

# **OFFICE OF GENERAL SERVICES**

## **MISSION**

The Office of General Services (OGS) mission is to manage and lease real property, design build and operate facilities, contract for goods, services and technology, and deliver a wide array of support services, enabling the State of New York to function optimally. The unifying goal throughout all of the Office's varied operations is to assure the efficient use of State resources for all of their customers, whether they are other State agencies, local governments, non-governmental organizations, or the public. As OGS influences the spending of approximately \$7 billion in public funds, it is essential that they continually strive to increase efficiencies and overall effectiveness

## **ORGANIZATION AND STAFFING**

OGS is headed by a Commissioner, appointed by the Governor, with a central executive staff and is structured around customer-focused business enterprises: Real Property Management and Development; Procurement Services; Design and Construction; and Support Services.

## **BUDGET HIGHLIGHTS**

The 2008-09 Executive Budget recommends **\$498.5 million All Funds (including \$159.3 million General Fund \$225.1 million Internal Service Funds, and \$114.1 million Other Funds)** to support ongoing agency activities. This is an increase of **\$10.6 million All Funds ( an increase of \$2.1 million in the General Fund, \$9.8 million in Internal Service Funds, and a decrease of \$1.3 million Other Funds)** from the 2007-08 budget. This change primarily reflects expansion of efforts to reduce State costs by managing the use of overtime and insourcing building repair and maintenance whenever feasible. The Executive Budget recommends staff of 1,776 for the Office of General Services in 2008-09, an increase of 25 FTEs. A total of 19 FTE's reflect the insourcing of tradespeople to achieve savings, and 6 staff are added to assist localities in identifying contracts that localities can share, thereby reducing their costs.

Major budget action:

- **Procurement Modernization:** Legislation accompanies the Executive budget that makes permanent the Procurement Stewardship Act. It will also to expand the role of the State Procurement Council to focus more on the establishment of policies governing how State agencies procure commodities, services and technology. OGS will also undertake a study of the State's current procurement practices to ensure that its clients will get the best value at the lowest possible price. The agency will also expand its use of "aggregate buy" under which the State leverages its broad buying power by contracting for large quantities at once, on behalf of all state agencies and local governments. Similar efforts have already saved State agencies \$60 million and local governments \$140 million for technology procurements alone.

## **GENERAL SERVICES**

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### **PROGRAM HIGHLIGHTS**

#### **EXECUTIVE DIRECTION**

This program provides the day-to-day management of the agency, helps State agencies to acquire vehicle insurance, administers financing for the State equipment purchasing program and coordinates the centralized purchase of electricity from the Power Authority of the State of New York.

#### **REAL PROPERTY MANAGEMENT AND DEVELOPMENT**

This program is responsible for providing for the safe and efficient operation of approximately 54 major and 76 ancillary State-owned and operated buildings. Services provided by this program include building management, operation, maintenance, cleaning and security for facilities encompassing 17.1 million interior gross square feet with a replacement value estimated at \$6.2 billion. Employees assigned to this program also manage building renovation projects, administer service contracts for the maintenance and operation of certain heating, ventilation and air conditioning systems, and negotiate agreements as needed for leased space.

#### **PROCUREMENT SERVICES**

The Procurement Services Group manages the statewide procurement of commodities and services, which have an annual value exceeding \$5 billion. This group establishes standards for each purchase item by developing detailed specifications, evaluating bids, and monitoring vendor performance and quality control. Eligible local governments, schools and not-for-profit organizations may use these centralized contracts, which generally offer the best prices because of the State's purchasing power, to reduce their own operating costs. Recent utilization of the "aggregate buy" method of procurement, where a specified amount of product or service is bid for, has generated significant savings for both State agencies and local governments. OGS will continue to explore how to make even wider use of this procurement tool.

#### **DESIGN AND CONSTRUCTION**

This group provides architectural, engineering, planning, and design and construction management services to State agencies (including OGS) that operate State-owned facilities, and has projects valued at approximately \$1.3 billion in design and \$900 million under construction. The program will be focusing on enhancing energy efficiency, the use of renewable energy sources wherever feasible, and the utilization of environmentally friendly material in all the new construction and rehabilitation projects it undertakes for its State agency clients.

#### **SUPPORT SERVICES**

Employees in this group provide and manage the delivery of interagency mail, employee and visitor parking and the transfer of Federal and State surplus property. These employees also warehouse federally donated food and distribute it to school districts and food pantries.

# GENERAL SERVICES

## ALL FUNDS APPROPRIATIONS (dollars)

Category	Available 2007-08	Appropriations Recommended 2008-09	Change	Reappropriations Recommended 2008-09
State Operations	405,384,000	418,469,000	13,085,000	6,315,000
Aid To Localities	168,800	0	(168,800)	0
Capital Projects	82,350,000	80,000,000	(2,350,000)	251,314,000
Total	<u>487,902,800</u>	<u>498,469,000</u>	<u>10,566,200</u>	<u>257,629,000</u>

## ALL FUND TYPES PROJECTED LEVELS OF EMPLOYMENT BY PROGRAM FILLED ANNUAL SALARIED POSITIONS

### Full-Time Equivalent Positions (FTE)

Program	2007-08 Estimated FTEs 03/31/08	2008-09 Estimated FTEs 03/31/09	FTE Change
Design and Construction			
Internal Service Funds	420	420	0
Executive Direction			
General Fund	113	113	0
Internal Service Funds	26	26	0
Procurement Services			
General Fund	161	167	6
Special Revenue Funds - Other	18	18	0
Internal Service Funds	78	78	0
Real Property Management and Development			
General Fund	819	838	19
Special Revenue Funds - Other	55	55	0
Enterprise Funds	12	12	0
Internal Service Funds	49	49	0
Total	<u>1,751</u>	<u>1,776</u>	<u>25</u>

## STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE APPROPRIATIONS (dollars)

Fund Type	Available 2007-08	Recommended 2008-09	Change
General Fund	157,208,000	159,266,000	2,058,000
Special Revenue Funds - Federal	8,230,000	8,230,000	0
Special Revenue Funds - Other	22,446,000	23,103,000	657,000
Enterprise Funds	1,976,000	2,006,000	30,000
Internal Service Funds	215,274,000	225,114,000	9,840,000
Fiduciary Funds	250,000	750,000	500,000
Total	<u>405,384,000</u>	<u>418,469,000</u>	<u>13,085,000</u>

Adjustments:	
Transfer(s) From	
Special Pay Bill	
General Fund	(130,000)
Appropriated 2007-08	<u>405,254,000</u>

# GENERAL SERVICES

## STATE OPERATIONS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS (dollars)

<u>Program</u>	<u>Available 2007-08</u>	<u>Recommended 2008-09</u>	<u>Change</u>
Curatorial Services Program			
Fiduciary Funds	250,000	750,000	500,000
Design and Construction			
General Fund	130,000	0	(130,000)
Internal Service Funds	59,027,000	60,260,000	1,233,000
Executive Direction			
General Fund	13,166,000	13,321,000	155,000
Special Revenue Funds - Other	1,217,000	1,240,000	23,000
Enterprise Funds	89,000	89,000	0
Internal Service Funds	95,293,000	98,074,000	2,781,000
Procurement Services			
General Fund	11,693,000	11,746,000	53,000
Special Revenue Funds - Federal	8,230,000	8,230,000	0
Special Revenue Funds - Other	5,034,000	5,108,000	74,000
Internal Service Funds	42,945,000	44,138,000	1,193,000
Real Property Management and Development			
General Fund	132,219,000	134,199,000	1,980,000
Special Revenue Funds - Other	16,195,000	16,755,000	560,000
Enterprise Funds	1,887,000	1,917,000	30,000
Internal Service Funds	18,009,000	22,642,000	4,633,000
Total	<u>405,384,000</u>	<u>418,469,000</u>	<u>13,085,000</u>

## STATE OPERATIONS - GENERAL FUND SUMMARY OF PERSONAL SERVICE APPROPRIATIONS AND CHANGES 2008-09 RECOMMENDED (dollars)

<u>Program</u>	<u>Total</u>		<u>Personal Service Regular (Annual Salaried)</u>	
	<u>Amount</u>	<u>Change</u>	<u>Amount</u>	<u>Change</u>
Design and Construction	0	(130,000)	0	(93,000)
Executive Direction	6,805,000	0	6,774,000	0
Procurement Services	9,929,000	0	9,899,000	0
Real Property Management and Development	40,155,000	759,000	36,221,000	2,504,000
Total	<u>56,889,000</u>	<u>629,000</u>	<u>52,894,000</u>	<u>2,411,000</u>
<u>Program</u>	<u>Temporary Service (Nonannual Salaried)</u>		<u>Holiday/Overtime Pay (Annual Salaried)</u>	
	<u>Amount</u>	<u>Change</u>	<u>Amount</u>	<u>Change</u>
Design and Construction	0	(2,000)	0	(35,000)
Executive Direction	0	0	31,000	0
Procurement Services	0	0	30,000	0
Real Property Management and Development	2,468,000	(50,000)	1,466,000	(1,695,000)
Total	<u>2,468,000</u>	<u>(52,000)</u>	<u>1,527,000</u>	<u>(1,730,000)</u>

# GENERAL SERVICES

**STATE OPERATIONS - GENERAL FUND  
SUMMARY OF NONPERSONAL SERVICE AND MAINTENANCE UNDISTRIBUTED  
APPROPRIATIONS AND CHANGES  
2008-09 RECOMMENDED  
(dollars)**

<b>Program</b>	<b>Total</b>		<b>Supplies and Materials</b>	
	<b>Amount</b>	<b>Change</b>	<b>Amount</b>	<b>Change</b>
Executive Direction	6,516,000	155,000	103,000	(69,000)
Procurement Services	1,817,000	53,000	35,000	0
Real Property Management and Development	94,044,000	1,221,000	7,966,000	865,000
Total	<u>102,377,000</u>	<u>1,429,000</u>	<u>8,104,000</u>	<u>796,000</u>

<b>Program</b>	<b>Travel</b>		<b>Contractual Services</b>	
	<b>Amount</b>	<b>Change</b>	<b>Amount</b>	<b>Change</b>
Executive Direction	72,000	22,000	6,264,000	367,000
Procurement Services	72,000	28,000	1,633,000	54,000
Real Property Management and Development	204,000	6,000	85,236,000	2,303,000
Total	<u>348,000</u>	<u>56,000</u>	<u>93,133,000</u>	<u>2,724,000</u>

<b>Program</b>	<b>Equipment</b>	
	<b>Amount</b>	<b>Change</b>
Executive Direction	77,000	(165,000)
Procurement Services	77,000	(29,000)
Real Property Management and Development	638,000	(1,953,000)
Total	<u>792,000</u>	<u>(2,147,000)</u>

**STATE OPERATIONS - OTHER THAN GENERAL FUND  
SUMMARY OF APPROPRIATIONS AND CHANGES  
2008-09 RECOMMENDED  
(dollars)**

<b>Program</b>	<b>Total</b>		<b>Personal Service</b>	
	<b>Amount</b>	<b>Change</b>	<b>Amount</b>	<b>Change</b>
Curatorial Services Program	750,000	500,000	0	0
Design and Construction	60,260,000	1,233,000	26,557,000	57,000
Executive Direction	99,403,000	2,804,000	2,013,000	0
Procurement Services	57,476,000	1,267,000	4,371,000	59,000
Real Property Management and Development	41,314,000	5,223,000	6,537,000	782,000
Total	<u>259,203,000</u>	<u>11,027,000</u>	<u>39,478,000</u>	<u>898,000</u>

<b>Program</b>	<b>Nonpersonal Service</b>	
	<b>Amount</b>	<b>Change</b>
Curatorial Services Program	750,000	500,000
Design and Construction	33,703,000	1,176,000
Executive Direction	97,390,000	2,804,000
Procurement Services	53,105,000	1,208,000
Real Property Management and Development	34,777,000	4,441,000
Total	<u>219,725,000</u>	<u>10,129,000</u>

**AID TO LOCALITIES  
ALL FUNDS FINANCIAL REQUIREMENTS BY FUND TYPE  
APPROPRIATIONS  
(dollars)**

<b>Fund Type</b>	<b>Available 2007-08</b>	<b>Recommended 2008-09</b>	<b>Change</b>
General Fund	168,800	0	(168,800)
Total	<u>168,800</u>	<u>0</u>	<u>(168,800)</u>

# **GENERAL SERVICES**

## AID TO LOCALITIES ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS (dollars)

<u>Program</u>	<u>Available 2007-08</u>	<u>Recommended 2008-09</u>	<u>Change</u>
Community Projects			
General Fund	168,800	0	(168,800)
Total	<u>168,800</u>	<u>0</u>	<u>(168,800)</u>

## CAPITAL PROJECTS ALL FUNDS FINANCIAL REQUIREMENTS BY PROGRAM APPROPRIATIONS (dollars)

<u>Comprehensive Construction Program</u>	<u>Available 2007-08</u>	<u>Recommended 2008-09</u>	<u>Change</u>	<u>Reappropriations 2008-09</u>
Design and Construction Supervision				
Capital Projects Fund	12,600,000	12,600,000	0	17,640,000
Maintenance and Improvement of Real Property Facilities				
Capital Projects Fund	58,450,000	57,400,000	(1,050,000)	197,597,000
Capital Projects Fund - Advances	0	0	0	5,409,000
Capital Projects Fund - Authority Bonds	11,300,000	10,000,000	(1,300,000)	30,668,000
Total	<u>82,350,000</u>	<u>80,000,000</u>	<u>(2,350,000)</u>	<u>251,314,000</u>