

2011 ANNUAL REPORT





Secretary's Message



As the Department of General Services strives to provide efficient customer service, one of the areas where we are seeing our efforts bear fruit is energy efficiency, especially in the use of conservation and "green" energy.

So far, DGS has implemented 20 energy performance contracts that are helping Maryland state government achieve guaranteed savings of about \$20.9 million per year, or \$310 million over the life of the contracts. To put this in a clean air perspective, these savings are equivalent to a reduction of over 127,000 tons of carbon dioxide annually or the equivalent to taking nearly 25,000 automobiles off of Maryland highways, roads, and streets.

Through Governor O'Malley's Generating Clean Horizons program, the State and the University of Maryland are installing wind and solar production capacity that will provide 226,438 MWh per year or enough electricity to power 12,600 homes or the equivalent of the total number of residents of a city the size of Annapolis.

By participating in a program where we voluntarily reduce electric consumption on hot summer days, since 2008 DGS has received approximately \$400,000 in net payments from utilities.

But energy is just part of the DGS customer service picture. During FY 2011 DGS has:

- Completed construction of the new Chief Medical Examiner's Office in Baltimore, a new Horn Point Oyster Production facility and a brand new district court building in Rockville. DGS also continued to supervise the extensive award-winning renovations to the Maryland State House and to the House of Delegates Building.
- Continued to surpass the State's minority business goal of 25 percent MBE participation, achieving a 33.85 percent MBE participation rate, an impressive increase over FY 2010's rate of 30.1 percent.
- Made more than 150 contract awards to small businesses in FY 2011 for more than \$28.1 million.
- Supervised the auctioning of 642 operable/inoperable surplus motor vehicles/equipment that returned \$ 842,000 to State agencies.
- Continued to pursue the \$1.5 billion transit-oriented redevelopment of the State Center site in Baltimore as part of a joint public/private initiative.

On behalf of all of the employees of the Department of General Services – who indeed take pride in Doing Great Service – please enjoy this recount of some of our successes. We look forward to providing even better service in FY2012.

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 State Finance and Procurement Article, §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.

EMERGENCY MANAGEMENT

Working across DGS Divisions, the Director of Emergency Management serves as the DGS liaison with the Maryland Emergency Management Agency 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 that 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.

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.



Michael Gaines, DGS Assistant Secretary, makes a presentation to the Board of Public Works



Office of the Secretary

OFFICE OF CUSTOMER AND BUSINESS RELATIONS

The Office of Customer Relations and Business Development 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.



DGS Secretary Alvin C. Collins introduces Deputy Secretary D'Andrea Lancelin to DGS staff

LEGAL DIVISION

The Legal Division was established in accordance with statute that requires the Attorney General to "act as the legal advisor to the department." At present there are five 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 providing legal advice and counsel to the divisions of DGS and the projects they handle, litigating court cases, negotiating, reviewing and preparing contract documents, and providing both formal and informal legal opinions on a regular basis to the department's personnel.



DGS Special Initiatives

MARYLAND GREEN BUILDING COUNCIL

The Maryland Green Building Council was created by the 2007 Maryland General Assembly and is staffed by DGS. The council developed and administers the Maryland Green Building Program which requires new State owned buildings to be designed and constructed to achieve the US Green Building Council's LEED (Leadership in Energy and Environmental Design) Silver rating. The council also promotes green building in the State and serves in an advisory role to all branches of State government on green building matters and legislation.



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

GREENING MARYLAND

As part of Governor O'Malley's Smart, Green and Growing initiative, DGS is greening the State's procurement process. DGS has 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.

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.

PARTNERING WITH LOCAL GOVERNMENT

DGS participated in the annual Maryland Municipal League and Maryland Association of Counties summer conferences. The department's exhibit highlighted the many ways in which DGS impacts Maryland including building with "green" technology, leading energy saving efforts. The exhibit also promoted the Federal Surplus Donation Program and GovDeals.

DGS exhibit for MACo Summer Conference.





DGS Special Initiatives

DGS IN THE COMMUNITY

As part of its community outreach programs and Governor O'Malley's Smart, Green and Growing initiative, DGS partners with the departments of Agriculture and Health and Mental Hygiene to host the "State Center Community Farmers' Market." The June-November market brings affordable farm-fresh, locally-grown, healthy produce to the Baltimore State Center and the Annapolis Complex.

A vendor at the Farmer's Market assists a customer in purchasing fresh, locally grown vegetables and fruit



Fresh fruits and vegetables at the Farmers' Market.



Smart, Green and Growing

RENEWABLE ENERGY

DGS currently has photovoltaic solar panels on four DGS buildings with peak capacity of 432 kW, generating approximately 520,000 kWh per year or enough electricity to provide power for 29 homes:

- Tawes State Office Building -580 Taylor Ave., Annapolis - 126 kW
- John R. Hargrove, Sr. District Court and Multi-Service Center - 700 E. Patapsco Ave. Baltimore - 106 kW
- Elkton District Court & Multi-Service Center -170 E. Main St. Elkton - 74 kW
- Ellicott City District Court & Multi-Service Center -3451 Courthouse Dr., Ellicott City - 126 kW



GENERATING CLEAN HORIZONS

Generating Clean Horizons will provide about 16.5 percent of State government's annual electricity from renewable sources. The State and the University System of Maryland will receive 226,438 MWh/year (wind and solar). This is enough to power approximately 12,600 homes.

These contracts are with the following entities:

- Emmitsburg Solar (Constellation) – 13 MW of Solar generated power for 22,291 MWh/year. The planned start of delivery is Dec. 31, 2012.
- Roth Rock Wind (Synergics) – 10 MW of Wind generated power for an annual 30,605 MWh/year. This project started delivery Aug. 1, 2011.
- Pinnacle (Wind Force) - 55.2 MW of Wind generated power for an annual 173,542 MWh/year. The planned delivery is March 31, 2012.

DGS also coordinates its efforts with many other State agencies in the development and implementation of additional solar projects throughout the State.



Smart, Green and Growing

ENERGY PERFORMANCE CONTRACTS

DGS has been working with State agencies with the goal of substantially reducing Maryland's energy consumption through energy efficiency projects. To date, the Board of Public Works has approved 20 energy performance contract projects. These projects are helping Maryland achieve contractually guaranteed energy and operational savings of approximately \$310 million to be realized throughout the life of the contracts or about \$20.9 million annually. The energy saved is equivalent to a reduction of over 127,000 tons of carbon dioxide annually. This is a carbon dioxide reduction equivalent to taking 24,900 cars off the road; or a reduction of 292 million vehicle miles traveled each year.

Electricity Demand Response

- Manage peak demand by reducing consumption on critical summer days.
- DGS along with Towson State University, University of Maryland-Baltimore, Maryland Aviation Administration, University of Maryland-College Park, University of Maryland-Baltimore County and Maryland State Archives are participants in demand response.
- Since 2008, DGS received \$400,000 in net payments for program participation.

State Energy Database

- State of the art utility management system.
- State has about 4,700 utility accounts (electricity, gas water, steam, chilled water, fuel, etc.)
- Totaling 14,000 accounts with commodity.
- Annual utility budget about \$220 million.
- Established a base-line in FY08 and it is up-to-date.
- Currently "live" and approximately 93 percent complete.



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 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 2011 HIGHLIGHTS

- Accounting paid 9,288 out of 9,373 invoices in a timely manner with an on-time percentage of 99.09 percent.



*Fiscal Services Director
Karen Tolley and Norma
Velasquez work 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 2011 ITG focused on creating a smarter, more agile and aligned environment for the DGS user community. The challenge for IT is, and has been for the past 10 years, an environment fraught with legacy and siloed systems and infrastructure. Industry-led technology developments forced ITG to create innovative strategies to address these challenges. In FY 2011, ITG answered the clarion call of its user community to create technology-focused efficiencies with fewer resources.

While we are far from final solution, we have introduced interim solutions that have stabilized our periled environment. We have begun the work of positioning DGS IT in a way that allows for continued forward growth and development.

FY 2011 Highlights

- Migrated the Netware environment to a virtual environment using VMware and Novell OES including file, print and E-mail GroupWise systems.
- Replaced the Dell/EMC Clarrion SAN by an ISCI Dell EqualLogic SAN.
- Replaced the IBM Token Ring based network by a Gigabit Ethernet network.
- Replaced the Small Business Reserve) server with new hardware and upgrade of the OS, IIS and Coldfusion software to the latest version.
- Added a second tape library backup system using LTO tape technology.
- Replaced the DGS Capital Police CESI server with server class hardware.
- Migrated the AS400 platform to a new ISeries 7 server.
- Replaced the old AS400 TwinAx-based printer with an IBM 6500 TCP/IP based printer.
- Upgraded the network connection between Annapolis and Baltimore to 10 mbs/s.
- Upgraded the Teaming, Business Collaboration Application.
- Assisted in creating the DGS network at Hyattsville Multi Service Center.



Office of Administration

PERSONNEL

The Personnel Office directs, manages, and coordinates 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 and employee selection, salary determination, position classification and promotion, disciplinary actions, employment counseling, health benefits, employee assistance, medical referrals, reporting and managing accident leave and other Risk Management issues, the employee leave donation program, mandated drug testing, budget and staff projections, Americans with Disabilities Act compliance, grievance resolution, Equal Employment Opportunity and Affirmative Action compliance, complaint resolution, arbitration of employer/employee disputes, training initiatives, and employee award programs. The office assists the DGS Assistant Attorneys General in representing management before the Office of Administrative Hearings and Police Law Enforcement Officer Bill of Rights trial boards.

FY 2011 HIGHLIGHTS

- Coordinated the 2010 Maryland Charity Campaign for DGS, raising almost \$37,000 from generous employees during another year of salary reductions and furloughs.
- Hosted 14 YouthWorks summer interns in various divisions, continuing our commitment to this worthwhile program for City students.
- Celebrated Employee Appreciation Day in May by hosting events in Baltimore and Annapolis, at which 70 employees received service awards ranging from five years to 40 years of State service.
- Secured hiring freeze approval and hired 45 new DGS staff members for mission critical vacancies. More than 1,000 employment applications and resumes were reviewed and processed by Personnel Office staff.
- Successfully managed the DGS Voluntary Separation Program in January, resulting in seven long time DGS employees being able to benefit from this unique retirement “buyout” program.
- Coordinated the reallocation and staffing of positions for the Rockville District Court, so that staff members were in place and trained in time for the opening of the newly constructed state-of-the-art facility.



Office of Administration

INVENTORY STANDARDS AND SUPPORT SERVICES DIVISION

Inventory Standards and Support Services (ISSSD) Inventory Standards and Support Services 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 85 motor vehicles and the Statewide Automated Fuel Dispensing and Management System with 98 refueling stations located in Baltimore City and in every Maryland County.

FY 2011 HIGHLIGHTS

- Promoted Federal Surplus Donation Program at the Maryland Municipal League and Maryland Association of Counties local government conferences.
- Conducted 1,025 online auctions of surplus property thru GovDeals resulting in \$714,501 returned to the general fund.
- Processed 2,852 excess property declarations involving 300,333 items with an original acquisition cost of \$66 million.
- Supervised the auctioning of 642 operable/inoperable surplus motor vehicles/equipment that returned \$ 842,300 to State agencies.
- The Statewide Fuel Dispensing and Management System dispensed 12.2 million gallons in gasoline, diesel, motor fuel, compressed natural gas and E85. Since its June 1991 inception, the program has saved the State \$9.2 million.





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 Capital Complex 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 CAPITAL COMPLEX

The Annapolis Capital Complex operates and maintains 27 State-owned facilities. These facilities span approximately 74 acres of property within Historic Annapolis. The total facility space consists of more than two million square feet and houses approximately 4,700 State employees, county employees, elected officials and contractors. The buildings under purview are: Attman Glazer, Calvert Street Garage, Central Services, Courts of Appeal, Data Center, Goldstein Treasury, Government House, Hall of Records, James Senate, Jeffrey, Legislative Services, Lowe House, J Barracks, Miller Senate, Old Treasury, Peoples Resource Center, PRS Day Care Center, Revenue Administration, Sweeney District Court, Shaw House, State House, five buildings in the Tawes Complex, Tawes Day Care Center and Crownsville Maintenance.



Facilities Operations and Maintenance

FY 2011 HIGHLIGHTS

- Initiated a partnership with the Department of Natural Resources (DNR) and the Shelter Workshop Cafeteria Program to implement a pilot compost operation.
- Facilitated the development and implementation of a facilities management tracking/dashboard system.
- Partnered with Anne Arundel County Government to continue the Farmer's Market at the Department of Natural Resources as part of the Governor's Buy Local program.

BALTIMORE PUBLIC BUILDINGS AND GROUNDS

Baltimore Public Buildings and Grounds is responsible for the operation, maintenance and security of four State-owned buildings totaling 1.4 million square-feet in Baltimore City located at 201, 300 and 301 West Preston St. and 2100 Guilford Ave. BPB&G houses approximately 5,400 State employees and maintains 17 acres of landscaped area and 19 acres of parking lots.

FY 2011 HIGHLIGHTS

- Modernized three elevators -300 W. Preston St.
- Replaced two 600 gallon tanks for domestic hot water in the basement -201 W. Preston St.
- Upgraded parking lot lights by replacing ballasts and downsizing from 400 watts to 250 watts – 2100 Guilford Ave.
- Renovated the Central Collections Unit, Room 308A.-300 W. Preston St.
- Replaced all dampers on air handling units in the office side -201 W. Preston St.
- Installed a new fire alarm system- 201 W. Preston St.
- Installed a new exhaust system on the emergency generator that serves the elevators in the complex- 300 W. Preston St.
- Replaced a sanitary waste line on C Level of the garage- 201 W. Preston St.
- Replaced supply air duct to lobby -301 W. Preston St.
- Installed a Test Header for the fire pump. Purpose of the header is to verify the capacity of the fire pump for safety and insurance.-301 W. Preston St.
- Installed filter racks on HVAC unit - 300 & 301 W. Preston St.



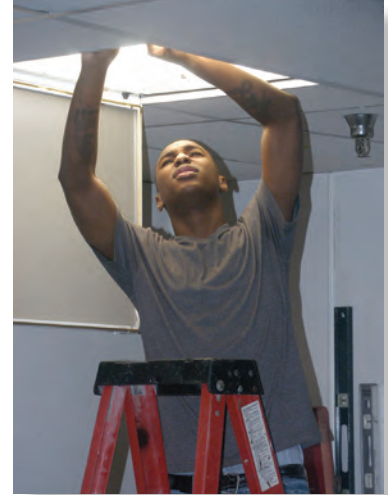
The courtyard at State Center in full bloom.



Facilities Operations and Maintenance

INNER HARBOR OFFICE CENTER

The Inner Harbor State Office 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 Management Center, Maryland Correctional Enterprises and Maryland Fuel Lab.



An intern from YouthWorks replaces a light fixture

FY 2010 HIGHLIGHTS

- Installed additional heating units at the Nancy S. Grasmick State Education Building to provide supplemental heat in the main lobby and replaced all drinking water fountains.
- Completed restoration of the 4th floor computer room and installed a new air compressor for pneumatic controls at Saratoga State Center.
- Replaced two roof top A/C compressors at Jessup State Complex Records Management Center.
- Installed Maryland Transit Administration ticket vending machines in William Donald Schaefer Tower lobby, upgraded the energy management system and painted all common areas on 9 and 14-22 floors.
- Replaced a rooftop A/C unit at Hilton Heights Community Center.



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 18 District Court/Multi-Service Centers across the State. These facilities encompass more than 1.4 million square feet on 47 acres of landscaped areas and 20 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, the Hyattsville DC in Prince George's County and Prince Frederick MSC in Calvert County.

FY 2011 HIGHLIGHTS

- Installed solar panel systems at Ellicott City, South Baltimore and Bel Air.
- Replace carpet at Denton.
- Painted lobby at Essex.
- Installed security cameras at Shillman and Glen Burnie.
- Sealed and restriped parking lots at Borgerding, Hargrove and Catonsville.
- Acquired the Prince Frederick MSC.



John R. Hargreaves District Court Multi-Service Center



Maryland Capitol Police



The Department of General Services Maryland Capitol Police (DGS-MCP) provides law enforcement and security for 30 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 DGS-MCP are federally-trained in incident command procedures, and many have participated in multiple Homeland Security exercises. In addition, DGS-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.



A new Maryland Capitol Police patrol car uses "greener" E-85 biodiesel.



Maryland Capitol 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 Ave.

FY 2011 Highlights

- Purchased and issued new two-way radios for all sworn and security personnel.
- Completed crosswalk refresher course for security officers.
- Acquired new personal protection equipment for all sworn personnel.
- Conducted or hosted training sessions:
 - Maryland Police and Correctional Training Commission Courses; Officer Involved Shootings; Multicultural Differences.
 - Department of Homeland Security; Surveillance Detection Course.
 - Hosted Anti-Defamation League; Hate Crimes Course.
 - 2,000 hours of in-service training to police and security officers, to include specialized training in Homeland Security Incident Response to Terrorist Bombing, Domestic Violence Lethality Assessment Program, and Maryland Police and Maryland Correctional Training Commission's gang instructor training.
- Assisted the Maryland State Police Legislative Security Section during the 2011 Legislative Session with security for the Maryland General Assembly.
- Coordinated with the United States Supreme Court Police during the visit of Justice Sotomayor to the Maryland State House.
- Conducted crime prevention seminars and initiatives:
- National Guard/Workplace and Domestic Violence Seminar
 - Drug Take Back Initiative
 - National Law Enforcement Officer's Memorial – Washington, D.C.
 - National Night Out
 - Safety In The Workplace Seminars
- Department of Housing and Community Development
- Department of Labor, Licensing, and Regulations
- Department of Health and Mental Hygiene
- Participated in an active shooter training event at St. Johns College with the Annapolis Police Department, the Annapolis Fire Department, and Campus Security.



Gregory Jones with the Maryland Capitol Police conducts a seminar on crime prevention



Facilities Planning, Design and Construction

The Facilities Planning, Design and Construction Division 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. The division develops and implements policies, procedures, regulations, and standards to assure that programs and services meet the needs of its State agency customers.

The division 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 selection for all projects (with the exception of the University System of Maryland, Maryland Department of Transportation, Morgan State University and St. Mary's College of Maryland).



House of Delegates building in Annapolis under renovation

FY 2011 HIGHLIGHTS

Negotiated 64 design contracts totaling \$7.4 million with an estimated construction value of \$85 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 Department of Budget and Management's 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 2011, the project management staff conducted two architect/engineering selections over \$200,000 under the authority of the General Professional Services Selection Board.



DGS Secretary Collins and DGS Assistant Secretary Bart Thomas receive the Excellence in Construction Pyramid Award from the Associated Builders and Contractors for the Maryland State House renovation.



Facilities Planning, Design And Construction

In addition to managing the activities of the team through the design and bidding phases of a project, project management staff continues to be involved throughout the construction phase of capital projects. They manage and monitor the architect/engineering 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.

Project Management and Design staff managed design contracts and provided technical reviews for a number of important projects across the State during FY 2011. These include the \$1.5 million administration/maintenance complex at the Garrison Forest Veterans Cemetery, the \$2.6 million renovation to the Old House of Delegates Chamber in the Maryland State House, the \$6 million renovation and addition to the Kidney Dialysis Unit at the Deer's Head Hospital Center, the \$10 million renovation of the Lowe House of Delegates Building, the \$17 million Harriet Tubman Underground Railroad State Park, and the \$42 million youth detention facility at the Cheltenham Youth 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. The division responded to more than 30 requests for special assistance from State facility managers during FY 2011. 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 2011, the legislature approved State grant funding in the amounts of \$264 million for public school construction and \$79 million for community college construction. The Public School Construction Program allocated grant funds to 126 projects across 21 jurisdictions, with a total construction value of approximately \$498 million. A total of 27 new public school projects were also approved for planning. The Community College Construction Program allocated grant funds for 18 projects at 12 community colleges totaling \$204 million.

The Capital Grants Program is also within this Unit and is responsible for the administrative and technical support to recipients of more than 1,321 Legislative Initiative grants awarded to local governments and private non-profit organizations. Responsibilities include program and design review and accountability of grant funds in the amount of \$740.8 million. Capital Grants Program contracts awarded in FY 2011 totaled \$582 million.



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 2011, the Construction Division monitored 160 projects under construction, worth \$209 million, and performed 356 warranty inspections on completed projects valued at \$255 million. A total of 90 projects valued at \$86 million were completed in FY 2011.

FY 2011 – MAJOR CAPITAL PROJECTS COMPLETED

Project	Cost (In millions)
Chief Medical Examiner's Office	\$ 44.2
Horn Point Oyster Production Facility	9.8
School for the Deaf New Cafeteria	3.5
Warren D. Hodges Armory HVAC Replacement	3.1
Rocky Gap State Park Bathhouse & Ranger Station	2.1
Centreville District Court Parking Deck Expansion	1.9
Union Dam Demolition at Patapsco Valley State Park	1.6
Point Lookout State Park Administration Building Renovations	0.9

MAJOR CAPITAL PROJECTS UNDER CONSTRUCTION

Project	Cost (In millions)
Rockville District Court	\$ 61.0
Barrack "O" Garage & Communication Center	\$ 10.8
Salisbury Armory Readiness Center	\$ 9.3
House of Delegates Building Renovation	\$ 9.9
Pocomoke State Park Shad Landing Septic System	\$ 3.3
State House Re-creation Old House of Delegates	\$ 2.8
Public Safety Training Center Rifle Range Upgrade	\$ 2.1



*The new
Rockville District
Court Building*



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.

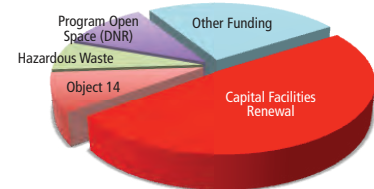
Maintenance Engineering is responsible for carrying maintenance projects from conception through completion. In addition, the unit is responsible for asbestos and other hazardous material projects, whether as stand-alone projects or as part of larger renovation projects. Besides the normal customer service 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 2011, Maintenance Engineering's roofing unit performed 37 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.



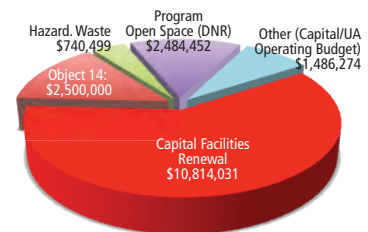
Number and Type of Active Projects Managed by Maintenance Engineering

Project	#	Value
Capital Facilities Renewal	73	\$ 20,091,232
Object 14	127	\$ 3,748,699
Hazardous Waste (Asbestos, Lead)	40	\$ 2,720,900
Program Open Space (DNR)	91	\$ 4,378,565
Other Funding	48	\$ 10,108,340
TOTAL	379	\$ 41,047,736



Total Maintenance Projects Awarded - FY 2011

Project	#	Value
Capital Facilities Renewal	42	\$ 10,814,031
Operating Budget Object 14	85	\$ 2,500,000
Hazardous Waste (Asbestos, Lead)	16	\$ 740,499
Program Open Space (DNR)	42	\$ 2,484,452
Other (Capital/UA Operating Budget)	24	\$ 1,486,274
TOTAL	209	\$ 18,025,256





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 to reduce State government energy consumption. EmPOWER Maryland will reduce Maryland energy consumption by 15 percent by 2015.



FY 2011 HIGHLIGHTS

- DGS held a reverse auction to conduct electricity purchases of 478 million kilowatt hours annually for the next three years. This \$92M purchase will save Maryland taxpayers approximately \$11M over that time, compared with current electricity rates.
- The office continues to oversee construction and to perform measurement and verification of energy usage reduction for 20 energy performance contracts. These contracts have approximate value of \$232M, and guaranteed cost avoidance in excess of \$21M per year.
- The office continues to update and maintain the state-of-the-art comprehensive utility bill management system known as the State Energy Database. This system facilitates the collection and management of all the State's utility data to help control the consumption of utilities and to manage conservation efforts.
- Development continued on the Energy Maryland Map website which features information about energy reduction efforts and renewable energy production at state facilities.
- The office is overseeing the efforts of state agencies in measurement of the effectiveness of the first phase of their agency-wide energy reduction plans. This task is leading directly to the agencies development of their second phase reduction plans. DGS will continue to assist state agencies in energy reduction projects and the implementation of their plans.



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 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 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. 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 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 State Printing and Duplicating 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 and Capital Maintenance procurement provide 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.



Procurement & Logistics

FY 2011 HIGHLIGHTS

- Awarded 241 architectural engineering (A/E), capital maintenance and construction projects for construction and construction-related services totaling more than \$77,680,248, including:
- Design/Construction of a New Youth Detention Center, Cheltenham Youth Facility. The \$4.2 million dollar project consists of the design and construction administration services for a new 72-bed state-of-the-art detention facility to house male juvenile offenders in need of secure care. Estimated design time is 12 months.
- Renovation of the Thomas Hunter Lowe House of Delegates Office Building. The \$10 million dollar project consists of the abatement of hazardous materials, provision of new ceilings, lighting, sprinkler systems, fire alarm, flooring bathroom renovations, correction of building and life safety code deficiencies, introduction of audio/visual systems, replacement of the existing flat roofs, gutters and downspouts, repair of the existing slate roofs, as well as mechanical, plumbing, and electrical upgrades. This project is currently under construction through phasing and has an expected completion date of 12/2011.
- Construction of a Maryland Police and Correctional Training Commissions Public Safety Education and Training Center. The \$2 million dollar project consists of a new covered, 200-yard, five-lane rifle range with louvered sidewalls and roof and a new backstop. This project is currently under construction and has an expected completion date of December 2011.

FACILITIES MAINTENANCE CONTRACTING

Facilities Maintenance provides procurement services to client agencies by conducting online interactive bidding using eMarylandMarketplace and award of contracts that support the day-to-day operations of agencies statewide. Typical services provided by these contracts are: comprehensive building management/maintenance, janitorial, trash removal, uniformed guard, ground maintenance, , 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 pro-actively involved in dispute resolution between agencies and contractors, Minority Business Enterprise and Small Business Reserve programs, as well as enforcement of contract terms to ensure compliance.

FY 2011 HIGHLIGHTS

- Awarded 68 contracts totaling more than \$23, million, including:
- Armed and unarmed guard Services at Camp Fretterd Military Reservation valued over \$1 million.
- Janitorial services at Saratoga State Center valued over \$2 million.



Procurement & Logistics

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 GSA 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 2011 HIGHLIGHTS

- Awarded 418 contracts totaling over \$85,616,299, including:
 - Medical Examiners Office - state of the art imaging equipment for the new building totaling \$1.5 million.
 - School for the Deaf – equipment for the new cafeteria totaling \$25,000.
 - Hessian Barracks –handmade shingles for historic restoration of the roof awarded to a small business totaling \$302,125.
 - DHMH – Various equipment purchases utilizing the Federal Hospital
 - Preparedness Grant totaling \$307,652.



Major Statewide Contracts completed during this fiscal year are as follows:

- State-wide Multi-State pharmaceutical contract with Cardinal Distribution valued at \$15.3 million..
 - State-wide Road Salt and De-icing materials – 30 percent MBE Goal - six contracts totaling \$20 million.
 - State-wide Light Duty Vehicles (police, sedans, vans, SUVs, pickup trucks) - 27 contracts totaling \$8 million.
- Several contracts which were formerly held by outside vendors were negotiated and performed either in-house or by a preferred provider. The contracts are as follows:
 - DGS Print Operations – in conjunction with University of Maryland Printing, COMAR is now being printed in-house.
 - Blind Industries and Services of Maryland - contract for supply and servicing of ware washing operations in hospitals and correctional facilities - \$1.5 million
 - League Serving People with Physical Disabilities – Printing, sort and mail unemployment forms for the Department of Labor Licensing and Regulation - \$115,516.

Ongoing:

- 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 \$126,040.
- Emergency preparedness contracts and resource lists were constantly being developed to better assist the Maryland Emergency Management Agency.



Procurement & Logistics

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 including bonding and insurance verification. In FY 2011, the BPW Administration assisted the Department in processing 1,252 procurements, real estate transactions and capital grants and loans through the BPW and the DPRB totaling more than \$1.4 billion.



State Treasurer Nancy Kopp, Lt. Governor Anthony Brown and Comptroller Peter Franchot consider agenda items at a Board of Public Works Meeting

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

Small Business Awards

Procurement Law provides for small business awards. DGS made 151 awards to small businesses in FY 2011 for more than \$28.1 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 DGS pays to Maryland businesses. During FY 2011, there were 302 in-state awards totaling over \$101.9 million versus 101 out-of-state awards totaling over \$28.4 million.



Procurement & Logistics

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, Supports eMaryland Marketplace and the Small Business Reserve system

FY 2011 HIGHLIGHTS

- In FY 2010, DGS awarded \$ 128.2 million in procurements requiring minority business participation. Of that amount, \$43.4 million, or 33.85 percent, was awarded to certified minority businesses. The Business Enterprises office is continuing its commitment to increase MBE and Small Business participation.

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 1,279 administrative audits, 271 on-site reviews, and attended 60 Pre-Bid, Pre-Construction, and progress meetings. BETS' Help Desk (SBR eMaryland Marketplace and MBE) answered more than 5,000 calls, emails, and faxes.
- To date there are 7,466 vendors registered on the Small Business reserve system and close to 19,385 vendors in eMaryland Marketplace. DGS has been diligent in its effort to maintain and update the statewide vendor table and the state commodities table in the Financial Management Information System.

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.



Procurement & Logistics

FY 2011 HIGHLIGHTS

- Provided storage for 155,267 cubic feet of records equivalent to 25,877 four-drawer file cabinets.
- Accepted 17,702 cubic feet of new accessions equivalent to 2,950 four-drawer file cabinets.
- Destroyed, through recycling, 20,535 cubic feet (301 tons) of records eligible for disposal in accordance with established records retention schedules. Retrieved and returned 9,934 individual files for State agencies. Interfiled 7,022 new individual records within existing record storage boxes. Participated in Statewide Intergovernmental Preparedness for Essential Records Training in conjunction with the Maryland State Archives. Transferred the processing of Certificates of Records Disposal to the Maryland State Archives, and aided them in developing and training for a new online interface to complete the disposal certificates.

DGS PRINTING AND DUPLICATING

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 service. 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, issue a contract for printing to other vendors.





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 Office of Real Estate, collaborating with the Maryland Department of Transportation, continues to pursue the \$1.5 billion redevelopment of the 28-acre State Center site as part of a joint public/private initiative.

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 contribute to the long-term improvement of the region's environment.



Artists' aerial rendering of the redeveloped State Center.



Real Estate

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 39 purchase and sale agreements, options, and easements to the BPW for a total FY 2011 transaction value of \$28 million.

	FY 09	FY 10	FY 11
New Program Open Space Cases	62	44	40
POS Cases Approved by BPW	23	22	26
POS Acres Acquired	14,688.52	4,394.55	5,640.89
POS Acquisition Costs	\$91.1 m	\$18.2 m	\$20.8 m
Other Acquisitions Approved by BPW	0	2	1
Other Acquisition Costs	0	\$3.5 m	\$6.8 m
Transactions Approved by BPW w/no consideration	0	0	0
Total # of Disposals	4	7	12
Total Value of Disposals	\$2,800	\$7,511	\$437,088

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.

	FY 09	FY 10	FY11
Ag Easements Approved by BPW	79	71	4
Ag Easement Acreage	10,020.70	7,942.54	364.79
Ag Easement Costs	\$42.7 m	\$27.6 m	\$429,257
GreenPrint Ag Easements Approved by BPW	0	0	1
GreenPrint Ag Easement Acreage	0	0	196.28
GreenPrint Ag Easement Costs	0	0	\$589,000



Real Estate

VALUATION AND APPRAISAL

The Valuation and Appraisal Unit oversees real property valuation issues for all State agencies, except the Maryland Department of Transportation and the University System of Maryland. 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 09	FY10	FY 11
Appraisal Reviews	1,103	383	453
Staff Appraisals	123	77	87

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	\$ 74,337,949	4,634,313 nuse	331
Parking	\$ 2,528,520	3,583 spaces	51
Revenue Leases	\$ 7,042,702	—	312
Office	\$ 354,455	—	11
Parking	\$ 3,602	—	3
Other	\$ 248,994	—	124
Tower	\$ 791,081	—	52
Land	\$ 5,644,567	—	119

Employee Housing - 175 active leases receiving \$265,639 annually in rental payments. This represents an 8.1 percent rental income increase 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 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 11	111	\$177,960,482	10	\$ 9,251,780	\$ 525,168	\$ 199,857

FY 2011 HIGHLIGHTS

- Acquired 97.41 acres of the Bussard / Miller property near South Mountain State Park for \$903,725, which will ensure the preservation of land that witnessed a key portion of the Battle of South Mountain and protect wildlife and habitat.
- Acquired 430 acres in Worcester County of The Adkins Company property for \$1.87 million. This property will safeguard wildlife habitat and protect the water quality of Maryland's Coastal Bays that are increasingly threatened by rapid land development.
- Purchased a conservation easement on 582 acres of property belonging to Girl Scouts Council of Central Maryland in Cecil County for \$5 million. This purchase will provide significant environmental benefits while helping to protect the camp in perpetuity.
- Acquired 776.08 acres of Pomfret, LLC. property in Charles County for \$4.2 million, which will protect the water quality of Mattawoman Creek, the Potomac River and the Chesapeake Bay.
- Acquired the Deremer / Davis property located on 145.486 acres in Allegany County for \$504,000. This purchase will protect wildlife habitat and provide opportunities for public access and hunting, while helping to protect a large area of Warrior Mountain from development.
- Purchased the Benny Gray Point property containing 226.8170 acres in Charles County for \$470,250. This acquisition will help to safeguard wildlife habitat and protect the water quality of the Potomac River and the Chesapeake Bay.
- Acquired the Banks Estate Property for \$1.6 million, comprising 604.18 acres in Worcester County. This property contains forested bottomlands of the Pocomoke River Watershed which support rare species and serve as an important stopover and nesting habitat for neo-tropical migrants, water and shore birds.
- Purchased a conservation easement on 725.119 acres of the Mowbray Nagel Farm property in Dorchester County for \$900,000. This property provides a habitat for the recovery of the Delmarva Fox Squirrel, a threatened species.
- Acquired 484.41 acres of Washington County Sportsmen, Inc. property in Washington County for \$552,227. This easement will provide for the protection of streams and springs located on the property, which provide habitat for wild turkey and a variety of small mammals.



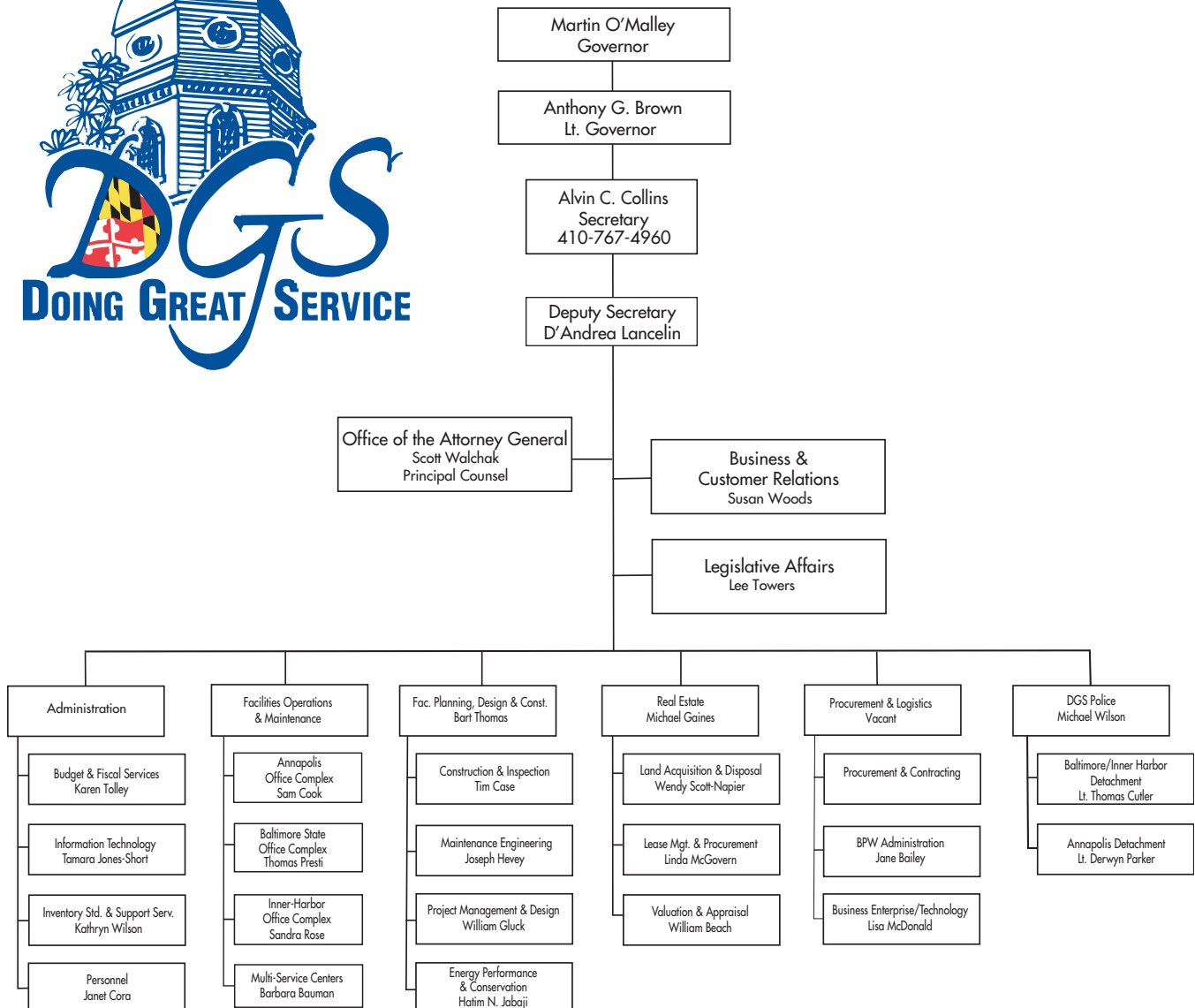


Real Estate

- Purchased 124.62 acres of Martinuk Property in Cecil County for \$1 million to safeguard wildlife habitat and serve to enhance hunting and nature-based recreational opportunities.
- Acquired 37.85 acres of Phillips Property in Somerset County for \$600,000 for the purpose of conserving land that is ideally situated to provide opportunities for environmental research in connection with the Chesapeake Bay National Estuarine Research Reserve Program.
- Acquired 18.929 acres known as the Bon Secours Liberty Medical Center Property for \$6.8 million on behalf of Baltimore City Community College (BCCC). BCCC is currently land-locked and this purchase will allow the College to expand its Liberty Campus and address academic and student retention initiatives, as well as parking deficits.
- Renegotiated space for the Maryland Department of the Environment and the Maryland Lottery that resulted in \$7.4 Million in rent savings over the term of the lease.
- Renegotiated space for the Office of Administrative Hearings that resulted in savings of \$106,082 over the term of the lease.
- Negotiated a rent reduction of \$105,000 for the Motor Vehicle Administration in Cecil County.
- Accepted the Hilltop Motor Vehicle Administration full service office in Baltimore City.
- Received LEED Gold certification for office space acquired on behalf of the Maryland Energy Administration in Annapolis.



Maryland Department of General Services





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