



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

Agency of Administration

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

Date: July 1, 2022, updated February 1, 2023

Re: Blanket Delegation of Authority BDA-15

DocuSigned by:
Jennifer M. V. Fitch, Commissioner
EC8F68F55FBC42C...

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 (F&M) website at <https://finance.vermont.gov/vision-financial-system>
- 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 Commissioner F&M issued F&M 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 F&M website at



<https://finance.vermont.gov/policies-and-procedures>. 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 health care 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, 2023, at which time it may be reviewed.

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



Certificate Of Completion

Envelope Id: D82C1CD2AD69408E9C6FF90D66DB649F

Status: Completed

Subject: Complete with DocuSign: BDA 015 - CLEANupdate - 2-1-23.pdf

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 2

Initials: 0

James Meyers

AutoNav: Enabled

Agency of Digital Services

Envelope Stamping: Enabled

One National Life Drive, Dewey Building

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Montpelier, VT 05620

James.Meyers@vermont.gov

IP Address: 159.105.69.39

Record Tracking

Status: Original

Holder: James Meyers

Location: DocuSign

2/22/2023 9:22:23 AM

James.Meyers@vermont.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: BGS - Buildings Grounds and Services - BGS17

Location: DocuSign

Signer Events

Jennifer M. V. Fitch, BGS Commissioner

Jennifer.Fitch@vermont.gov

Commissioner

SOV

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

Jennifer M. V. Fitch, BGS Commissioner

EC8F68F55FBC42C...

Signature Adoption: Pre-selected Style

Using IP Address: 64.223.92.144

Timestamp

Sent: 2/22/2023 9:23:31 AM

Viewed: 2/22/2023 7:09:38 PM

Signed: 2/22/2023 7:09:53 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

James Meyers

james.meyers@vermont.gov

SOV

Security Level: Email, Account Authentication (None)



Sent: 2/22/2023 7:09:55 PM

Resent: 2/22/2023 7:09:57 PM

Viewed: 2/23/2023 7:24:54 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

2/22/2023 9:23:31 AM

Certified Delivered

Security Checked

2/22/2023 7:09:38 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	2/22/2023 7:09:53 PM
Completed	Security Checked	2/22/2023 7:09:55 PM
Payment Events	Status	Timestamps