VERMONT

Department of Buildings & General Services   Agency of Administration
Office of the Commissioner
133 State Street, 5th Floor
Montpelier, VT 05633

MEMORANDUM:

To: Jayna Morse, Finance and Administration Director, Agency of Transportation
            Kim Fedele, Financial Administrator, Military Department
            George Steelman, Finance Director, Department of Buildings and General Services
            Megan Klinefelter, Administrative Services Director, Agency of Natural Resources

From: Jennifer M.V. Fitch, Commissioner of Buildings and General Services

DocuSigned by:

Jennifer M. V. Fitch, BGS Comm
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Date: July 1, 2023

Re: Blanket Delegation of Authority BDA-15

This delegation authorizes the Agency of Transportation, Military Department, the Agency of Natural Resources, and the Department of Buildings and General Services to make purchases that meet their requirements for road aggregates, rip rap stone, winter sand, bank run gravel, sand, gravel, crushed stone, bales of hay, rough cut lumber, topsoil, and brick/block.

Precast drainage structures, frames and grates for structures, ready-mix concrete, concrete repair materials, temporary bridge components and hardware, and steel/aluminum for in-house fabrication have been added on a temporary basis.

It is expected that the district administrators/project managers will use proper discretion in choosing sources for different projects by evaluating the distance of haul as well as price.

No prior approval from this office will be necessary.

- When processing invoices for materials purchased under this BDA, please reference VISION Procedure #3: PO's, Contracts and BDA's. VISION Procedure #3 can be found on the VISION homepage of the Department of Finance & Management's (DFM) website at https://finance.vermont.gov/policies-and-procedures/vision-procedures .

- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable federal requirements including certification regarding debarment. The DFM Commissioner issued DFM Policy #1: Suspension and Debarment Policies & Procedures. This policy was created to address federal requirements prohibiting purchases from vendors who have been suspended or debarred by the federal government. The policy extends the federal requirements to all purchases made by the State of Vermont (within certain thresholds), regardless of funding source. The policy requires departments to verify that a vendor has not been suspended or debarred before making a covered purchase. Policy #1 can be found on the Policies page of the DFM website at

https://finance.vermont.gov/policies-and-procedures/finance-and-management-policies. It describes the procedures that must be followed to verify and document that a vendor has not been suspended or debarred.

- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable state requirements including certification regarding debarment which requires the Agency of Administration to ensure that the State and any of its subdivisions do not contract, directly or indirectly, with employers who are prohibited from contracting by the Commissioner of the Department of Labor pursuant to 21 V.S.A. Sec. 692, 708, and 1314a or the Commissioner of Banking, Insurance, Securities, and Healthcare Administration pursuant to 8 V.S.A. Section 3661. https://bgs.vermont.gov/purchasing-contracting/debarment

- Agency and Department heads are responsible for all actions taken under this delegation including compliance with all applicable laws and Administrative Bulletin 3.5. Managers are encouraged to require that competitive pricing be obtained whenever possible. The Office of Purchasing and Contracting is available to provide assistance and advice on sources and procedures.

This delegation is effective until June 30, 2024, at which time it may be reviewed.

Cc: Deborah Damore, Purchasing and Contracting Director
        James Meyers, Senior Purchasing Agent
        John Patry, Military Department
        Frank Spaulding, FPR
        Jeremy Stephens, AOT
        Finance & Management
        Financial Operations