

# 2010 ANNUAL REPORT





*Governor O'Malley greets Secretary Collins and Procurement's Monica Biddle.*



*Lt. Governor Brown and Tom Cagle of Facilities Planning, Design and Construction.*



*Cleaning up after multiple blizzards hit Annapolis.*



*APB&G's David Day (on ladder) and Hakin Ross hanging holiday wreaths on the State House grounds.*



*Governor O'Malley and Dave Humphrey discuss BlackBerry intricacies.*

*Mike Eagle of the Medical Examiner's Office shows Secretary Collins, Tom Cagle and Tim Case the autopsy room at the new State Forensic Medical Center.*



## Secretary's Message



DGS impacts Maryland in many ways. Through efficient and effective professional management, we continue to provide quality customer service.

The Department's significant efforts include building with innovative "green" technology, leading energy saving efforts, and ensuring cost-effective use of resources.

We are also record-setters – again! It is with great pride that I highlight a significant DGS achievement. For the second straight year, DGS has surpassed the State's minority business participation goal of 25 percent. In Fiscal Year 2010, we achieved a record 30.01 percent MBE participation. With contracts valued at \$193,076,463 almost \$58 million was awarded to certified MBEs. In Fiscal Year 2009, DGS achieved 26.19 percent MBE participation.

We are proud that DGS has become a pace-setter for MBE participation. With the Governor's support, we have designed our MBE program to maximize opportunities that allow minority and women-owned companies to do business with DGS.

While we spotlight our MBE success, we also proudly highlight that DGS has...

- ... a leading role in the start of the \$1.5 billion redevelopment of the 28-acre State Center site – a 15-year project that will create thousands of jobs, advance green building and innovation, and improve our quality of life.
- ... continued the "greening" of DGS facilities with the installation of rooftop solar systems on DGS buildings located in Annapolis, Baltimore, Ellicott City and Elkton helping to keep Maryland Smart, Green and Growing.
- ... completed construction of the state-of-the-art Forensic Medical Center in the University of Maryland BioPark.
- ... saved State agencies more than \$4 million in rent costs.
- ... and managed the heavy lifting of back-to-back blizzards – classified as the storms of the Century – with minimal building operation interruptions.

All of our successes, which are highlighted in this report, are wonderful examples of how our 600+ employees are committed to Doing Great Service.

Alvin C. Collins  
Secretary





# 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 disposition of State 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 mission of the Maryland Department of General Services is to provide leading-edge professional and technical services to keep State and local governments working today and in the future. We do this by creating safe and secure work environments; designing, building, leasing, managing and maintaining facilities; leading energy conservation efforts; procuring goods and services; and providing essential functions such as fuel management, disposition of surplus property and records storage.

### 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: Carry out 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 chairs 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 Climate Change Commission, the Maryland Green Building Council, the Chesapeake Bay Cabinet, the Hall of Records Commission, the Maryland Security Council, and the Information Technology Board.

### OFFICE OF COMMUNICATIONS

The Office of Communications directs public relations, marketing, 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 and to provide direction and support to the Secretary in matters relating to all branches of State government. The Office is responsible for business development and customer service, by ensuring effective coordination of customer agency needs.

Public relations efforts include the development, coordination, and implementation of a comprehensive program for the Department. Activities include proactive media relations, social media connections, 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.

### FY 2010 HIGHLIGHTS

- Assisted in the creation of a new Web design for the Department.
- Collaborated with DHMH for the ribbon cutting at the new \$44 million State Forensic Medical Center.
- Managed the Governor's announcement of State Center redevelopment.
- Planned the Secretary's involvement in the Governor's "Capital for a Day" events.
- Produced the 2009 DGS Annual Report.
- Managed and edited the 2010 Maryland Green Building Council Annual Report.
- Provided media support to DGS customer agencies.
- Prepared and distributed 22 news releases promoting DGS and State initiatives.
- Established social media presence on Facebook and Twitter.   



*Secretary Collins, Lt. Governor Brown and other officials at the Forensic Medical Center ribbon cutting.*



## Office of the Secretary

### EMERGENCY MANAGEMENT

Working across DGS Divisions, the Director of Emergency Management serves as the DGS liaison with the Maryland Emergency Management Agency (MEMA) and the Governor's Office of Homeland Security. The Director acts 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 including engineering services, public works recovery, debris management, and supplemental resource support. The Director's Office also manages the Department's 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.

*Governor's Emergency Management Cabinet*



*DGS Emergency Management Director Margaret Fisher briefs Secretary Collins.*

### FY 2010 Highlights

- Staffed the State Emergency Operations Center (SEOC) for the December 2009 and February 2010 winter snow storms.
- Worked with MEMA and FEMA on the Federal declared snow storms for agency reimbursement.

### LEGISLATIVE LIAISON

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.

### 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

### CAPITAL FOR A DAY

"Capital for a Day," a program launched by Governor O'Malley in 2007, takes the State Capital to every corner of Maryland through a series of monthly events across a diverse selection of Maryland cities, towns and communities. One of the stops was Easton where the Secretary was briefed on the new E-85 pump facility and energy efficiency projects at State Police Barrack "I." The Secretary also met with public works/general services officials in several counties.

### MARYLAND GREEN BUILDING COUNCIL

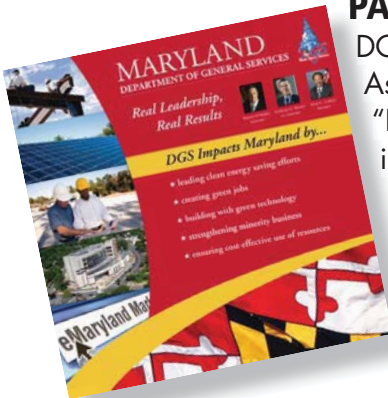
The Maryland Green Building Council, created by the 2007 Maryland General Assembly and staffed by DGS, is charged with evaluating high-performance building technologies. Additionally, the Council provides recommendations on the most cost-effective "green" building technologies that the State might consider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

Comprised of six private sector members and 10 State agency representatives, the Council issued its third annual report to the Governor and General Assembly in November. DGS produces the Council's Annual Report.



### PARTNERING WITH LOCAL GOVERNMENT

DGS participated in the annual Maryland Municipal League and Maryland Association of Counties summer conferences. The Department's exhibit, entitled "Real Leadership, Real Results," highlighted the many ways in which DGS impacts Maryland including building with "green" technology, leading energy saving efforts, strengthening minority business and ensuring cost-effective use of resources.



*DGS exhibit for MACo Summer Conference.*

### DGS IN THE COMMUNITY

As part of its community outreach programs and Governor O'Malley's *Smart, Green and Growing* initiative, DGS partnered with the Department of Agriculture and the Department of Health and Mental Hygiene to launch the "State Center Community Farmers' Market." The June-October market brings affordable farm-fresh, locally-grown, healthy produce to State Center.

*Strawberries are favorites for marketgoers.*



*Fresh vegetables at the Farmers' Market.*



## Smart, Green and Growing

Under Governor Martin O'Malley's *Smart, Green & Growing* initiative, the Department of General Services is helping to ensure that Maryland State Government is leading by example. The Department is involved in a variety of initiatives and opportunities that, together, add up to a well balanced approach to support the creation of a smarter, greener, and more sustainable future for Maryland State agencies.



### Energy Efficiency/Renewable Energy

The State has the tools to move forward with future solar, wind and biomass projects. A DGS indefinite quantity contract (IQC) allows the State to develop and enter into long-term power purchasing agreements with qualified renewable energy contractors as part of Maryland's future electricity purchasing portfolio consisting of solar energy, wind power and biomass.

### Energy Performance Contracts



*Installation of solar panels at the Tawes Office Complex.*

With savings expected to exceed \$29 million over 13-and-a-half years, DGS is currently administering one of the largest energy efficiency performance contracts for State buildings. Project costs are funded through guaranteed energy-related savings. As part of the Governor's EmPOWER Maryland initiative, the project will reduce electricity, natural gas, fuel oil and water consumption in 37 buildings managed by the DGS, enabling implementation of the O'Malley-Brown administration's goal to reduce power consumption by 15 percent by the year 2015.

### Green Building

As a leading member of the Maryland Green Building Council, DGS contributes its expertise in the construction of high performance green buildings. In its 2010 annual report, the Council cites Goodpaster Hall at St. Mary's College as an example of "notable advances" in the State's high performance building program. The report called the DGS project "the crown jewel of the program." Goodpaster earned a Leadership in Energy and Environmental Design (LEED) Silver rating and is the first state-owned facility to achieve LEED certification in accordance with Maryland's Executive Order on sustainable design.



*Award-winning Goodpaster Hall at St. Mary's College.*



## Office of Administration

### Green Procurement

DGS is greening the State's procurement process as the lead agency on the Maryland Green Purchasing Committee. The Office of Procurement has established a list of recyclable products which include the following commodities: office supplies, water, textiles, paper towels, various janitorial supplies, paper products, traffic barrels, barricades and cones, pallets, re-refined lubricating oil and more. Additional information on Green Procurement can be found on page 32.

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 accomplish the Department's key goals.

### FISCAL SERVICES

The Unit provides daily accounting and budgeting services to the Department. Fiscal Services is comprised of three primary sections: statewide capital projects accounting, operations accounting, and budget management. In addition to its technical role, the unit provides guidance to management on various fiscal and budgetary matters, represents the Department's views on fiscal and budgetary issues to the Governor, the General Assembly, outside agencies, and the public. Technical functions include accounts payable, accounts receivable, payroll, leave accounting, fixed asset management, forecasting of revenues and expenditures, budget preparation, capital accounting, and other financial reporting.

### FY 2010 HIGHLIGHTS

- Accounting paid 9,151 out of 9,265 invoices in a timely manner with an on-time percentage of 98.77 percent.



*Steve Hamlett, Norma Velasquez  
and Rio Woodard working on the  
DGS budget.*



## Office of Administration

### 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.



In FY 2010, legacy systems and infrastructure were a challenge; however, ITG continued to provide smart, reliable, and agile solutions for our user community. Despite the challenges, the Unit continues to provide a secure network and superior customer service.

### FY 2010 Highlights

- Implemented a Context Filter/Proxy server – to provide greater network security and insure responsible network resource usage.
- Implemented a customer support survey – to determine customer perceived strengths and weaknesses in ITG service delivery.
- Installation of Linux with VMWare - to provide virtual platform for applications and expand network resources.
- Updated DGS Web site per new State guidelines.
- Developed a database for Government House to provide accurate management of State assets.
- Implemented BlackBerry Enterprise Server to provide Blackberry users additional functionality and real-time data availability.
- Built and installed CESI server for DGS Capitol Police to support tracking of police reports
- Upgraded Internet link to 10 Mbs/s improving Internet access.



## 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 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, and employee award programs, as well as representing management before the Office of Administrative Hearings.

### FY 2010 HIGHLIGHTS

- Coordinated the 2009 Maryland Charity Campaign for DGS, raising over \$38,000 in donations and pledges and surpassing our 2009 goal despite continuing economic hardships for all.
- Recognized 93 DGS employees with annual Service Awards at celebratory events in Baltimore and Annapolis.
- Hosted 13 YouthWorks summer interns in various Divisions, resulting in a successful and positive experience for both the students and DGS staff.
- Secured hiring freeze approval to hire 24 new DGS staff members for mission critical vacancies. More than 730 application forms and resumes were reviewed and processed by Personnel Office staff.
- Successfully managed the State-mandated temporary salary reduction and furlough plan, resulting in minimal disruption to operations and the cooperation of all affected DGS employees, supervisors and managers.



*Multi-Service Center staff (L to R) Wanda Geisler, Superintendent Barbara Baumann, Anothony Rhodes and Michael Jones at Service Awards ceremonies.*



*Senator John Astle congratulates Edwin Green Sr. for 24 years of State service at Annapolis awards ceremony.*



*Secretary Collins with 15 year employee Ray Kaliush at Baltimore awards ceremony.*





## Office of Administration

### 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 audits 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 83 motor vehicles and the Statewide Automated Fuel Dispensing and Management System with 97 refueling stations located in Baltimore City and in every Maryland County.



*Baltimore City Mayor Stephanie Rawlings-Blake visits with ISSSD's Terri Winston at the Maryland Association of Counties conference.*

### FY 2010 HIGHLIGHTS

- Promoted Federal Surplus Donation Program at the MML and MACo local government conferences.
- Conducted 1,009 online auctions of surplus property thru GovDeals resulting in \$88,431 in sales returned to the general fund.
- Processed 2,735 excess property declarations involving 139,390 items with an original acquisition cost of \$85 million.
- Supervised the auctioning of 892 operable/inoperable surplus motor vehicles/equipment which returned \$ 1.4 million to State Agencies.
- Conducted three property officer training classes.
- The Statewide Fuel Dispensing and Management System dispensed 12.4 million gallons in gasoline, diesel, motor fuel, compressed natural gas and E85. Since its June 1991 inception, the program has saved the State \$8.8 million.





## Facilities Operations and Maintenance



The Facilities Operations and Maintenance (FOM) 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 17 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 State tenant customers.



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 and 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, the Governor's residence – Government 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 Papenfuss Maryland State Archives/Hall of Records Building, 45 Calvert Street, the Jeffrey Building and Shaw House. In addition, APB&G is responsible for maintenance and daily operations of the Annapolis Day Care Center and the Crownsville People's Resource Center and Day Care Center in Anne Arundel County.



*Solar panel installation atop Government House.*



## Facilities Operations and Maintenance

### FY 2010 HIGHLIGHTS

- Maintained a passable and safe environment for our customers throughout the blizzards of 2010.
- Initiated a partnership with Blind Industries of Maryland to achieve 100% utilization of green-certified janitorial paper products.
- Expanded our comprehensive recycling program throughout the complex.
- Installed solar panels on the Government House roof to generate energy for the building's hot water system.
- Launched water conservation pilot program of waterless toilets and pint urinals.



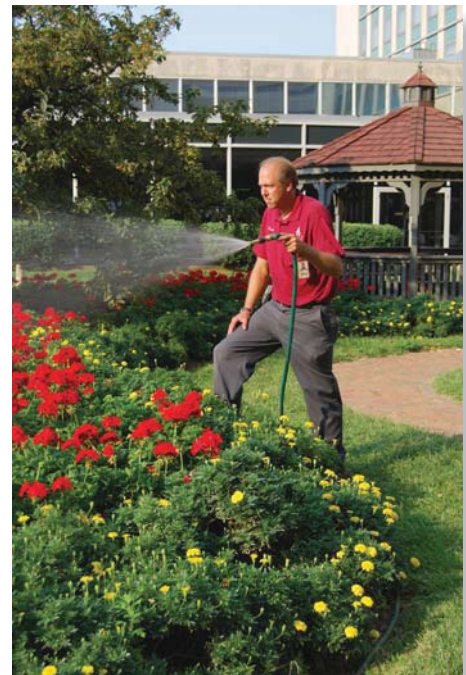
*Blizzard cleanup in Annapolis.*

### BALTIMORE PUBLIC BUILDINGS AND GROUNDS

Baltimore Public Buildings and Grounds (BPB&G) is responsible for the operation, maintenance and security of four State-owned buildings totaling 3 million square-feet in Baltimore City located at 201, 300 and 301 West Preston Street, and 2100 Guilford Avenue. BPB&G houses approximately 5,400 State employees and maintains 4 acres of landscaped area and 21 acres of parking.

### FY 2010 HIGHLIGHTS

- Two snowstorms – classified as the storms of the Century – struck the area in February. In both cases, FOM removed the snow with minimal building operation interruptions.
- BGE replaced the third and final electric feeder at 300 West Preston St. BPB&G took advantage of the moment and switched the State Office Complex's electrical system back to the normal mode of being supplied by two feeders at once to preclude accidental outages in the future.
- At 201 West Preston St. garage repairs began on March 25th.  
Work was confined to the hours of 6:30 pm and 5:00 am between Thursday evenings and Monday mornings until the job was complete. There was no interruption in the use of the garage during office hours.
- The State Center Café at 301 West Preston is under new management. A great deal of customer interest has been generated and business seems to have picked up.
- Work continues on the replacement of the fire alarm system in 201 West Preston which will be completed by early 2011.



*Courtyard flower beds are maintained by Duane Lucas as part of State Center's ongoing beautification efforts.*



## Facilities Operations and Maintenance

### INNER HARBOR OFFICE CENTER

The Inner Harbor Complex (IHC) administers eight State-owned buildings in Baltimore City and Howard County. Encompassing over 1.3 million square feet, these facilities provide office space for more than 3,000 State employees. One of the buildings maintained by IHC is the William Donald Schaefer Tower – a 27-story high-rise located in the City’s financial district. Schaefer Tower houses the Governor’s Baltimore office in addition to 13 State agencies and several private tenants. Other buildings managed by IHC include the Public Defenders Building, the Nancy S. Grasmick State Education Building, Saratoga State Center, Hilton Heights Community Center, and the Jessup State Complex – which consists of the State Records Center, Maryland Correctional Enterprises and Maryland Fuel Lab.



*DGS staffers Art Jones (l) and Mike Steadman raise the State flag atop Schaefer Tower.*

### FY 2010 HIGHLIGHTS

- At the Saratoga State Center, completed the fire alarm system replacement.
- Completed the \$3.3 million elevator modernization project at 6 St. Paul. Also made ADA door modification to lobby of the parking garage vestibules and the MTA Transit Store lobby and reopened the Baltimore Street entryway to provide direct street access to MTA’s Certification Office/Transit Store.
- Completed the roof replacement at the Nancy S. Grasmick State Education Building. Also made ADA Door modifications to the Liberty Street doors.
- Replaced the rooftop chiller at the Hilton Heights Community Center.
- Installed ADA compliant automatic door opener on entrance doors at the Public Defender Building.
- At the Jessup State Center, replaced the 70-ton chiller at the Motor Fuel Lab.



## 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 17 District Court/Multi-Service Centers across the State. These facilities encompass more than 1.3 million square feet on 44 acres of landscaped areas and 18 acres of parking lots. The 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, L. Leonard Ruben DC in Silver Spring, Towson DC and the Hyattsville DC in Prince George's County.

### FY 2010 HIGHLIGHTS

- As part of an energy efficiency performance contract, HVAC control systems were installed at the Ellicott City, Salisbury, Denton, Centreville, Elkton, Belair, Essex, Borgerding, South Baltimore, Glen Burnie, and Catonsville MSCs.
- Chiller and cooling tower installed at Ellicott City.
- A new parking deck was constructed at Centreville for additional parking for employees and visitors.



*Hyattsville District Court*



*Towson District Court*



## 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. Portfolio Management also responds to agency requests for space in DGS-operated buildings, identifies locations that have become vacant, and assists with subsequent planning to ensure the most efficient use of those areas.

### FY 2010 HIGHLIGHTS

- Continued assisting the DGS Office of Real Estate with the State Center redevelopment project and reducing the amount of leased space statewide by moving agencies into State space when possible.
- Working with FOM leadership and the Attorney Generals' office on District Court/Capital Lease takeover strategy planning.
- DGS assumed management of the Louis L. Goldstein District Court on July 1, 2010 and will assume management of the Joseph D. Carter DC/MSJ in St. Mary's County on July 1, 2013.



*Louis L. Goldstein District Court in Prince Frederick.*



## Facilities Security - DGS Police



The Department of General Services Maryland Capitol Police (MCP) 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 annually. MCP is comprised of sworn police officers, security officers, and police communication operators. The Department has detachments in Annapolis and Baltimore. MCP not only provides traditional law enforcement services, but also focuses on physical security of buildings, property, and State employees.



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

### ANNAPOLIS DETACHMENT

The Annapolis Detachment is responsible for providing the safety and security of 19 buildings, six parking garages, and four 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 Jeffrey Building, and the Peoples Resource Center in Crownsville.



*Firearms Instructor Sgt. Donald Freeman grading Officer Donato Frate's target at the State Police firearms facility.*



## Facilities Security - DGS Police

### BALTIMORE DETACHMENT

The Baltimore Detachment is responsible for providing the safety and security of 11 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 Shillman Building, and 2100 Guilford Avenue.

### FY 2010 Highlights

- Purchased and issued new Glock weapons for all sworn personnel and conducted weapons conversion from Beretta to Glock.
- Completed new uniform conversion for all 90 Police Communications Operators and Security Officers.
- Acquired new personal protection equipment for all sworn personnel to fulfill one of the Governor's core goals.
- Hosted U. S. Department of Homeland Security for surveillance detection course.
- Provided more than 2,000 hours of in-service training to Police and Security Officers including specialized training in Homeland Security "Incident Response to Terrorist Bombings," Domestic Violence "Lethality Assessment Program," and "Gang Instructor Training."
- Received grants for:
  - Bulletproof vests for Police Officers
  - License plate reader technology
- Installed and implemented the License Plate Reader and E-Tix program in collaboration with Maryland State Police.
- Enacted measures to help DGS become a "greener" agency by having Police and Security Officers conduct earlier fire, light and safety checks to ensure that lights are turned off in all buildings after business hours.
- Distributed crime prevention pamphlets in State buildings.
- Assisted the Maryland State Police Legislative Security Section as protection for Maryland Senators while in Senate Chambers and security of the Judicial Proceedings Committee during the duration of the 2010 Legislative Session.
- Coordinated with the United States Secret Service and participated in the protection of First Lady Michelle Obama during her visit to Maryland State House.



*Officer Thomas Crewe of the Annapolis Detachment using an onboard computer connected to the license plate reader.*



*Governor O'Malley visits with Security Officer Sandy DeGourville at State Center.*



## Facilities Planning, Design and Construction

The Facilities Planning, Design and Construction Division (FPDC) is responsible for the management and direction of three units: Project Management and Design, Construction and Inspection, and Maintenance Engineering. 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.



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 2010**

Negotiated 76 design contracts totaling \$4.9 million.  
Estimated Construction Value - \$80.6 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, the Capital Debt Affordability Committee, and the Maryland Green Building Council.

### **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 2010, the Project Management staff conducted two A/E selections over \$200,000 under the authority of the General Professional Services Selection Board.



*DGS Project Manager Carl Fox briefs Secretary Collins and Construction Chief Tim Case on progress at Rockville District Court.*

In addition to managing the activities of the A/E team through the design and bidding phases of a project, Project Management staff



## Facilities Planning, Design And Construction

continues to be involved throughout the construction phase of capital projects. They manage and monitor the A/E team's construction administration services, as well as services provided by the construction schedule analysis consultant and the commissioning agent. Project Managers attend all construction progress meetings, assist with evaluation of requests for information and proposed change orders issued by the contractor, and review and sign-off on monthly pay requisitions from the contractor.

PM&D staff managed design contracts and provided technical reviews for a number of important projects across the State during FY 2010. These include the \$1.4 million renovation and restoration of the Old House of Delegates Chamber in the State House, the \$3.8 million cafeteria at the Maryland School for the Deaf - Frederick Campus, the \$1.5 million administration/maintenance complex at the Garrison Forest Veterans Cemetery, the \$1.3 million main building parking lot and athletic field at the Maryland School for the Deaf - Columbia Campus, and the \$17 million Harriet Tubman Underground Railroad State Park.



*Architectural rendering of the Harriet Tubman Underground Railroad State Park Visitors' Center.*

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 30 requests for special assistance from State facility managers during FY 2010. The Unit also supports the Office of Real Estate by performing building assessment inspections and preparing building condition reports for prospective property acquisitions.

This unit is also responsible for administrative and technical support for the Public School and Community College Construction Grant Programs. For FY 2010, the legislature approved State grant funding in the amounts of \$267 million for public school construction and \$84.3 million for community college construction. The Public School Construction Program allocated grant funds to 147 projects across 23 jurisdictions, with a total construction value of approximately \$587 million. A total of 31 new public school projects were also approved for planning. The Community College Construction Program allocated grant funds for 21 projects at 11 community colleges totaling \$83.8 million.

The Capital Grants Program is also within this Unit and is responsible for the administrative and technical support to recipients of more than 1,350 Legislative Initiative grants awarded to local governments and private non-profit organizations with an estimated construction value of \$2 billion. Responsibilities include program and design review and accountability of grant funds in the amount of \$785.3 million. Capital Grants Program contracts awarded in FY 2010 totaled \$211 million.



*Evergreen Elementary School in St. Mary's County was awarded LEED Gold.*



## Facilities Planning, Design and Construction

### CONSTRUCTION AND INSPECTION

The mission of the Construction Division is to inspect and to supervise private contractors as they modify, renovate, or construct State buildings. By monitoring their work, the Division ensures that construction conforms to approved drawings and specifications. In FY 2010, the Construction Division monitored 184 projects worth \$201 million under construction, and performed 356 warranty inspections on completed projects valued at \$235 million. A total of 120 projects valued at \$32 million were completed in FY 2010.

### FY 2010 – MAJOR CAPITAL PROJECTS COMPLETED

Project	Cost (In millions)
Eastern Shore Regional Call Center - Unemployment Insurance Call Center Building	\$ 3.8
Fort Washington Marina - Replace Marina Dock E	\$ 1.4
Garrison Forest Veterans Cemetery - Expansion of Burial Capacity	\$ 3.3
House of Delegates Window Replacement	\$ 1.2
Madonna Forest Multi-Purpose Building	\$ 1.3
William Donald Schaefer Tower Elevator Upgrades	\$ 3.3

### MAJOR CAPITAL PROJECTS UNDER CONSTRUCTION

Project	Cost (In millions)
Rockville District Court	\$ 61
State Forensic Medical Center	\$ 44
Maryland State Police Barrack "O" garage/com ctr.	\$ 10
Salisbury Armory Readiness Center	\$ 9
Maryland School for the Deaf New Cafeteria	\$ 3
Rocky Gap State Park Bath House, Ranger Station	\$ 2



*New State  
Forensic Medical Center at  
University of Maryland BioPark.*



## 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 Materials budgets. Maintaining existing resources is the primary directive of this Unit and is an important complement to Priority Places.

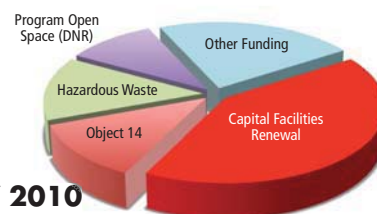
Maintenance Engineering is responsible for carrying maintenance projects from conception through completion. In addition, the Unit is responsible for asbestos and other hazardous material projects, whether as stand-alone projects or as part of larger renovation projects. Besides the normal customer service requirements inherent in project management duties, the Unit responds to numerous unscheduled requests from 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 2010, Maintenance Engineering's Roofing Unit performed 79 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. The Roofing Unit is instrumental in resolving roof related problems uncovered during design, construction, and maintenance phases.



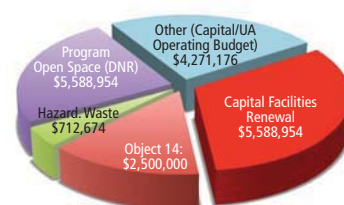
### Number and Type of Active Projects Managed by Maintenance Engineering

Project	#	Value
Capital Facilities Renewal	55	\$ 18,137,000
Object 14	104	\$ 5,182,392
Hazardous Waste (Asbestos, Lead)	57	\$ 5,974,850
Program Open Space (DNR)	64	\$ 4,440,221
Other Funding	39	\$ 9,832,745
<b>TOTAL</b>	<b>319</b>	<b>\$ 43,567,208</b>



### Total Maintenance Projects Awarded - FY 2010

Project	#	Value
Capital Facilities Renewal	25	\$ 5,588,954
Operating Budget Object 14	87	\$ 2,500,000
Hazardous Waste (Asbestos, Lead)	15	\$ 712,674
Program Open Space (DNR)	41	\$ 4,217,967
Other (Capital/UA Operating Budget)	25	\$ 4,271,176
<b>TOTAL</b>	<b>193</b>	<b>\$ 17,290,771</b>





## Facilities Planning, Design And Construction

### OFFICE OF ENERGY PERFORMANCE AND CONSERVATION

The Office of Energy Performance and Conservation is assigned the task of implementing Governor O'Malley's EmPOWER Maryland initiative which is designed to reduce State government energy consumption. EmPOWER Maryland will reduce Maryland energy consumption by 15 percent by 2015.



#### FY 2010 HIGHLIGHTS

- DGS continues to purchase electric power for the State using block, index and reverse auction methods resulting in saving millions of dollars.
- Overseeing energy performance contracting projects for 28 State agencies with an estimated construction value of approximately \$250 million to be paid from future and annual guaranteed energy savings (cost avoidance) of nearly \$26 million annually.
- Completed project to install rooftop solar systems on DGS buildings located in Annapolis, Baltimore, Ellicott City and Elkton. The rooftop solar array systems will generate over 500,000 kWh of energy in the first year alone.
- Continued to maintain a Comprehensive Utility Bill Management system database. This state-of-the-art system is facilitating the collection and management of all the State's utility data to help control the use and consumption of utilities and to manage reduction.
- Unveiled new Energy Maryland Map website which features information about the facilities and grounds DGS maintains throughout the State and the energy production saved at each site.



*Sunrise over new solar panels at the John R. Hargrove, Sr. District Court in South Baltimore.*



*Solar panel installation at the Tawes Office Complex in Annapolis.*



## Procurement & Logistics

The Department of General Services (DGS) is a primary procurement agency with numerous responsibilities for purchasing a variety of goods and services statewide for State and local government agencies, as well as non-profit entities. The Division of Procurement and Logistics (P&L) is responsible for the planning, implementation, and coordination of 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 Business Enterprise and Technology Services (BETS) unit administers Internet-based eMaryland Marketplace (eMM), a full service interactive procurement system, and the Homeland Security eProcurement system for First Responders. The BETS Unit also administers the Minority Business Enterprise (MBE) program which facilitates the business that DGS conducts with small and minority-owned businesses participating in the State procurement process. The BETS unit also maintains the Small Business Reserve (SBR) database which houses the State's self-certified small businesses that meet the specified criteria mandated by law.

Procurement and Logistics is also responsible for the activities of the State Printing and Duplicating (SP&D) and the State Records Management. State Printing and Duplicating provides central support for all State government activities related to digital duplicating. Records Management stores and services more than 48.4 million State documents at the Records Center in Jessup, advises agencies on records management, and establishes record retention and disposal schedules for agencies statewide.

## CONSTRUCTION, ARCHITECTURE/ENGINEERING AND CAPITAL MAINTENANCE

Construction, Architecture/Engineering (A/E) and Capital Maintenance procurement provides a broad spectrum of functions, which includes the administration of contracts for Construction, A/E services, construction-related services, and capital maintenance in a timely and cost effective manner.

### FY 2010 HIGHLIGHTS

- Awarded 231 architectural/engineering, capital maintenance and construction projects for construction and construction-related services totaling more than \$65 million.
- Alteration/Additions to the Salisbury Readiness Center (Design/Build) - The \$9.4 million dollar project consists of the partial demolition, renovation and construction of new offices and training space at the existing National Guard Readiness Center in Salisbury.
- Construction of Barrack "O" and Garage - The \$10.1 million dollar project consists of the construction of a new 25,755 square-foot State Police Barrack "O" and a 5,027 square-foot garage.



*Secretary Collins and State Police Superintendent Terrence Sheridan lead groundbreaking for Barrack "O."*



## Procurement & Logistics

### FACILITIES MAINTENANCE CONTRACTING

Facilities Maintenance provides procurement services to client agencies by conducting online 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, ground maintenance, UPS Systems, HVAC and Water Treatment, Chillers, CCTV Cameras, Elevator Services, emergency generators, Recycling, Turf Maintenance, Pest Control, Fire Protection, Weigh Scale Maintenance, and Fuel Dispensing System.

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 proactively involved in dispute resolution between agencies and contractors, MBE and SBR issues, as well as enforcement of contract terms to ensure contract compliance.

#### FY 2010 HIGHLIGHTS

- Awarded 60 contracts totaling more than \$26 million including janitorial services for various State agencies valued at over \$7 million, uniformed unarmed guard services contracts totaling over \$6 million, and Fuel Dispensing System over \$9 million.

### COMMODITIES

Commodity Procurement is 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. Additionally, Commodity Procurement continues to play an integral part in the State's preparation for Emergency Preparedness. By negotiating and enabling agencies to utilize the National Association of State Purchasing Officials' Hazardous Incident Response Equipment (NASPO/HIRE), U.S. Communities and U. S. General Services Administration contracts, the State is now better able to respond to the needs of Maryland communities in disaster situations and continues to explore innovative avenues to meet these needs.

#### FY 2010 HIGHLIGHTS

- Awarded 442 new contracts totaling over \$199 million including Maryland Public Television Digital Conversion – 6 additional procurements totaling \$1,281,067 and Baltimore City Community College Lab at the University of Maryland BioPark – 16 procurements totaling \$372,000.

#### Major Statewide Contracts completed include:

- A multi-state pharmaceutical contract valued at \$14.5 million.
- Statewide road salt and deicing materials – Seven (7) contracts totaling \$37 million.
- Statewide light duty vehicles (police, sedans, vans, SUVs, pickup trucks) - 33 contracts totaling \$9,204,909.
- Statewide AutoZone – U.S Communities, automobile parts, 10% MBE participation renewed for 6 months.

*MPT Master Control*





## Procurement & Logistics

- Statewide diesel emissions retrofits for heavy duty vehicles – separate contracts are in place for both the supply of equipment and the installation of the equipment, awarded to 6 vendors initial value \$120,000 which may be adjusted in the future based on actual usage.
- Commercial mowing equipment – awarded to 14 vendors, totaling \$365,000.
- All food contracts have been reviewed and are being revamped in an effort to consolidate contracts where possible and streamline the process.

In an ongoing effort to fulfill DGS's mission for emergency preparedness, emergency contracts are being researched and developed. Some of these contracts include:

- PortaPot rentals – 4 vendors totaling \$200,000
- Emergency generators – Purchase – 3 vendors totaling \$4,702,643
- Emergency generators – Rental – 5 vendors, totaling \$50,000
- Pre-filled sandbags – 2 vendors totaling \$50,000
- Medical and Personal Protection Gear – NASPO HIRE – various vendors \$50,000
- US Communities – Hagemeyer, \$50,000
- GSA Schedule 84 – Global Protection, \$50,000
- Emergency delivery services – Commonwealth of Pa – UPS, \$1 million
- Water pump rentals – 4 vendors totaling \$260,500
- Water delivery, Bulk – 2 vendors totaling \$100,000



Contracts were expedited on behalf of various agencies utilizing Federal 1122 Program grant money for equipment to be used in the performance of counter-drug activities totaling \$2,048,426.

During 2010's unprecedented snow events, the entire Commodities staff worked tirelessly from home and the office both day and night and through weekends to locate vendors and equipment for emergency snow removal from streets and roofs, road salt suppliers, salt haulers, MREs, and other storm related items. The information was then compiled into lists which were forwarded to MEMA to service State and local governments in the emergency caused by the historic back-to-back blizzards.

## 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 managing the Bid/Proposal Administration. In FY 2010, the BPW Administration assisted the Department in processing 1,633 procurements and grants and loans through the BPW and the DPRB totaling over \$931 billion.



*State Treasurer Nancy Kopp, Governor O'Malley and Comptroller Peter Franchot at Board of Public Works meeting.*



## Procurement & Logistics

### 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 and businesses, 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 providing State agencies with goods and services contained in a Master List of products maintained and published by DGS.

#### 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 11 statewide contracts containing acceptable recycled products. There are an additional 30 products available and listed on the DGS Website under "Procurement."

#### Small Business Awards

Procurement Law provides for small business awards. DGS made 164 awards to small businesses in FY 2010 for more than \$20.7 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 2010, there were 301 in-state awards totaling over \$103 million versus 140 out-of-state awards totaling over \$92.8 million.

### BUSINESS ENTERPRISES & TECHNOLOGY SERVICES (BETS)

BETS is responsible for the coordination and administration of the Minority Business Enterprise (MBE) Program. The Office's primary mission is to ensure that the Department reaches the goal of 25 percent MBE participation. BETS also maintained the statewide vendor and commodity table and supported eMaryland Marketplace and the Small Business Reserve (SBR) system.





## Procurement & Logistics

### FY 2010 HIGHLIGHTS

- In FY 2010, DGS awarded \$ 193,076,463 in procurements requiring minority business participation. Of that amount, \$57,945,843 or 30.01 percent was awarded to certified minority businesses. The 30.01 percent MBE participation tops the 26.19 percent registered in FY 2009.

Procurement Category	Total Procurement Dollars	Total MBE Dollar Awarded	Total MBE Percentage
Services	\$ 1,488,162	\$ 216,708	14.56%
Architectural/Engineering	\$ 3,926,094	\$ 977,989	26.71%
Maintenance	\$ 28,479,751	\$ 11,528,748	40.48%
Construction & Construction Related	\$ 49,614,694	\$ 14,023,727	28.27%
IT Services & Supplies	\$ 393,551	\$ 0	0%
Corporate Card	\$ 697,839	\$ 29,121	4.17%
Direct Voucher	\$ 1,138,924	\$ 478,752	42.04%
Supplies & Equipment	\$ 107,337,464	\$ 30,690,798	28.59%
TOTAL:	\$ 193,076,463	\$ 57,945,843	30.01%

- BETS conducted 72 SBR audits and attended 20 pre-bid meetings. The BETS help desk (SBR eMaryland and MBE) responded to more than 7,000 calls, emails, and fax inquiries.
- There are 7,093 vendors registered on the Small Business Reserve system and 20,000 vendors registered on eMM.

## RECORDS MANAGEMENT

This program develops policies and procedures to efficiently manage 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 prior approval of the State Archivist. At the State Records Management Center in Jessup, the Unit 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.

### FY 2010 HIGHLIGHTS

- Provided storage for 163,478 cubic feet of records equivalent to 27,246 four-drawer file cabinets.
- Accepted 23,950 cubic feet of new accessions equivalent to 3,992 four-drawer file cabinets.
- Destroyed, through recycling, 22,069 cubic feet (331 tons) of records eligible for disposal in accordance with established records retention schedules.
- Retrieved and returned 9,935 individual files for State agencies
- Interfiled 5,863 new individual records within existing record storage boxes.



## Procurement & Logistics

### DGS PRINTING AND DUPLICATING

State Printing and Duplicating (SPD) offers a full range of document management services. From concept design, to printing, electronic imaging, and storage. SPD operates four duplicating centers which offer a variety of digital printing, finishing and binding services. Our duplicating centers offer high-speed digital printing and digital color printing.

This Unit oversees and approves print, copy, graphic equipment, paper and supply contracts, and assists with the drafting of technical specification for State agencies. As the control agency, DGS is responsible for the renewal and acquisition of copying equipment and services. Program responsibilities include development of statewide policy and procedures which support efficiency and effectiveness in the utilization of printing and duplicating resources. The program also provides coordination of work assignments to Maryland Correctional Enterprises and, as necessary, issues a contract for printing to other vendors.



*Chantel Steward loads paper into one of the DGS Print Shop's high-speed color copiers.*

### GREENING MARYLAND

As part of Governor O'Malley's Smart, Green and Growing initiative, DGS is greening the State's procurement process. As a point of departure, we have established a list of recyclable products which includes commodities and services through our Preferred Providers, the Blind Industries and Services of Maryland (BISM), and Maryland Correctional Enterprises (MCE). Items such as water, textiles, paper towels, various janitorial supplies, and recycled paper products appear on BISM's Master List. MCE offers the "Green Guard" furniture line as well as printing services as part of its environmentally friendly initiatives. Other DGS statewide contracts include environmentally friendly highway construction equipment.



Also on contract are vehicle fuel (Ethanol E-85, Bio-diesel B-5, and ultra low sulfur) and building material, tools, and supply commodities which include florescent lamps and electronic ballasts.

In the 2010 Legislative Session, Senate Bill 693 titled the "Green Maryland Act of 2010" was passed. This new law establishes a Maryland Green Purchasing Committee to provide assistance to State Agencies and to develop strategies, and best practices related to implementing environmentally preferable purchasing statewide. DGS was designated in the law as the Chair of this Committee.

DGS also includes U. S. Green Building Council LEED silver rated specifications for new construction or major renovation projects, utilizes e-Cycling for electronic waste components, and has standardized DGS General Terms and Conditions for all solicitations to request the use of minimal and recyclable packaging. Also, a preference is provided for all mercury-free products.



## 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.

### TRANSIT ORIENTED DEVELOPMENT AT STATE CENTER

The DGS Office of Real Estate, in partnership with the Maryland Department of Transportation (MDOT), continues to pursue the \$1.5 billion redevelopment of the 28-acre State Center site as part of an innovative public/private partnership. Already the project has received international attention being chosen for an "Excellence in Urbanism Charter Award" by the Congress of New Urbanism.

In July 2010, the Board of Public Works approved the concept plan for Phase One of the project and the Lease Agreements between the State and the developer. The groundbreaking is scheduled for sometime this winter.



Artists' aerial rendering of the redeveloped State Center.



DGS Assistant Secretary for Real Estate Michael Gaines listens as Governor O'Malley answers reporters' questions about State Center.

The transformation of State Center into a vibrant mixed-income, mixed-use

project will create thousands of jobs. Additionally, the developer plans to execute the project with the highest feasible standards of sustainable development to establish a foundation for the project to positively contribute, in the long term, to the region's environment.

### 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.



## Real Estate

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.

### **FY 2010 HIGHLIGHTS**

- Purchased 90 acres of an undeveloped portion of the Oldfields School property in Baltimore County for \$1,080,000. This acquisition preserved forested slopes and it provides increased recreational access and protected the view shed from the Torrey Brown Trail.
- Acquired 313.75 acres of former DAMZ Haven property in Worcester County for \$627,500. This property has over 4,200 feet of Pocomoke River shoreline. The acquisition helps to conserve an important aquatic habitat including a high-quality bald cypress swamp.
- Acquired 1,043.433 acres of the Besley and Rodgers, Inc. property in Dorchester County for \$3,140,000, to be added to the adjacent Chesapeake Forest Lands and the Fishing Bay Wildlife Management Area.
- Purchased 243.75 acres of the Miller property in Garrett County for \$365,625. This area was designated as a non-tidal wetland of special State concern by the Department of the Environment due to the 12 differing types of wetlands found here. It is surrounded by the Savage River State Forest on three sides.
- Acquired 290 acres of the Warren property in Worcester County for \$899,000. This property is located on a tributary to the Nassawango Creek adjacent to DNR lands and contains an estimated 53 acres of forested wetland and 237 acres of upland forest.
- Acquired 41.32 acres of the Storck property in Garrett County for \$609,000. This acquisition provided a connection point between the Youghiogheny Scenic and Wild River Corridor and the State owned property of Deep Creek Lake.
- Purchased a conservation easement on 219.4471 acres of the Allen property in Worcester County for \$315,000. This easement acquisition conserved an important stop-over for nesting habitats for water birds and shore birds including the Wood Duck and American Black Duck.
- Purchased a conservation easement on 504.12 acres of the Bassett Farm property in Worcester County for \$1.8 million. This property contains upland forest, prime agricultural fields and extensive sensitive wetlands.
- Acquired 130.668 acres of the Blum property in Harford County for \$993,228. This property has been added to the Falling Branch area of Rocks State Park, and provides for increased opportunities for hiking, biking, horseback riding, fishing and canoeing.
- Acquired 5.97 acres in the Rolling Crossroads Professional Park of Baltimore County for \$2,800,000 for construction of a new District Court facility in Catonsville.
- Purchased 54.7 acres of GRKT Investments property in Prince George's County for \$675,545. This property lies near one of only 50 Great Blue Heron colony sites in Maryland and has been added to the Patuxent River Park.



## Real Estate

- Acquired 394 acres of the Holly Spring Farm property in Charles County for \$1.8 million. This property contains 1,400 feet of shoreline along the Potomac River, and provides excellent wildlife habitat and opportunities for passive recreation, water access and environmental education.
- Acquired 344.24 acres of the Cropper Sturgess property in Worcester County for \$1.34 million. This property has been added to the Pocomoke State Forest and is bisected by Sturgess Creek which includes a bald cypress habitat.
- Purchased a conservation easement on 114 acres of Mt. Ararat Farms in Cecil County for \$2.1 million. This property overlooks historic Garrett Island and will provide a key link to the Lower Susquehanna Heritage Greenway Trail.

The Unit presented 31 purchase and sale agreements, options, and easements to the BPW for a total FY 2010 transaction value of \$21.7 million.

	FY 08	FY 09	FY 10
New Program Open Space Cases	32	62	44
POS Cases Approved by BPW	20	23	22
POS Acres Acquired	1,715.27	14,688.52	4,394.55
POS Acquisition Costs	\$33.2m	\$91.1m	\$18.2 m
Other Acquisitions Approved by BPW	0	0	2
Other Acquisition Costs	\$0	0	\$3.5 m
Transactions Approved by BPW w/no consideration	2	0	0
Total # of Disposals	3	4	7
Total Value of Disposals	\$5,100	\$2,800	\$7,511

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 2010, the Unit presented to the BPW 71 easement options valued at \$27.6 million.



	FY 08	FY 09	FY10
Ag Easements Approved by BPW	80	79	71
Ag Easement Acreage	10,176.19	10,020.70	7,942.54
Ag Easement Costs	\$41.4 m	\$42.7 m	\$27.6 m
GreenPrint Ag Easements Approved by BPW	0	0	0
GreenPrint Ag Easement Acreage	0	0	0
GreenPrint Ag Easement Costs	0	0	0



## Real Estate

### 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. The staff conducts appraisals and other real estate related analytical studies.

	FY 08	FY09	FY 10
Appraisal Reviews	1,187	1,103	383
Staff Appraisals	224	123	77

### 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. The Unit also inspects leased property to enforce lease terms.

#### Current Annual Lease Inventory

	Annual Rent	Measured Space	No. of Leases
Office/Storage	\$ 74,376,117	4,652,108 nusef	351
Parking	\$ 2,934,913	4,820 spaces	58
Revenue Leases	\$ 6,958,066	—	308
Office	\$ 269,823	—	10
Storage	\$ 3.00	—	3
Parking	\$ 3,602	—	3
Other	\$ 248,991	—	121
Tower	\$ 791,081	—	52
Land	\$ 5,644,567	—	119

Employee Housing - 165 active leases receiving \$224,360 annually in rental payments. This represents a 4.1% rental income decrease in rents from FY09. There are 28 vacant units.

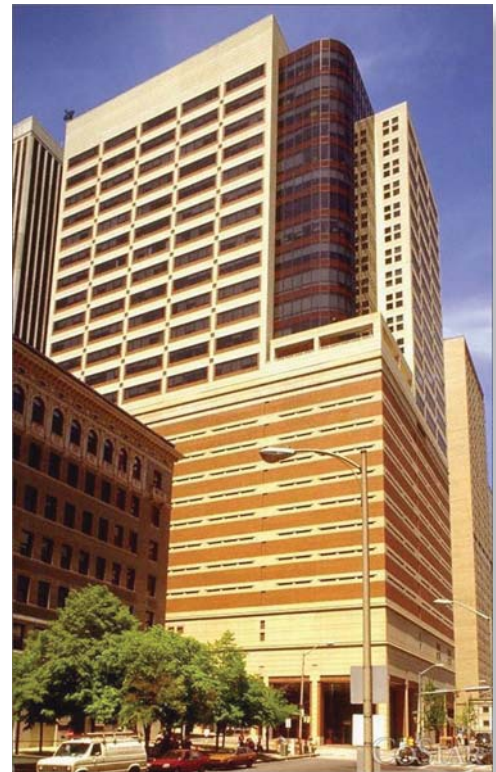


## Real Estate

	Leases to BPW	Value	RFPs Issued	Neg Rent Savings	Escalation Review Savings	Excess Fit Up Review Saving
FY 08	101	\$ 57,165,802	5	\$ 2,875,849	\$ 743,209	\$ 52,052
FY 09	76	\$ 64,082,010	7	\$ 2,028,313	\$ 1,119,608	\$ 21,316
FY 10	83	\$ 125,968,321	10	\$ 2,353,520	\$ 1,202,838	\$ 499,675

### FY 2010 HIGHLIGHTS

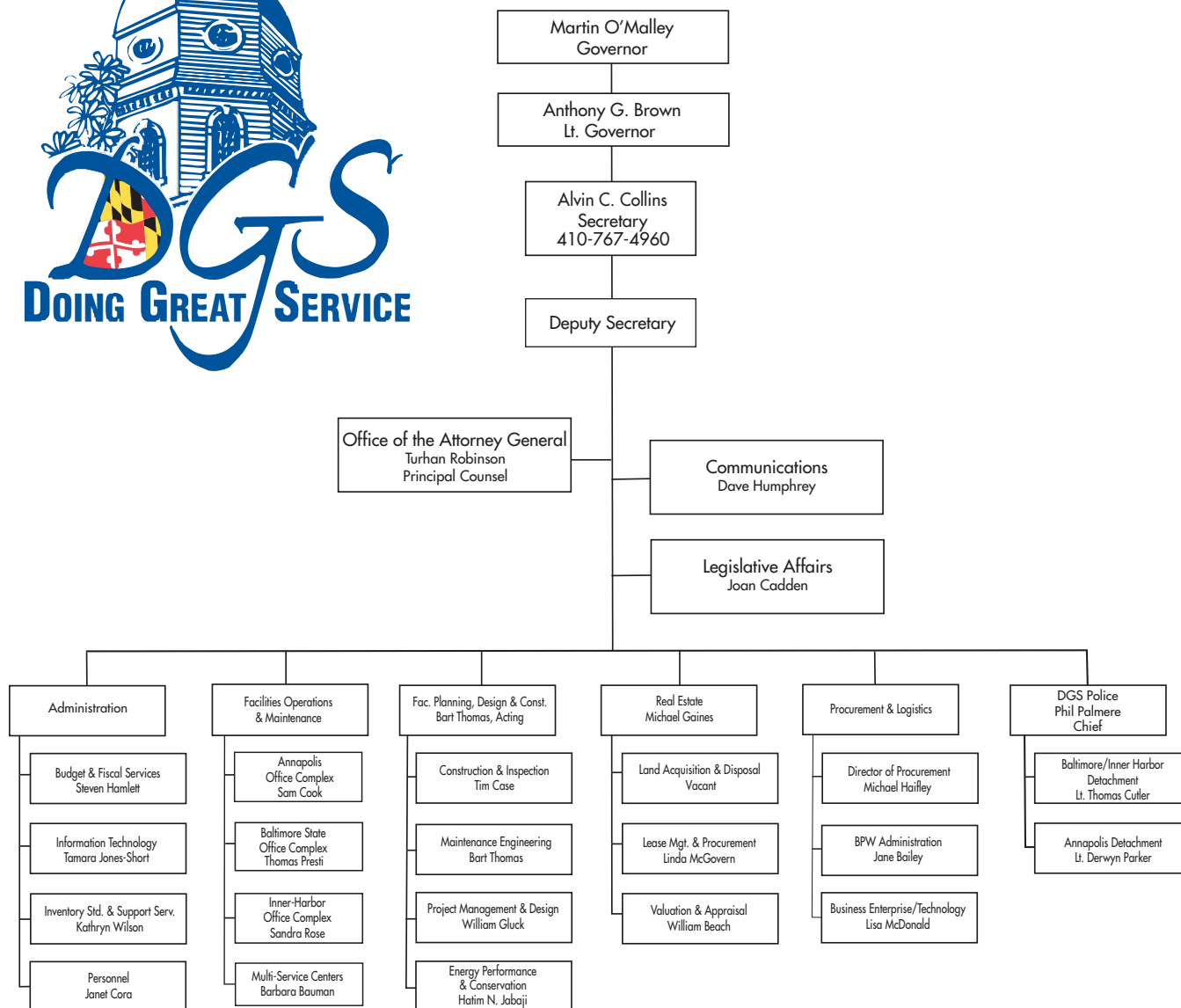
- Saved State agencies more than \$4 million in annual rent costs.
- Negotiated early renewal of 109,635 net usable square-feet at 200 St. Paul Plaza, Baltimore City for The Office of the Attorney General, yielding \$1.4 million in rent savings.
- Reached interagency agreement with MEDCO and DHMH for pre-development work for the construction and lease of a new Public Health Lab in East Baltimore.
- Negotiated agreement, lease and interim lease for the development of the Sailing Hall of Fame Museum in Annapolis.
- Contracted with CB Richard Ellis in an effort to reduce occupancy costs to the State associated with commercial leasing.



200 St. Paul Plaza



# Maryland Department of General Services





Praful Vani, Martha Delea and Jyoti Kumta engage in a lively discussion.



DGS exhibits with other State agencies at the Maryland Municipal League summer conference.



Calvin Wolff, employed by DGS for 40 years as a painter, is congratulated by Secretary Collins and Senator John Astle.



Plowing out in Annapolis.



Chinese delegation at DGS procurement briefing.



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