

**Department of Buildings & General
Services**
Office of Property Management
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Subject: Agency Notification for Rutland parking transition July 1st, 2014

Garage Transition to City of Rutland & LAZ Partnership: Updates for State Agencies

BGS & the City of Rutland have signed an agreement to transfer management of the Rutland Multimodal Transit Center Parking Garage to the City of Rutland & their partners, LAZ Parking. Changes in management and operation of the facility go into full effect on:

July 1, 2014*

The outcome of this transition is resulting in changes to the existing parking agreement your agency has with the Department of Buildings & General Services Property Management division.

Procedure Change for Parking Permit Requests:

Agencies parking at the RMMTC will now request parking passes for their employees directly from LAZ via parking permit form. Forms for permits are attached. Each staff member requiring a permit should complete the attached form and return to their Agency delegate (see attached list). Forms & current information also available on the BGS website.

The new point of contact for parking permit requests and parking issues is:



LAZ Parking
Chad Fleury, Operations Manager
102 West St Rutland, VT 05701
CFleury@lazparking.com
Cell: 802-379-5902

LAZ Parking will send a list of all active permits to Property Management & Agency delegates each month for billing confirmation. Agencies should send confirmation or notice of errors to <http://bgs.vermont.gov/propman> for payment adjustment.

Parking Fee Structure Changes

The change in management has resulted in cost reduction for parking spaces to State Agencies. The new fee per permit has gone down from \$45 to \$35 per permit per month.

Payments to garage vendors will continue to be made by BGS Property Management on behalf of agencies on a monthly basis, agencies cost centers will be billed by BGS. **Agencies should not make direct payment to the city or LAZ for passes.**

Notices, Parking Forms, & Security Information

Forms, Contact, & Security information relating to Parking in RMMTC has been updated on the BGS Property Management homepage:
<http://bgs.vermont.gov/propman>

The City of Rutland also maintains a webpage for the RMMTC which is being updated and will shortly contain current & active information:
<http://www.rutlanddowntown.com/2011/05/hours-rutland-multimodal-transit-center-rmmtc/>

Additional Information:

Agencies can now order prepaid badges directly from LAZ for visitor parking for short term and temporary parkers.

QUESTIONS? Contact BGS Security at: 828-6974
bgs.vermont.gov/security

SUMMARY OF CHANGES

July 1st: Employee badges will no longer be used for parking garage access.

PERMIT REQUESTS: Parking permit requests will be submitted directly to LAZ via form. **BILLING:** Departments will be billed \$35.00 monthly by BGS Property Management, for permits. **STATUS**

CHANGES: Lost, disabled, terminated badge notifications should be sent directly to LAZ. **MONTHLY STATUS:** LAZ will send a report to delegates and BGS Property Management monthly for review and invoice adjustment. Delegates please submit all staff parking forms and changes to:

LAZ Parking
Chad Fleury, Operations
Manager 102 West St Rutland, VT
05701 CFleury@lazparking.com
Cell: 802-379-5902

Reminder: As of May 1st, 2014 State of Vermont Parking Tokens are no longer be accepted by the RMMTC