



# Doing Business with the Department of General Services

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## Building Services & Maintenance

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# Procurement Overview

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The Department of General Services is responsible for procuring services necessary to keep buildings safe, comfortable, and operational.

Services include:

- ◆ Physical Security (Guards)
- ◆ Janitorial Services
- ◆ Preventative Maintenance
- ◆ Routine Maintenance
- ◆ Major Repairs
- ◆ Building Improvements

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## Procurement Overview

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In addition to purchasing services to support our own operations, the Department of General Services (DGS) purchase on behalf of agencies across the State of Maryland, including (but not limited to):

- ◆ Department of Health & Mental Hygiene
- ◆ Department of Natural Resources
- ◆ Department of Veterans Affairs
- ◆ Maryland Public Television
- ◆ Maryland State Police

# Procurement Overview

## Procurement Categories

Procurement Amount	Competition Requirements	Advertisement Requirements	How My Business Can Participate in Opportunities
<b>\$0 - \$5,000</b>	Competition not required; however encouraged	No public advertisement required	Sign up to be added to the DGS Business Database Contact Building Superintendents
<b>&gt; \$5,000 - \$15,000</b>	Obtain Quotes from at least two vendors	No public advertisement required	Sign up to be added to the DGS Business Database Contact Building Superintendents
<b>&gt; \$15,000 - \$50,000</b>	Obtain quotes from at least two vendors.	Advertisement on eMaryland Marketplace Required	Register company in eMM to receive notification of opportunities
<b>&gt; \$25,000</b>	Competitive Sealed Bid/Proposal	Advertisement on eMaryland Marketplace Required	Register company in eMM to receive notification of opportunities

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## Contracting Opportunities

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### Contracts Exceeding \$50,000

Contracts in this category include:

- ◆ Security Guard Services
- ◆ Janitorial Service
- ◆ Building Repairs
- ◆ Building Upgrades

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# Contracting Opportunities

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## Janitorial Services

DGS currently has 55 contracts with vendors to provide janitorial services at buildings across the state.

The term for these contracts range from 3-5 years with most contracts being re-bid as the expiration date approaches.



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# Contracting Opportunities

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## Current Janitorial Services Contracts

*List Available at Summit*

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# Contracting Opportunities

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## Security Guard Services

DGS currently has 56 contracts with vendors to provide security guard services at buildings across the state.

The term for these contracts range from 3-5 years with most contracts being re-bid as the expiration date approaches.

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# Contracting Opportunities

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## Current Guard Services Contracts

*List Available at Summit*

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# Contracting Opportunities

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## Other Building Services

- ◆ Grounds Maintenance
- ◆ HVAC Maintenance
- ◆ Pest Control Services
- ◆ Mail Delivery Services
- ◆ Elevator Repair & Maintenance
- ◆ Comprehensive Building Management
- ◆ Fire Alarm & Sprinkler System Maintenance
- ◆ Weigh Inspection Station Maintenance
- ◆ Trash Removal
- ◆ Generator Maintenance
- ◆ Window Washing Services
- ◆ Gutter Cleaning Services

To view current service contracts visit the DGS contracts search page at  
<http://www.dgs.maryland.gov/Pages/Procurement/BidsAwards.aspx>.



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# Contracting Opportunities

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## Current Building Services Contracts

*List Available at Summit*

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# Contracting Opportunities

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## Construction Maintenance Projects Under \$100,000

Approximately 140 projects, including:

- ◆ Boiler Replacements
- ◆ Painting
- ◆ Building Renovations
- ◆ Ceiling Tile Replacement
- ◆ Floor Replacement
- ◆ Repair Projects (fire alarm system, shed
- ◆ Irrigation Installation
- ◆ Replace Windows & Doors
- ◆ Replace Underground Gas Tanks
- ◆ HVAC System Upgrade/Replacement
- ◆ Replace Faucets & Shower Doors
- ◆ Install Concrete Walkway
- ◆ Replace Steel Access Floor Panels
- ◆ Replace Sidewalk & Curbs
- ◆ Roof Repairs
- ◆ Kitchen Renovation
- ◆ Replace galvanized piping & valves
- ◆ Replace Stairwell Fire Doors

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# Contracting Opportunities

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## Facilities Renewal Projects \$100,000 to \$2.5 Million

Project Location	Description	County
Department of Legislative Services Building	Replace Fire Alarm	Anne Arundel
George M. Taylor District Court	Waterproof Exterior	Anne Arundel
Maryland State Police Annapolis - Barrack J	Mechanical/Electrical/Plumbing	Anne Arundel
Government House - Annapolis	Repair/Replace Broken Roof Slate	Anne Arundel
DGS Public Buildings & Grounds - Central Services Building	Replace Main Electrical Panel	Anne Arundel
Government House - Annapolis	Replace Windows	Anne Arundel
Maryland State Police Headquarters	Replace Roof	Baltimore
DGS Building - Towson District Court/MSC	Replace VAVs and HVAC Controls	Baltimore
Spring Grove Hospital Maintenance Mall	Replace Roof	Baltimore
Spring Grove Hospital - Tawes Building	Repair Elevator	Baltimore
500 N. Hilton	Replace Roofing System	Baltimore City
Maryland Rehabilitation Center, Mechanical House	Replace Roof	Baltimore City

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# Contracting Opportunities

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## Facilities Renewal Projects \$100,000 to \$2.5 Million

Project Location	Description	County
Regional Institute for Children and Adolescents	Install A/C in Gymnasium	Baltimore City
Regional Institute for Children and Adolescents	Replace Roof	Baltimore City
Jefferson Patterson Park Museum - MAC Lab	HVAC and Building Envelope	Calvert
DPSCS Central Laundry Building	Replace Roof	Howard
Patuxent Institution, Women's Facility	Replace Roof	Howard
Clifton T. Perkins Hospital Administration Building	Replace Sprinkler System and Ceilings	Howard
Eastern Correctional Institution	Replace Cell Door Tracks	Somerset
Maryland Correctional Institution - Power Plant	Replace Roof	Washington
Western Maryland Hospital Center	Front Entrance Upgrades	Washington
Potomac Center - Administration Building	Replace HVAC - Phase II	Washington

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# Procurement Methods

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## Competitive Sealed Bidding Contracts Exceeding \$50,000

The process of soliciting bids from, and awarding contracts to qualified vendors.

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# Procurement Overview

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## The Competitive Sealed Bid Process (> \$50,000)

1. Bid specifications are created by the using agency and posted on eMaryland Marketplace by DGS.
2. A pre-bid meeting/site visit is held and all interested businesses are **encouraged to attend**.
3. Vendors **submit bids online** through eMaryland Marketplace.
4. On the bid opening date, the procurement officer opens and reviews bid submissions.
5. A contract is awarded to the responsible bidder that submitted a responsive bid with the most favorable total bid price.

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## Small Procurement

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### Small Procurement Contracts Below \$50,000

The majority of small purchases are made by the Facilities Operations and Maintenance (FOM) team that is responsible for the operation and maintenance of 55 buildings (6.2 million square feet), including:

- ◆ Building Repairs
- ◆ Building Alterations
- ◆ Building Improvements
- ◆ Preventative Maintenance
- ◆ Routine Maintenance

# Buildings



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## What We Buy

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### Building Maintenance Services

The DGS maintenance team buys anything a facility may need, including:

- ◆ Electrical
- ◆ Fire Alarm & Sprinkler
- ◆ Landscaping
- ◆ Painting
- ◆ Pest Control
- ◆ Plumbing
- ◆ Roofing
- ◆ Snow Removal
- ◆ Tree Trimming
- ◆ Window Cleaning



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# Contracting Opportunities

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## DGS Contacts

Annapolis

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Baltimore City

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District Courts and Multi-Service Centers

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# Questions & Answers

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**Questions?**

