



**Department of Buildings & General Services**  
**Office of the Commissioner**  
 133 State Street, 5<sup>th</sup> Floor  
 Montpelier, VT 05633

Agency of Administration

**MEMORANDUM:**

**To:** Richard Hallenbeck, Business Administrator, Department of Public Safety  
 George Steelman, Financial Director, Department of Buildings and General Services  
 Jayna Morse, Finance and Administration Division Director, Agency of Transportation  
 Heather Duke, Financial Manager, Department of Liquor and Lottery  
 Megan Klinefelter, Director of Administrative Services, Agency of Natural Resources  
 Erin Oalican, Director of Reach up, Agency of Human Services  
 Paul Daley, Financial Director, Department of Health  
 Melissa Jackson, Chief Executive Officer, Vermont Veterans' Home  
 Megan Brown, Financial Administrator II, Vermont Military Department

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

**Date:** July 1, 2023

**RE:** Blanket Delegation of Authority BDA-100

DocuSigned by:

*Jennifer M. V. Fitch, BGS Commissioner*

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This delegation authorizes the Agencies/Departments identified above to purchase parts and services on motorized vehicles as outlined below:

**General Use:**

- Repair parts and services on State-owned motorized vehicles, including autobody work. These purchases / services are not to exceed \$15,000 dollars per incident for parts and labor.
- Oil changes and washes not covered under existing contracts. Any oil change service provider used under this BDA must be appropriately licensed in accordance with the laws of the State of Vermont.
- Towing (emergency or otherwise) of State-owned motorized vehicles not otherwise covered by Administrative Bulletin 2.3.

**Plow Trucks and Heavy Equipment:**

- Rebuilt parts or major components, repair parts and services to repair plow trucks and/or other heavy equipment. These purchases / services shall not exceed \$30,000 dollars per incident for parts and labor.

This BDA is not to be used to purchase the following: auto parts not installed by a service provider, tires, repair and service of anything other than a motor vehicle, plow truck or other heavy equipment, emergency vehicle light bars, purchase and installation of decals on vehicles, and any item available on another existing contract.

The following procedure should be followed in negotiating service:

- Request a "not to exceed" estimate from the service provider.
- If applicable, request that all parts being installed are new or remanufactured Original Equipment Manufacturer Certified.

Payments for these services can be made to the vendor by using the current Fleet Card at facilities that accept them.



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 VISIONS homepage of the Finance & Management (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. On April 1, 2007 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> and 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 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  
William Vivian, Purchasing Agent  
Finance & Management  
Financial Operations