

ANNUAL REPORT

To: Governor Bill Haslam

From: Commissioner Bob Oglesby

Date: October 1, 2015

Subject: Department of General Services Annual Report for the Year Ending June 30, 2015

Pursuant to Tennessee Code Annotated § 4-4-114, it is my pleasure to present this annual report for the Department of General Services.

Functions

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other departments and agencies within State government. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State property.

The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and service-disabled veterans.

The Department has seven major divisions that serve the needs of State agencies and in some cases of cities and organizations:

Central Procurement Office

This office provides centralized procurement functions for goods and services purchased by the State while ensuring transparency and accountability in the procurement and contracting process. Also part of the CPO is the Governor's Office of Diversity Business Enterprise, which provides support for companies owned by women, minorities, and service-disabled veterans that wish to do business with the State.

State of Tennessee Real Estate Asset Management (STREAM) Division

This division is dedicated to operating, managing, and maintaining the State's real estate assets in a manner that ensures a comfortable, safe, and efficient working environment for State tenants, employees, and guests. Every STREAM project focuses on accessibility to tenant constituents, energy saving, and the consideration of the surrounding environment. With expertise across the broad spectrum of real estate products and services, STREAM personnel bring a wealth of knowledge and experience to overseeing the State's real estate property assets.

STREAM responsibilities are far-reaching through the following major areas of concentration: Lease Management, Facility Maintenance, Surplus Real Estate, Interior Design, Asset Management, Land Transactions, Designer Selection Process, Legal Review, Capital Improvements, Tenant Services, and Energy and Sustainability.

Motor Vehicle Management Division

This division manages and maintains motor vehicles utilized by State departments, offices, and agencies. The division establishes policies and procedures to affect the best maintenance, repair, operation, and administration of the fleet consistent with safety and service.

Printing and Media Services Division

This division provides high-quality printing and media services to State agencies. These services include offset and digital printing, digital scanning, digital scanning, graphic design, web page design, photography, and micrographics.

Postal Services Division

This division provides an efficient and economical centralized mail system for State agencies in the State Capitol Complex and surrounding areas. Its services include operating the USPS Post Office, delivery of incoming US mail and processing of outgoing US mail, delivery or intra-governmental mail, X-ray and security of government mail, and mail piece design and coding.

Warehousing and Distribution Division

This division provides high-quality, cost effective supply support, warehousing, and distribution services to State departments and agencies. It also redistributes surplus State and Federal property to authorized government, non-profit, educational, and law enforcement agencies, or if not needed by these organizations, to the general public.

Other Offices

The department also has seven internal offices responsible for handling specific administrative functions. These include the Office of Financial Management, the Office of Internal Audit, the Office of Human Resources, the Office of General Counsel, the Office of Legislative Affairs, the Office of Talent Management, and the Office of Communications.

Management

The management of the Department of General Services is as shown on the chart included as Attachment A.

Financial Transactions

FY15 General Services

Operational Budget	\$ 130,122,000
Actual Expenses	\$ 106,233,900

FY15 Facilities Revolving Fund (Managed by the Department of General Services)

Operational Budget	\$ 100,206,800
Actual Expenses	\$ 108,195,978