



**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:** Megan Klinefelter, Director of Administrative Services, Agency of Natural Resources

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

**Date:** July 1, 2022

**Re:** Blanket Delegation of Authority BDA-104

DocuSigned by:  
*Jennifer M. V. Fitch, BGS Commiss*  
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This delegation authorizes the Department of Forests, Parks, and Recreation (FPR) to make purchases that meet your requirements for products specified below. This BDA covers all products that meet the special needs of FPR for the maintenance of rest rooms. Products approved for purchase under this BDA are primarily used in modern composting, pit, and vault toilets and include BG 101 Environmental Cleaner/Odor Neutralizer; CM 1000 Concentrated Bio-Formulation for Waste Degradation/Odor Control; Freshen Up Plus- Dry Formula Instant Odor Neutralizer/Waste Degradator; Freshen Up Plus Advanced Liquid Odor Neutralizer/Stain Eliminator; Nature Scrub Biological Hard Surface Cleaner; SST-850 Concentrated Bio-formula for Waste Degradation & Odor Control in Vault, Pit & Composting Toilets. (SaniQuest Biological Restroom Cleaner is excluded here.)

NOTE: When possible, custodial cleaning products shall be purchased from existing contracts for EP custodial products. Exceptions must follow BGS Administrative Policy 0032, titled: Use of Cleaning Products in State Facilities.

Material Safety Data sheets (MSDS) must be maintained within FPR for all Applicable products. No prior approval from this office will be necessary. Estimate of use, based on previous annual sales, is less than \$7,500.

- 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 of 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's 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  
Trevor Lewis, Commodity Procurement Administrator  
Frank Spaulding, Department of Forests, Parks and Recreation  
Robert Jackson, Parks Regional Coordinator  
Finance & Management  
Financial Operations