



**Department of Buildings and General Services  
Office of State Safety & Security**

6 Baldwin Street  
Montpelier, VT 05633-5801

[phone] 802-828-6974

*Agency of Administration*

**MEMORANDUM**

**To: All Parcel Delivery Service Companies (UPS, FedEx, DHL, etc.)**  
**From: James Sides, Director, State Safety & Security Office**  
**Date: April 26<sup>th</sup>, 2019**  
**Re: Alternate Delivery Location for State Parcels in Montpelier, VT**

We have reviewed and renewed our procedure, established in 2008, to have all parcels for high-risk State facilities in Montpelier to be diverted to our State parcel screening facility in Middlesex to execute an additional layer of security screening.

The high-risk State facilities in Montpelier are:

- 109 State Street (Governor's Executive Building)
- 111 State Street (Supreme Court)
- 115 State Street (State House)

Parcels designated for delivery at the above location are to be delivered to:

Dept. of Buildings & General Services (BGS) Postal Center  
1078 US Route 2  
Middlesex VT 05633-7601

If parcels are delivered at the above three Montpelier addresses, the State employees will refuse receipt and return to the delivery person.

BGS Postal Staff will sign for any parcels, conduct screening, and assume full responsibility for final delivery.

BGS Postal Staff does NOT accept parcels for any other addresses in Montpelier.

Please direct any questions or concerns to the following numbers as appropriate:

State BGS Postal Center at (828) 828-2203  
State Safety & Security Office at (828) 802-6974

James D. Sides  
Interim Director  
Safety & Security Office, State of Vermont