

Moving Maryland Forward

2021 Annual Report



Maryland

DEPARTMENT OF
GENERAL SERVICES



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MISSION

It is the mission of DGS to be the accessible, accountable support agency delivering expertise, essential services, facilities operations and maintenance to the state in order to enhance the quality of work/life environments for our stakeholders and the citizens of Maryland.

VISION

To be the premier partner to our sister agencies, delivering support, expertise and essential services, as needed, to facilitate their missions on behalf of the citizens of Maryland.

VALUES

Customer-Focused
Respectful, Responsive and Results-Oriented
Accessible and Accountable
Transparency and Teamwork
Communication and Coordination for Optimal Outcomes

“NONE OF US GOT WHERE WE ARE SOLELY BY
PULLING OURSELVES UP BY OUR BOOTSTRAPS.
WE GOT HERE BECAUSE SOMEBODY BENT
DOWN AND HELPED US PICK UP OUR BOOTS.”

THURGOOD MARSHALL



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MESSAGE FROM THE GOVERNOR

Through a tumultuous year, General Services has continued to tirelessly serve the people of Maryland in many capacities: the design of facilities, procurement of goods and services, and donations from the federal surplus program. The department also has many other responsibilities that are essential to keep our entire state government running as smoothly and effectively as possible.

Last year, General Services celebrated its 50th anniversary, proving that even through the most uncertain of times, the department is dedicated to ensuring the health and safety of all visitors. Facilities management, capital construction, and the Maryland Capitol Police were also integral to the continuous function of our great state.

We are incredibly proud of General Services for the work they do, many times “behind the scenes.” No matter the time or place, DGS can always be caught “Doing Great Service.”

Thank you,



Governor Larry Hogan



MESSAGE FROM THE SECRETARY

The Department of General Services family continues to take the helm to modernize Maryland’s procurement system, build and maintain our states’ facilities, and collaborate with our communities to change Maryland for the better. But our work does not stop there; after spaces are built and opened, the Maryland Capitol Police keep employees and visitors safe, facilities management diligently cleans and sanitizes, and maintenance keeps the wheels turning.

Despite the uncertainty about reopening and how to keep our communities safe, General Services persisted in other critical areas. To date, DGS has donated over 4,000 laptops to underserved populations through the federal surplus program, primarily in partnership with PCs for People.

We are continuing to work towards a more sustainable Maryland by adding and opening public EV charging stations and energy audits. Additionally, the Office of Real Estate is spearheading Governor Hogan’s initiative to revitalize downtown Baltimore by relocating state agencies to Baltimore’s Central Business District.

Look at our 2021 Annual Report to see what our talented team has accomplished in the last year. We appreciate your continued support of our mission to Doing Great Service and hope you enjoy looking back at the past year at DGS.

Thank you,



Secretary Ellington E. Churchill



DGS BY THE NUMBERS

Six employees in the Lease Management & Procurement unit handled **99** lease transactions, including **63** commercial leases, **17** intergovernmental leases, and **19** parking leases.

General Services' commercial lease portfolio currently consists of **280** commercial leases totaling **4,982,535 sf** with a total base rent of **\$99,176,525.11**.

In FY21, the Office of Real Estate had **60** Agricultural Easements approved by the BPW, totaling **\$31,658,840.32** and **7,370** acres.

General Services handles the portfolio management of our state-owned and managed facilities totaling approximately **6,000,000 sf** across **56** buildings.

Over the course of 2021, the Construction Division completed **155** projects with a value of **\$110,000,000**.

To date, Design, Construction, & Energy's Building Assessment unit has assessed **5,529,457 sf** in **344** buildings at **11** state agencies.

The Office of Energy and Sustainability conducted energy audits on at least **2,000,000 sf** of state-owned buildings annually.

The Computerized Maintenance Management Systems Customer Service Center assisted with **31,923** work orders, **3,326** work requests from building tenants, and answered **1,710** calls.



DGS BY THE NUMBERS

The Inventory Standards & Support Services Division managed the statewide disposition of over **113,000** items with an original acquisition cost of over **\$37** million.

The Office of State Procurement procured **469** contracts totaling approximately **\$603.14** million; **108** contracts for **\$88,544,361.85** were awarded to small businesses while **34** contracts for **\$49,815,251.47** were awarded to MBEs.

The Capital Grants & Loans Office provided administrative and technical support for a portfolio of over **1,300** active capital grant projects valued at **\$1.6 billion**.

The Capitol Police conducted **60,338** building checks and **23,538** patrol checks, and responded to **83,878** calls for service.

The Capitol Police completed over **300** investigative reports and made **19** criminal arrests.

The Capitol Police planned and organized for **103** rallies and demonstrations in Annapolis and Baltimore and processed **6,078** applications for state ID cards.

Inventory Standards sold over **700** vehicles and equipment items at auction, resulting in net sales of **\$2.7** million to state agencies.

Fuel Management dispensed over **9.8** million gallons of consigned fuel and over **9.6** million gallons of bulk fuel through the statewide Fuel Management Program.

The Office of Design, Construction & Energy (DCE) provides full services to General Services supported State Agencies for facilities construction projects starting with the planning and design process and continuing through construction completion. DCE includes the **Public School & Community College Construction** program, which oversees the design and construction of all State funded school construction, and the **Office of Energy & Sustainability**, which provides energy commodities purchasing, energy data management, energy efficiency construction projects, electric vehicle infrastructure, green purchasing council management and renewable energy projects for all State entities including **Maryland Department of Transportation** and **University System of Maryland** in addition to all General Services supported agencies.

Lawyers Mall

In April, Governor Larry Hogan, Lt. Governor Boyd K. Rutherford, First Lady Yumi Hogan, Senate President Bill Ferguson, and House Speaker Jones participated in a ribbon cutting ceremony to mark the rededication of historic **Lawyers Mall** outside the Maryland State House in Annapolis. This **\$11 million project**, taking two years to complete, added multiple amenities and accommodations that were not featured in the previous design. The total square footage of assembly space has been increased from **2,000 sf** to **6,000 sf**, allowing groups of up to **1,200 people** to more comfortably gather. The new design also includes a natural speaker podium, as well as an abundance and variability of seating options.



2021 Major Projects

- Lawyer's Mall Infrastructure Improvements and Plaza Reconstruction **\$12.7 million**
- Old Annapolis Post Office Renovations **\$11.1 million**



- Freedom Readiness Center (New Construction) **\$25.6 million**
- Point Lookout Lighthouse Restoration **\$3.7 million**
- Maryland State Police Barrack 'C'- Cumberland (New Construction) **\$12.7 million**

Old Annapolis Post Office Renovations

This **\$19 million** project was conducted in two phases: The first phase, February 2018 to December 2018, consisted of a complete renovation of the building infrastructure, including utilities, HVAC, electrical, and plumbing. The second phase, November 2019 to February 2021, provided the finishing touches, allowing several State agencies to occupy the building whose original woodwork and plaster detailing has been restored to their original 1901 glory. The Annapolis Post Office is a contributing resource in the National Register



Annapolis Historic District, the National Historic Landmark Colonial Annapolis Historic District, and is eligible for individual listing in the **National Register of Historic Places**.

Maryland State Police Barrack "C" - Cumberland

MSP Barrack C located in Cumberland replaced the previous Barrack that was **over 60 years old**. The new Barrack has energy saving features (LED lighting with smart technology, highly efficient HVAC system, water saving plumbing fixtures, building automation system to maximize comfort and minimize energy usage) as well as much improved safety and security for the Troopers located at the Barrack. Construct New MSP Barrack 'C' – valued at **\$12.6 million**, this project replaced the existing Cumberland Barrack with a new state-of-the-art facility, complete with **crime lab** and **energy efficient design**.



MODLOGIQ

General Services' Office of Public Schools & Community Colleges visited the MODLOGIQ facility in New Holland, PA. DGS staff, along with Gilbert Architects, Whiting Turner, and Prince George's County Public Schools viewed the construction of the Cherokee Lane Elementary School. General Services helped facilitate \$21 million of state funds toward the Cherokee Lane Elementary project. This model shows 68,000 sf of the 98,000 sf school being built using a hybrid "off-site/on-site construction" process. Cherokee Lane Elementary is the first modular school approved by Prince George's County Schools and was built almost entirely off-site. This project delivery method is the first of its kind for Maryland Public Schools. The intention is to find a better means for construction, especially in areas where there are geographic and community challenges.



Salisbury Animal Lab

In August Secretary Churchill and Secretary of Agriculture Joe Bartenfelder made a second visit to the ongoing construction site of the Salisbury Animal Lab. Both Secretaries participated in the February 3, 2020 ground-breaking of this \$17 million project. The new animal lab is scheduled for a late December/early January 2022 completion date. Once operational, this 20,000sf lab will replace the Department of Agriculture's original lab with larger work areas, space for public meetings and training, two necropsy suites, a new incinerator, and a biosafety Level 3 laboratory for advanced diagnostic work.

ABC Award

General Services was honored to join Associated Builders and Contractors (ABC) and Northpoint Builders to recognize excellence in construction. Awards were given by ABC to Northpoint Builders for the Annapolis Post Office and Lawyers Mall projects, both managed by General Services. These efforts were significant, as the Post Office will serve as additional space for state agencies; and Lawyers Mall is the centerpiece of the Annapolis State Government complexes. Congratulations to Northpoint and our General Services team who worked on these projects.



Fifth Regiment Armory Roof Replacement

Valued at \$3 million, this 72,000 sf (nearly two football fields) roof replacement project will serve to preserve this historic landmark located on Howard Street in downtown Baltimore. Constructed in 1901, this Armory has been the home to various military units, political conventions, and numerous community activities. The roof replacement project took 14 months to complete and should keep the facility watertight for the next 20 to 30 years.



Renovate 45 Calvert Street

Valued at \$5.5 million, improvements to this facility "45 Calvert," also known as the Attman-Glazer Building, will accommodate the return of Department of Budget Management offices and will house other agencies, as well. Project completion is currently scheduled for December 2021.



EV Ribbon Cuttings

DGS leads the state effort to build out the infrastructure for the states growing electric fleet. In April, the department held the official ribbon cutting of the **first electric vehicle (EV) charging stations** for public use at the **Essex/Rosedale District Courthouse** through the Public Service Commission EV pilot program. The secretary was joined by Governor Larry Hogan, Treasurer Nancy Kopp, and BGE CEO Carim Khouzami. General Services has partnered with BGE to take advantage of a Maryland Public Service Commission Statewide EV pilot program called **BGE EVSmart**. The partnership is part of a broader initiative to partner with electric utility companies to install EV charging stations at state, county, and local municipal government facilities. Through the BGE EVSmart Program, Maryland will add **65 electric vehicle chargers across 18 locations**.



Energy Audits

The Office of Energy and Sustainability conducts energy audits on at least **2 million** square feet of State-owned buildings annually. In March 2020, DGS signed an MOU with **Small and Smart Thermal Systems Laboratory (S2TS)** at the University of Maryland, College Park to perform audits on State-owned buildings to find low-cost measures for increasing energy efficiency. Throughout 2021, the auditors completed audits of **1,704,305 sf** and completed partial audits of an additional **1,027,592 sf**.

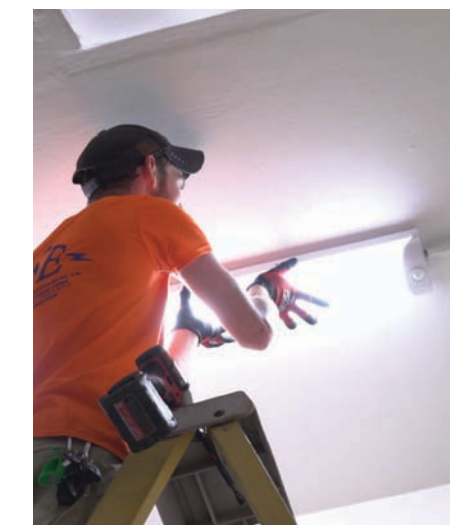
Maryland Green Registry Award

From an initiative developed by the Governor's Office, General Services and the Maryland Department of Environment, two Maryland Green Registry awards were created to recognize Executive Branch state agencies for their **energy-saving accomplishments**. This year's State Agency Energy Award given to an agency that exhibited an agency-wide commitment to reducing its energy use, went to the **Maryland Department of Health** for their continued commitment to engaging in Energy Performance Contracts to reduce their energy and environmental footprint. The State Building Energy Award, given to a building-level project that showed **innovation and deep energy savings**, went to General Services for a retro-commissioning project at the **Rockville District Court**.



LED Light Fixtures

The Office of Energy and Sustainability is currently installing over **10,000 state-of-the-art LED light fixtures** and controls in several buildings throughout the Annapolis Capitol Complex. The work is progressing through two distinct lighting projects. The first project through the current DGS Energy Performance Contracts, and the second funded by a loan from Maryland Energy Administration. The scope of each project was extended to include additional buildings using utility rebate funds totaling nearly **\$600,000**, which will allow an additional **2,500 fixtures**. Total annual project savings are expected to be **2,281 MWH of electricity**, avoidance of **\$193,902** in annual operating expenses, and yearly avoidance of **981** metric tons of CO2. The project is scheduled to be completed by early 2022.



Maryland Special Olympics

Maryland Capitol Police participated in both the Special Olympics Maryland torch run and polar bear plunge this past year. In January, the Capitol Police participated in a **“Virtual” Polar Bear Plunge** due to COVID restrictions. The group took turns jumping into the cold water of an inflatable pool. In July, the group ran the Special Olympics torch from the Maryland State House in Annapolis to the Navy Stadium and back, totaling over two miles. **The Capitol Police were able to raise \$4,500** to help Special Olympians. We are incredibly proud of our colleagues who continuously support such an amazing organization!



Maryland Charity Campaign

The annual Maryland Charity Campaign puts a spotlight on the great need in our communities. Many General Services employees generously give back to support the less fortunate. During the 2020 campaign, DGS raised **\$28,865.48**. Reaching our goal of **\$26,986** by **107%**. Collectively, the state raised more than **\$2.1 million** for more than **1,000 worthy causes** in 2019.



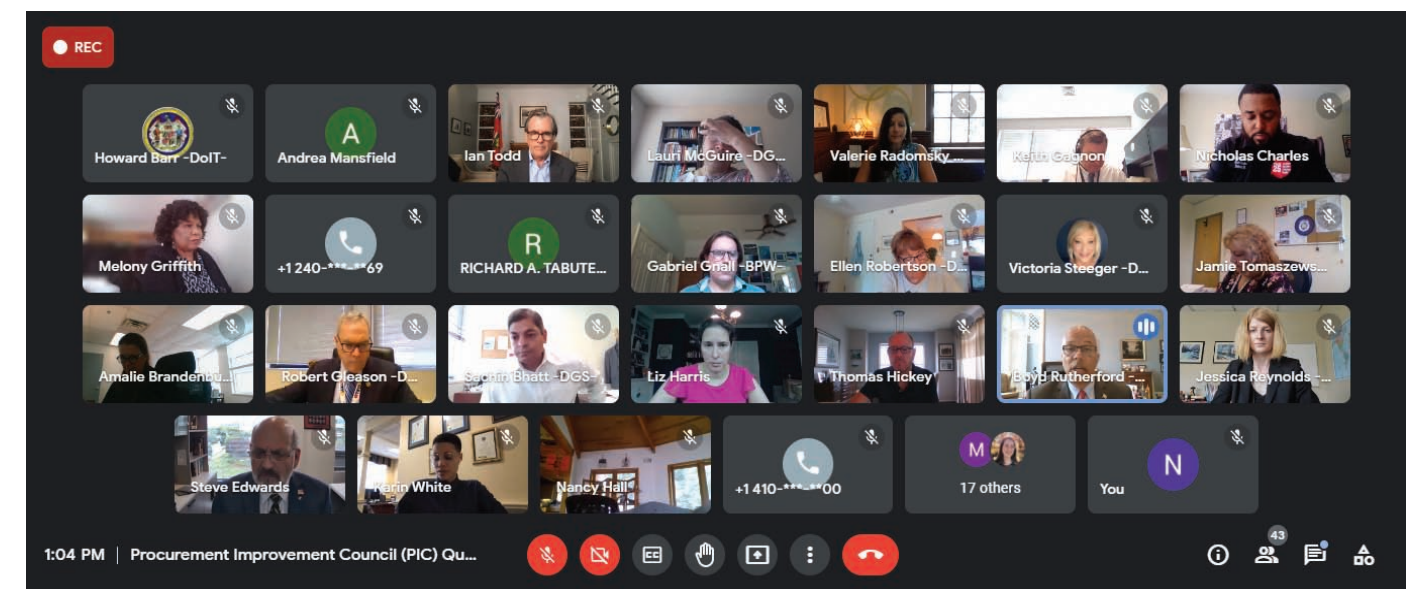
Special Olympics Maryland

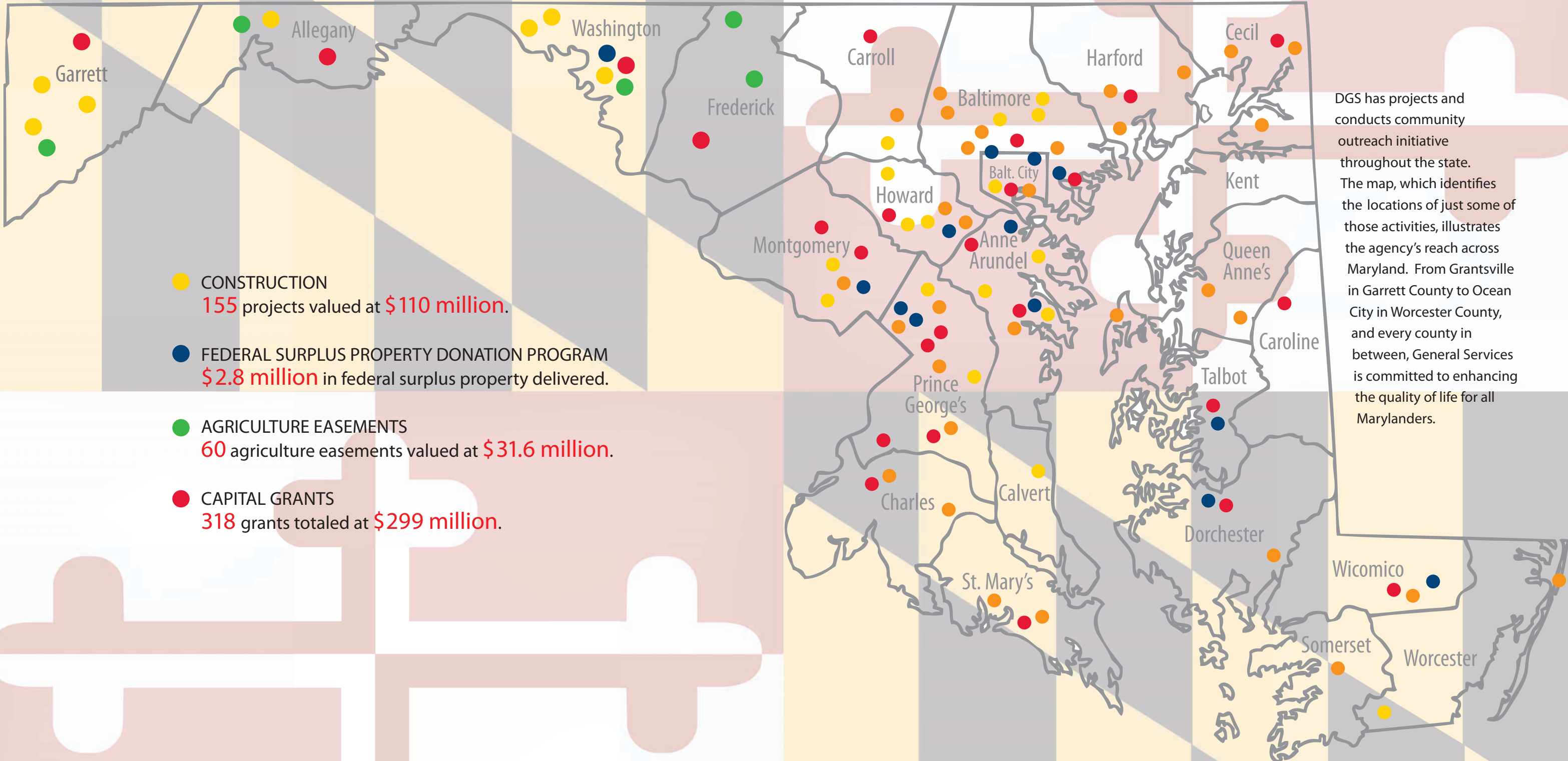
The Maryland Green Purchasing Committee is an interagency committee created by the Green Maryland Act of 2010. The committee develops and implements statewide green purchasing policies, guidelines, programs, best practices, and regulations that provide benefits to the health and wellbeing of Marylanders and the environment. This year, the Maryland Green Purchasing Committee was awarded an Environmental Sustainability Leadership Award in the Public Sector category by the Northeast Recycling Council. The award recognizes individuals, companies, and organizations that demonstrate an impact on an environmentally sustainable economy. In FY 2021, Maryland spent \$51.3 million on environmentally preferable commodities including renewable energy, IT, lighting products, recycled content products, janitorial supplies, and more. These purchases resulted in a cost savings of \$1.2 million and a greenhouse gas emissions reduction of 128,894 metric tons of carbon dioxide equivalent.

The Maryland Green Building Council was created in 2007 to guide Maryland’s High Performance Building Program. The council is composed of private sector and state agency membership that make recommendations about implementing the High Performance Building Program. The council also assists the Governor and General Assembly on green building legislation and works to promote green building throughout state government and the private sector.

The Procurement Improvement Council was formed in January 2020 as a result of House Bill 1021 (CH 590) Acts of 2017. The council ensures that the state is addressing various procurement policies and procedures related to State procurement and advising the General Assembly on proposed legislation in order to enhance the efficiency and transparency of State procurement.

The Hearing Accessibility Advisory Board was formulated in January of 2020 as result of House Bill 1192 (CH 336) Acts of 2019. The board consults with individuals with hearing loss about knowledge of assistive listening systems and devices. The board also approves waivers to require assistive listening systems in state facilities. During 2021, the Board approved draft regulations for installation of monitoring and compliance of the installation of Assistive Listening Systems (ALS) in publicly funded assembly areas during construction or renovation. The regulations are designed for the board to ensure there is monitoring and compliance, accessibility to the ALS system, proper signage for the public, and training for state staff to operate the system.





DGS has projects and conducts community outreach initiative throughout the state. The map, which identifies the locations of just some of those activities, illustrates the agency's reach across Maryland. From Grantsville in Garrett County to Ocean City in Worcester County, and every county in between, General Services is committed to enhancing the quality of life for all Marylanders.

- CONSTRUCTION
155 projects valued at \$110 million.
- FEDERAL SURPLUS PROPERTY DONATION PROGRAM
\$2.8 million in federal surplus property delivered.
- AGRICULTURE EASEMENTS
60 agriculture easements valued at \$31.6 million.
- CAPITAL GRANTS
318 grants totaled at \$299 million.

Filming in State Center

In May 2021, **FX/Disney** filmed a television pilot at the 301 W. Preston building. The Baltimore Public Grounds & Buildings team volunteered to assist the FX production crew, which was on site from 6am to 8pm for ten days before shooting. The Baltimore DGS team was right along with them, prepping the building and the grounds in order to **transform the lobby and mezzanine level offices into a 1960s CIA headquarters**. The DGS crew replaced ceiling tiles, opened doors, moved furniture, disconnected electrical and data lines, relocated security equipment, put up signage to redirect traffic, oversaw the removal of flags, statues, and security desks, and assisted the production team with various requests. The Hollywood project manager said **our staff was awesome to work with** and their hard work helped make this filming a success.



Salt Dome/ Snow Removal

General Services and the Maryland Military Department (MMD) combined efforts to tackle snow removal in the Baltimore area. MMD provided a skid steer with bucket and forklift so salt could be efficiently loaded onto the trucks. In addition, DGS built a salt dome beside the 300 W. Preston parking lot at State Center. The dome can hold up to **22 tons of salt**. Combined with pretreatment and the current fleet of trucks and plows, this has greatly improved snow removal capabilities.



State Center Grounds

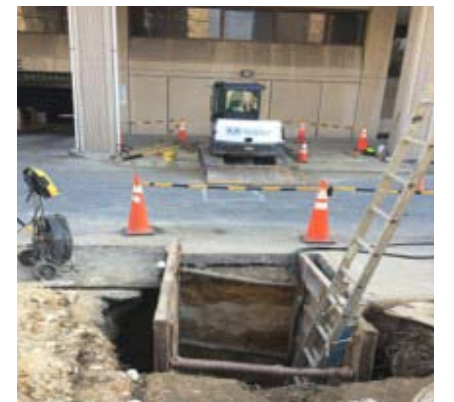
DGS' Office of Facilities Management is not only responsible for the management and upkeep of state owned buildings but it also cares for the surrounding landscape. In the spring, Facilities Management staff planted **Willow Oak trees at State Center in Baltimore City in celebration of Arbor Day**. The team also updated the Baltimore campus flower beds, replaced the railroad ties, and added mulch.

Sewer Pipe Replacement

In early December 2020, there was a drain blockage in the 201 W. Preston building restroom, caused by an overabundance of paper towels. However, bathrooms remained closed while a camera was used to inspect the line to be sure the pipe was clear. It turned out there was a broken pipe beyond the building out into the street. With the pipe being **17 feet below grade and being nearly 50 years old**, fixing it was a major undertaking. Baltimore City and the DGS construction team had to be called in for assistance. A grinder pump and storage tank were installed and the sewer line redirected to a different sewer drain in order to reopen the building while the contractor repaired and replaced the broken line.

Annapolis HVAC

Several major HVAC-related projects are in the works throughout the Annapolis Capital Complex. To improve energy efficiency and ensure that building occupants can work in comfort, chillers are being replaced or rebuilt at the **Court of Appeals** and the **Central Services Building**. The entire HVAC system in the **Wineland Building** was also replaced starting in August 2021. The Annapolis Facilities team is also assisting with coordination with building tenants.



State House Dome Deluge Test

The Annapolis Capital Complex team conducted the annual test of the Maryland State House Dome deluge system. The deluge system is a fixed fire protection system in which pressurized water is released through a pipe system on the outside of the State House Dome. DGS tests the deluge system annually to ensure Maryland's historic dome continues to be safe from fire.



Computerized Maintenance Management System

In January, the Computerized Maintenance Management System Unit launched an eMaint Training Program for all Facilities Management employees. The training is role-specific. Each role has a separate course of instruction, with each consisting of multiple "modules," developed for each role within Facilities Management. In addition, each employee completes a final exam, consisting of both a written portion and a series of practical application exercise to ensure the training works.



Twilight Vigil

On March 5, Governor Hogan held a twilight vigil on the one year anniversary of the first recorded COVID case in Maryland. The Governor's staff, DGS Annapolis Public Buildings & Grounds, and volunteers lit lights and placed them on the State House steps and around the State House campus to commemorate the 7,748 Marylanders, who, by that time had been taken from us by this deadly virus.

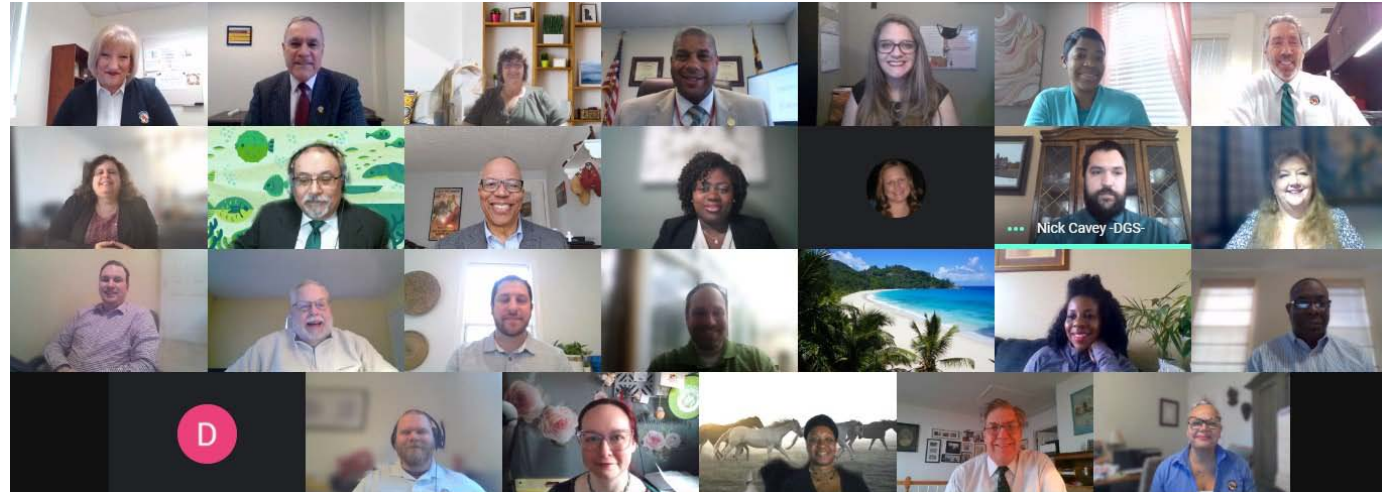


NASFA Conference

DGS Office of Facilities Management represents the state of Maryland for the National Association of State Facilities Administrators (NASFA). At this years annual conference. The department shared best practices for running state facilities in the most efficient and effective ways possible during the Operations and Maintenance Roundtable. Then, at the General Roundtable and Closing Session, the 238 participants from 34 states and 19 companies joined together to evaluate the information learned, ask any remaining questions, and make plans for action steps.

CMPO Graduation

The Certified Maryland Procurement Officer (CMPO) program was launched in January 2021 with **114 graduates** as of August. **Over 200** will be trained by the end of 2021. Graduates receive individualized official certification numbers with renewals due in five years. Graduation ceremonies included guest speakers such as the Lt. Governor, the State Treasurer, and the Chair of the Universal Public Procurement Certification Council. Their official attendance and transcripts as well as their certifications are sent to the supervisors and Human Resources for the personnel files.



Procurement Review Program

Developed and laid foundation for the Procurement Review Program (PRP) with the mission to identify opportunities to improve Maryland procurement practices within the Executive Branch Agencies to provide oversight, training, and compliance to procurement law, regulations, policies, and procedures in order to increase efficiencies and promote best practices. The PRP has two senior Procurement Officers identified as Account Executives to operate the program.

Maryland Procurement Academy

Developed new Maryland Procurement Academy (MDPA), establishing a three-tiered Maryland-specific certification program. Certified Maryland Procurement Associate (CMPA); Certified Maryland Procurement Officer (CMPO); and Certified Maryland Procurement Master (CMPPM).



Continuing Education

Launched the MDPA Continuing Education Training programs with training for “Scope of Work Best Practices” and is taught in partnership with the Administrative Office of the Courts. So far this year, **1,149 students** have attended this training. Other training include “Introduction to Contract Management” and “Introduction to Business Writing and Communications” with 30 students taking these classes.



Senior Procurement Advisory Group

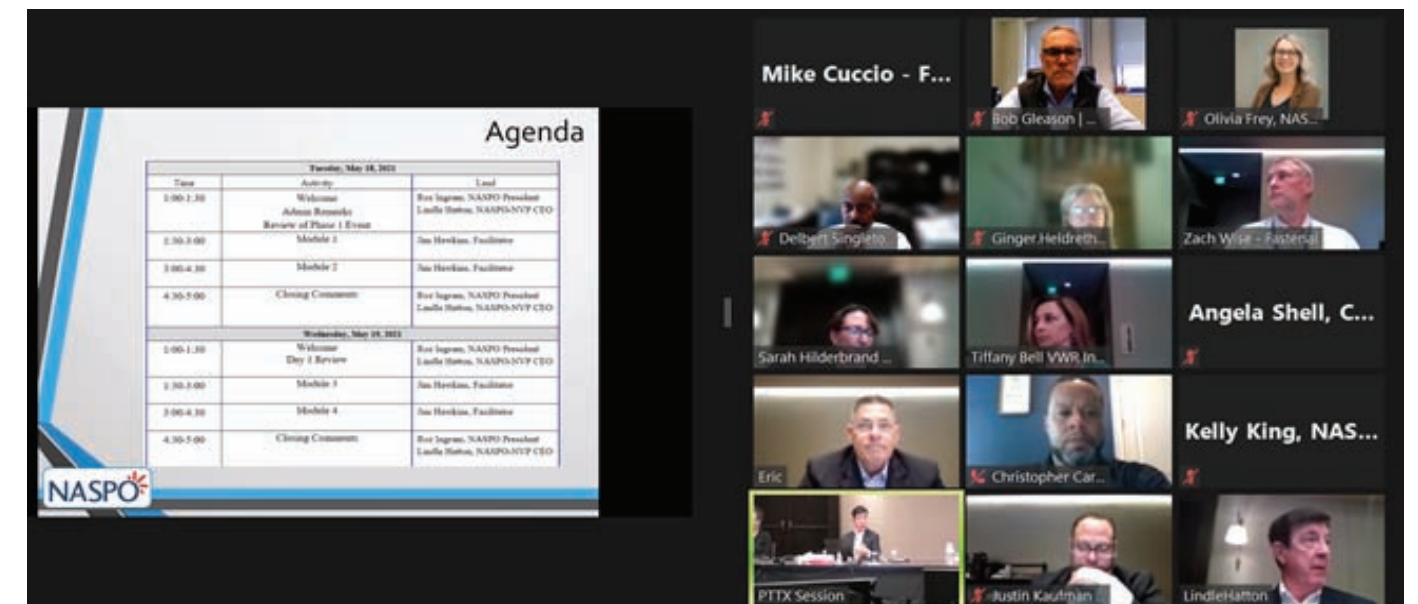
Enhanced the Senior Procurement Advisory Group (SPAG) meetings that were held in-person on a quarterly basis with the agency senior procurement officers in a central location to be held monthly as a virtual webinar to include all procurement officers statewide. Attendance went from approximately **100+ attendees bi-monthly to over 300 registrants** and attendees virtually receiving guidelines and updates through presentations and handouts.

National Association of State Procurement Officials

The Office of State Procurement participated in several National Association of State Procurement Officials (NASPO) events during 2021, representing the State of Maryland as part of the organization to collaborate with other State Procurement Officers across the country.



- Robert Gleason, Chief Procurement Officer, served on the NASPO Board of Directors as the Secretary/Treasurer.
- Jamie Tomaszewski served as the Chair of the NASPO Eastern Regional Council.
- 2021 NASPO Exchange Conference – Held virtually on April 13-15, 2021 to build relationships among the supplier community and state governments, the largest consumers of goods and services in the country.
- The NASPO REACH Conference was held virtually and in person in Lexington, Kentucky on July 14-15, 2021 to leverage the collective experience of state procurement staff across all four regions to expand the sharing of education, best practices, and innovative approaches to state procurement. Jamie Tomaszewski attended to lead a presentation of Organization Change Management and eProcurement Implementation, as well as co-chair the Super Regional Council meeting held for all four NASPO Regional Councils.
- Jamie Tomaszewski attended the four day The NASPO Executive Leadership Development Conference in August held at Michigan State University in Lansing.
- The NASPO Annual Conference was held in Austin, Texas in September, where procurement leaders had an opportunity to address today’s challenges while collaborating with their peers from around the country.



Records Management provides storage for **152,218** cubic feet of records equivalent to **25,368** four-drawer file cabinets. The unit accepted **12,525** cubic feet of new accessions equivalent to **2,176** four-drawer file cabinets, more than three times as many cubic feet as fiscal 2020. Records is also tasked with destroying, through recycling, **15,966** cubic feet (239 tons) of records eligible for disposal in accordance with established records retention schedules. Employees received and timely fulfilled **3,330** State agency records requests and **39** Public Information Act Requests, as well as conducted **15** online training sessions and trained over **300** state, county and local employees in records management roles and responsibilities, Records Retention and Disposal Schedules preparation, transfer of permanent and non-permanent records and disposal of non-permanent records.

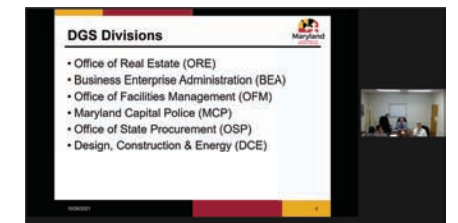
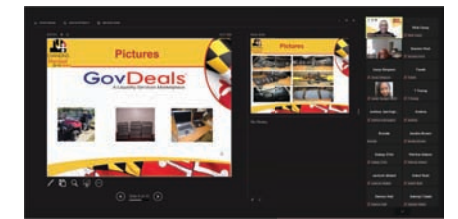


6th Annual Business Summit

The Maryland Department of General Services (DGS), the Maryland Department of Transportation (MDOT), and the University System of Maryland (USM) kicked off the 6th Annual Business Opportunities and Entrepreneurial Training Summit on October 26, 2021. The summit, held virtually this year over a three-day period, was a premier event for small, minority, women, and veteran-owned businesses, traditionally **attracting over 500 businesses** from across the state. The theme of this year's event, **"Rebounding to Opportunities,"** highlights the Hogan-Rutherford administration's commitment to increasing the number of these businesses contracting with the state.

Secretary Ellington E. Churchill, Jr. opened the first day of the conference to address an engaged and motivated audience of Maryland's small and minority business owners. Secretary Churchill highlighted the Hogan administration's dedication and commitment to making Maryland **"Open for Business"** through the focused efforts of dedicated state agencies, the Office of State Procurement, and the eMaryland Marketplace Advantage (eMMA), the state's e-procurement platform.

"This summit is a valuable resource to address the needs of Maryland's business community by identifying available opportunities," said DGS Secretary Churchill. "Our department is committed to building on the success of past summits and further proving that Maryland is open for business."



Inventory Standards and Support Services Division

The Inventory Standards and Support Services (ISSSD) division oversees statewide inventory management of materials, supplies, and State personal property. Most notably ISSSD:

- Facilitated the donation of **3** buses to the Town of Ocean City, 3 buses to the Haven for the Homeless, **6** "Emergency Ahead" signs to Frostburg Fire Department. As well as, **42** bottles of hand sanitizer to HIS ministries of Caroline County, and **34** pieces of dental equipment to the Choptank Community Health System, Inc.
- Facilitated the transfer of over **959** state-owned assets valued at over **\$863,000** within state government, saving taxpayer dollars by eliminating the need for new purchases.
- Provided guidance and oversight for the management of over **\$56 billion** fixed assets and **\$1 million** materials and supplies statewide in accordance with the policies and procedures outlined in the DGS Inventory Control Manual.
- Conducted virtual Statewide Fuel Management Training. Over **90** Fleet Managers/Site Personnel attended the training.
- Awarded a Statewide Electronics Recycling Contract to ARFAN International, Inc
- Monitored Colonial Pipeline outage and provided guidance/ updates to State agencies, local jurisdictions and non-profits to ensure that the State's fuel supply was not disrupted.



Statewide Fuel Contract

ISSSD oversees the entire Statewide Fuel Dispensing System. This year the division engaged in a new fuel management contract. The new fuel contract valued at **\$289 million** was awarded to the Baltimore-based Carroll Independent Fuel, LLC (Carroll Fuels). Carroll Fuels will manage the supply and distribution of state fuel products as well as the maintenance and repair of **over 700** sites statewide including state agencies, non-profits, law enforcement agencies, local towns and cities in Maryland. This contract replaces the current contract that has been in existence for **10 years**.



Zion House

In June, General Services donated **14 laptops to St James AME Zion Church of Salisbury, MD.**

The church runs a nonprofit program, Zion House, that provides supportive services for veteran families for homeless prevention, rapid re-housing, mental health, and behavioral health since 2013. **Serving an average of 70 veteran households annually**, Zion House has also administered the **Homeless Veteran Reintegration Program (HVRP)** employment assistance program since 2017 with a goal of enrolling **108 veterans annually**. These laptops will be loaned to veterans enrolled in schools and with no access to computers. They will also be used on-site by veterans and their families to search for employment and other online services.



Digital Access for All

In August, Governor Hogan announced a **\$400 million** initiative to ensure universal broadband for Marylanders to help close the digital divide. The COVID-19 pandemic has made closing the digital divide an issue of economic mobility, educational equality, and social justice. In October, Governor Hogan, DGS, and the Governor's Office of Community Initiatives distributed **200 laptops** and **50 hotspots** to **11 nonprofit organizations** on the Eastern Shore at the J. Millard Tawes Historical Museum in Crisfield. Throughout 2021 DGS has built a strong partnership with organizations such as **PCs for People** and the **Buddy Project**. PCs for People is a nonprofit organization that works across the nation to provide opportunities for individuals and nonprofits to benefit from technology. The Buddy Project is an organization that is dedicated to providing refurbished computers to those who are intellectually and developmentally disabled, and to non-profit organizations. To date, DGS has acquired and donated over **4,000 computers** to PCs for People and the Buddy Project. Through the Governor's Office of Community Initiatives' networks, the state was able to establish the partnership to help distribute laptops and mobile hotspots all across the state.



Capital Grants and Loans

The Capital Grants and Loans office conducted two virtual workshops for grant recipients entitled **“Simplifying the Capital Grants Process”** and presented **2 workshops** at the Maryland Municipal League Conference in Ocean City to provide an overview of the capital grant process for over **100 attendees**.

Top Five Funded Capital Grant Projects in FY21 include:

- New Female Detention Center (**\$23.2 million**)
- Prince George’s County Amphitheatre at Central Park (**\$11 million**)
- Prince George’s County Public Schools – Turf Fields (**\$9.2 million**)
- Blue Line Corridor – Infrastructure Montgomery County Route 355 Bus (**\$8.9 million**)
- Rapid Transit Project (**\$6 million**)

Delmarva Community Center

In August DGS toured the nearly completed Harry & Jeannette Weinberg Intergenerational Center. Delmarva Community Center, Inc. (DCS) has prioritized the construction of this new **42,637 sf** Intergenerational Center where senior adults, children, and individuals with disabilities can gather, learn, share, and build community together. Delmarva Community Center, Inc. has received **\$4,445,000** in capital grant funds since 2011 for this multi-phase project.



Maryland Science Center - You - The Inside Story

In November the DGS Capital Grants & Loans Division in collaboration with the Maryland Science Center announced the opening of a new human exhibit, **“You-The Inside Story”**. The Board of Public Works (BPW) approved the **\$1.5 million capital grant** for this project in December of 2020. DGS’ Capital Grants & Loans division oversaw the processing of the grant as well as administered the grant funding to the grantee after the BPW’s approval. The grant allowed the Maryland Science Center to plan, design, and construct the new exhibit, while using the remaining funds to support other critical capital improvements to the science center. The new **12,000 sf** exhibit allows visitors to explore the human body’s capabilities, possibilities, and limitations through **35 hands-on activities**. For the thousands of students and visitors that come to the science center each year, this will be an opportunity to explore the chemistry, biology, and physics of the human body in ways that cannot be replicated in the classroom. “We are excited to collaborate with the Maryland Science Center to participate in the opening of this interactive sensory exhibit,” said Secretary Ellington E. Churchill, Jr. “DGS is proud to support this project, which will have a positive and educational impact on Maryland students, citizens and visitors alike.”



The **Maryland Capitol Police (MCP)** continued operations during the Pandemic and provided 24/7 security and police services. In addition, our personnel manned screening posts at each facility and administered COVID screening questionnaires and temperature monitoring. During FY21, MCP screened over **322,000** people coming into State facilities. For many, the pandemic, societal changes, and other concerns created an even greater sense of needing to be heard. Rallies doubled from the previous fiscal year, with MCP providing resources to **manage 129 rallies in Annapolis and Baltimore.**



FBI Law Enforcement Executive Development Association

MCP command staff continued to stay up-to-date with the newest innovations and best practices in police management techniques. Over the past year Captain Bryan Waser, Captain Rebecca Labs, and Lieutenant Norman Anderson became the first three members of MCP to graduate from the FBI Law Enforcement Executive Development Association (LEEDA) Trilogy program. The program consists of 3 week-long modules and is a precursor to the FBI National Academy. These courses focused on leadership strategies for managing law enforcement and motivating people in today's ever-changing environment. The skills and tools gained will help MCP continue to grow as a progressive forward-thinking agency.

Women Behind the Badge

The women in our department had a brilliant idea, and got together and started a peer support group called "Women Behind the Badge". They meet on a regular basis and encourage support for one another through team building exercises, conversation and work experience; which enables the group to mentor and support each other. Being a female police officer comes with many challenges that must be overcome in order to be successful. The MCP Women Behind the Badge are making a positive difference in each other's lives, as well as the lives of others in the department. **The Women Behind the Badge mission is to empower, inspire and create a sisterhood within the woman of the Maryland Capitol Police.** Together they will strive to make an impact within the department and throughout the communities we serve. Their goal is to unify the female officers within the department and create a safe place to openly discuss challenges they face as female officers, discover resolutions and explore ways to improve our work life balance.



Senate President Bill Ferguson

In February, Secretary Churchill and Chief Wilson presented Senator William C. Ferguson IV with a flag that flew over the Maryland State House Dome in recognition of his nomination and confirmation as the **86th President of the Maryland State Senate.**



National Night Out

In August, the Maryland Capitol Police participated in **National Night Out**, an event that focuses on promoting police-community partnerships in neighborhoods across the country. In Annapolis, MCP partnered with Annapolis Police Department and Anne Arundel County Public Library, Bay Ridge Gardens, Annapolis Gardens, and the Annapolis Walk. In Baltimore, MCP partnered with Baltimore Police Department Northwest District at the shopping center at 3716 W. Belvedere Avenue.



Senate President Mike Miller

In January, **Senate President Thomas V. "Mike" Miller** passed away, on January 23rd he lay in state at the State House in Annapolis. Sgt Cheng, Sgt Gomez, Sgt Harris, Detective Darling, Pfc Linz, and Pfc Tayree were honored to represent the Capitol Police by standing guard at the site. President Miller was laid to rest on Sunday, January 24, 2021.



Lease Management & Procurement

63 commercial leases were approved by BPW, representing **1,024,179 sf** in transaction size and a total annual lease value of **\$17,192,776.81**. **17 intergovernmental and parking leases** were approved with a total lease value of **\$834,982.35**. Finally, there were **19 revenue leases** approved by the BPW with a total annual lease value of **\$376,169.70**, representing revenue paid to the State of Maryland. Three of the leases procured were critical warehouse leases for the Department of Health (MDH) to house personal protective equipment (PPE), medical equipment, and supplies related to COVID-19. General Services' Office of Real Estate also procured **5 license agreements** throughout the state to assist MDH in establishing critical mass vaccination sites. The Lease Management and Procurement unit also issued a request for proposal (RFP) for two agency headquarter locations: in April 2021 for the Department of Human Services and in mid-October 2021 for the Department of Assessment and Taxation, as part of the State Center Relocation project.

DHCD Eastern Shore Headquarters

The Office of Real Estate has been working with the Maryland Department of Housing and Community Development (DHCD) to construct a new DHCD Eastern Shore Headquarters and Community Center in Cambridge, MD. The Office of Real Estate team toured the facility with Secretary Churchill and Secretary Holt in mid-April to see how the beginning stages of construction were going as well as get an understanding of the future layout.

Lease Construction & Compliance

The Lease Compliance unit responded to **4,370** emails, **1,566** phone calls, and conducted **220** site visits while faced with the challenges of COVID-19. The Lease Construction unit also worked on **11** lease construction projects totaling over **165,520 sf**.

Land Acquisition & Disposal

Handled **15** acquisitions, disposals and easements, with **\$327,000** in sale proceeds. While handling the annual title company recruitment/RFP process bringing on **6** new title companies and attorneys to handle the State's title and settlement service needs.

Valuation & Appraisal

The Office of Real Estate completed **366** appraisal reviews and **20** staff appraisals for FY21. This included a total of **292** appraisal reviews and **19** staff appraisals were completed for the Department of Agriculture, MALPF Program.



State Center Relocation

In April, Governor Hogan announced the relocation of the Maryland Department of Human Services and Maryland Department of Health headquarters to the downtown central business district of Baltimore City. This marked the beginning of Governor Hogan's plans to relocate all state employees from State Center to Baltimore's Downtown Central Business District. The Maryland Department of General Services published the Request for Proposals seeking commercial office space to house the headquarters of the **Maryland Department of Human Services and Department of Health**.



Old Catonsville Courthouse Transfer

Secretary Ellington E. Churchill, Jr. and the Office of Real Estate were accompanied by the University of Maryland Baltimore County's President, Freeman A. Hrabowski III to announce the transfer of the old Arbutus/Catonsville Multi-Service Center facility to the University of Maryland Baltimore County (UMBC). The property was originally transferred to the University of Maryland in July 1965 as part of a **432-acre parcel**. In December 1976, the Board of Public Works approved the transfer of this **4.5-acre parcel** back to the state for the site of the Catonsville District Court. The **32,657 sf building**, built in 1982, housed district court rooms for Baltimore County and offices for the Maryland Department of Juvenile Services, the Department of Public Safety and Correctional Services, and the Office of the Public Defender. The courthouse was replaced in 2020 by a **state-of-the-art, 130,000 sf building** on a different location a few miles down the road. Now the property will come full circle and by returning to the University of Maryland Baltimore County.



Downtown Download

In response to the April press conference regarding the State Center Employee Relocation, General Services leadership joined Downtown Partnership of Baltimore President Shelonda Stokes and Councilman Eric Costello on June 29th on the Downtown Download. The topic of discussion was the relocation of the State Center to the Central Business District. The public and interested parties were able to attend to receive additional information and ask questions about the process.



DGS TIMELINE

JAN 6

Lt. Governor Boyd K. Rutherford announces enhancements to Small Business Reserve Program



MAR 17

Maryland Department of General Services concludes the first certified Maryland Procurement Officer Program

DGS TIMELINE

APR 5

State leaders rededicate Lawyers Mall and Thurgood Marshall Memorial in Annapolis



APR 9

Maryland Department of General Services holds ribbon cutting for first public electric vehicle charging stations at General Services' Courthouse

APR 19

Governor Hogan advances plan to move State agencies to downtown Baltimore, and help revitalize central business district

APR 26

General Services announces RFP to secure a new headquarters location for the Maryland Department of Human Services



JUN 9

Rockville District Court & Multi-Service Center receives Green Registry Award for most improved building

JUN 10

Maryland Department of General Services administers \$68.5 million of grant funding to Prince George's Community College

JUN 24

Maryland Department of General Services celebrates Flag Day



JULY 22

Lt. Governor Rutherford cuts ribbon on the new Maryland State Police Barracks in Western Maryland

SEPT 30

General Services transfers Old Catonsville Courthouse property to the University of Maryland Baltimore County

OCT 6

Maryland Department of General Services secures a new statewide fuel contract with Baltimore-based Carroll Fuels



AUG 19

Department of General Services tours projects, facilities, and outreach efforts on the eastern shore of Maryland

OCT 27

Maryland Department of General Services and University System of Maryland Committee saves the State of Maryland \$13 million through innovative energy purchasing

NOV 19

Maryland Department of General Services administers \$1.5 million to the Maryland Science Center for New "Human Body" exhibit

OCT 8

Governor Hogan announces next steps for new Baltimore Therapeutic Treatment Center

OCT 18

General Services announces RFP to lease space for the new headquarters for the Maryland Department of Assessment and Taxation

OCT 26

State of Maryland hosts 6th Annual Business Opportunities & Entrepreneurial Training Summit for small, minority, women, & veteran-owned businesses

OCT 29

Maryland Department of General Services Assistant Secretary Jack Howard receives National Government Champion Award



NOV 10

Maryland Department of General Services and Baltimore City Community College break ground on road loop project

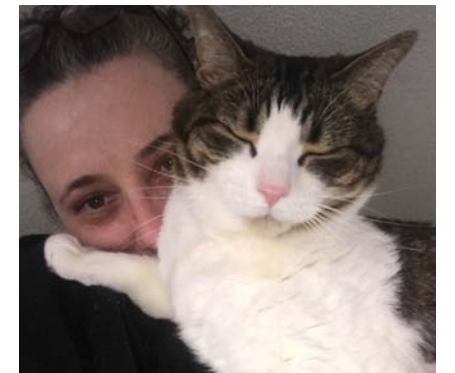
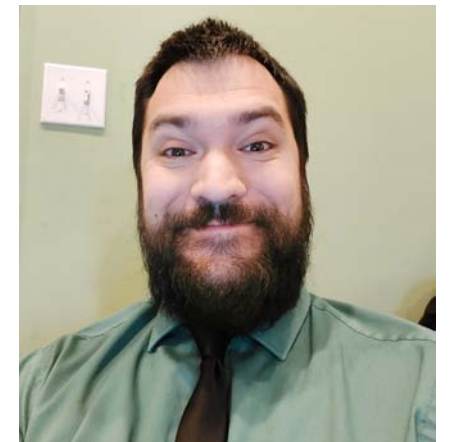
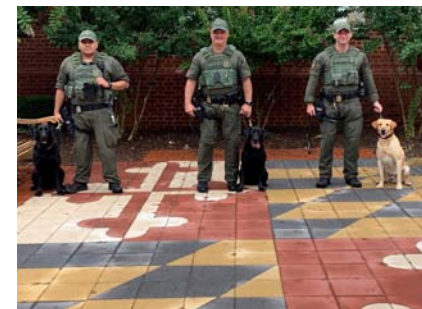


OCT 12

Maryland Green Purchasing Committee earns "Public Sector Environmental Sustainability Leadership Award" from Northeast Recycling Council

OCT 20

Governor Hogan announces over \$25 Million of grant funding to higher education institutions



DIVISIONS AND OFFICES OF GENERAL SERVICES

Secretary's Office

Legislative Affairs
Human Resources
Public Information
Fiscal Services
Emergency Management
Records Management

Design, Construction, & Energy

Energy and Sustainability
Capital Project Management
Facilities Engineering Division
Construction Inspection
Design Services
Public Schools and Community Colleges

State Procurement

Procurement Operations Bureau
eCommerce Management Bureau
Policy, Procurement Review & Reporting Bureau

Business Enterprise Administration

Capital Grants and Loans Division
Inventory Standards and Support Services Division
Business Outreach and Training Office
Surplus Property Division

Facilities Management

Annapolis Public Buildings and Grounds
Baltimore Public Buildings and Grounds
District Courts and Multi-Service Centers
Computerized Maintenance Management System Unit

Real Estate

Land Acquisition & Disposal
Lease Management & Procurement
Lease Construction & Compliance
Valuation & Appraisal

Maryland Capitol Police

Headquarters
Baltimore Division
Annapolis Division
Support Services



Maryland

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