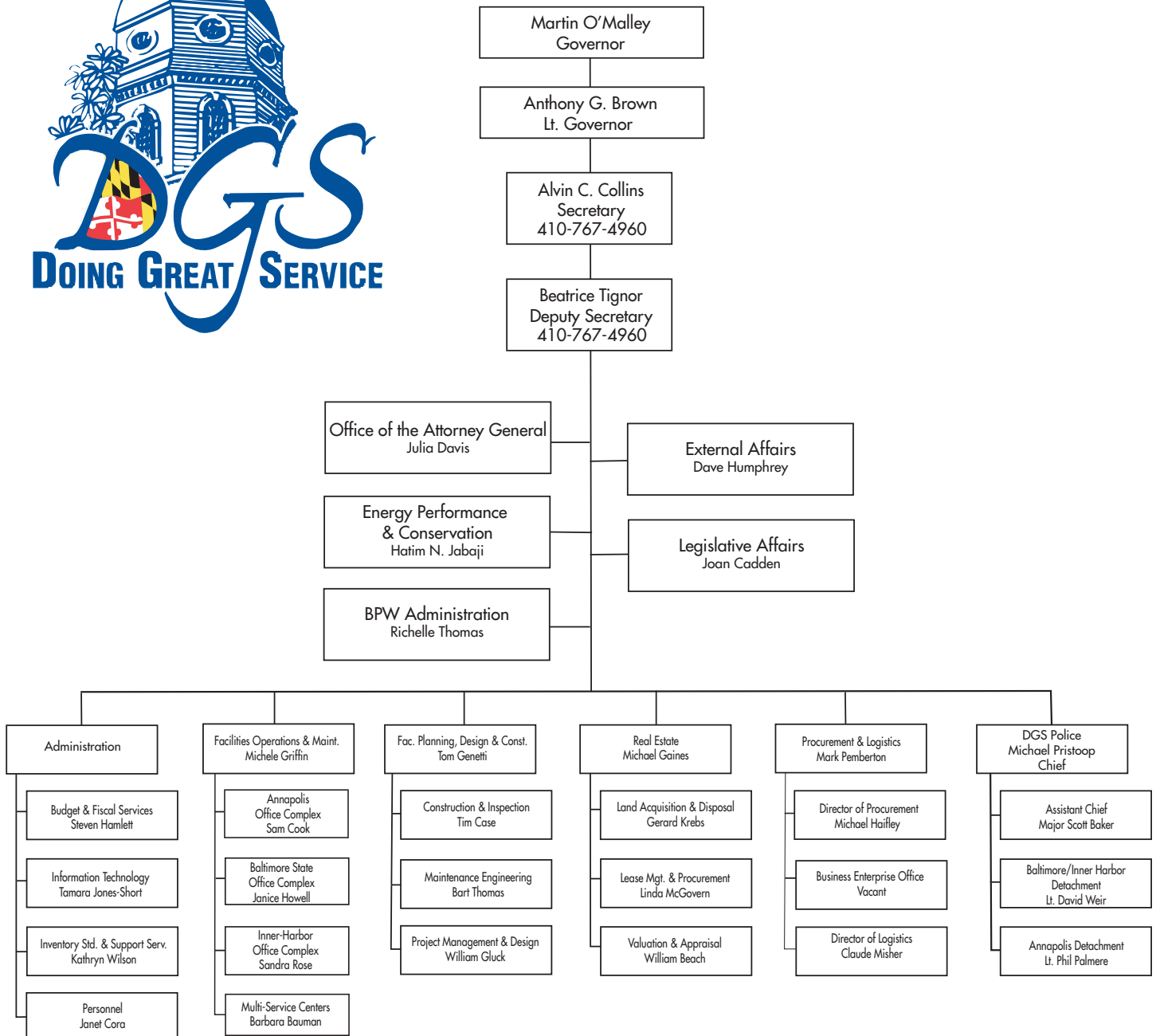
Real Estate

FY 2007 Highlights

- Negotiated the early renewal of the lease agreement for the multi-tenanted facility (District Court, Public Safety and Public Defender) at 1400 East North Avenue resulting in a renewal rate reduction saving the State \$775,560 and the elimination of many operating costs for the 10-year fixed rate term.
- Worked in conjunction with DHMH, DGS Construction, and the Attorney General's office in the development of the land lease agreement for the relocation of the Office of the Chief Medical Examiner to the University of Maryland biomedical research park in Baltimore City.
- Acquired former Center City Storage property through condemnation proceedings for \$3.6 million for Public Safety's Baltimore City Prison expansion.
- Acquired 574.17 acres of the former Weidman property in Worcester County for \$6.5 million. This acquisition helps to implement the Maryland Coastal Bays' Comprehensive Coastal Management Plan by preserving natural habitats and protecting the water quality of the Assawoman Bay.
- Purchased 409.3 acres of the former Westvaco property in Garrett County bordering the Savage River State Forest for \$900,000. This acquisition preserves and protects a number of habitats along the Big Savage River and also provides public access to the higher reaches of the river.
- Acquired 214.951 acres of the former Ankeney property in Washington County for \$1,020,000. This property includes 8,000 feet of stream and contains a unique limestone habitat which supports 23 rare or uncommon plant species.
- Purchased 728.313 unimproved acres on Little Blackwater River in Cambridge for \$10,321,000. This acquisition protects and conserves 313 acres of critical area of the Chesapeake Bay 415 acres adjoining the critical area lands, and 13,000 feet of frontage on the Little Blackwater River.
- Acquired 800 acres of the former Wilderness Ranch property in western Garrett County for \$1.84 million. The property is bordered by the Garrett State Forest and the Cranesville Swamp, an ecologically sensitive area. Due to the importance of this tract, The Nature Conservancy accepted less than its purchase price of \$2 million for the tract.
- Purchased 48.85 acres of unimproved land bordering the Rosaryville State Park in Prince George's County for \$2.5 million. This acquisition conserves much needed forest land cover within the Patuxent River Watershed.



Maryland Department of General Services





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