

**Department of Buildings & General Services**  
**Office of the Commissioner**  
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Agency of Administration

**MEMORANDUM:**

**To:** David Tifft, Business Administrator, Department of Public Safety  
Harmony Wilder, Manager, Fleet Management Services  
Ken Valentine, Senior Manager, Agency of Transportation  
Emily Byrne, Director of Administrative Services, Agency of Natural Resources  
Heather Duke, Financial Manager, Department of Liquor Control and Lottery

**From:** Christopher Cole, Commissioner of Buildings and General Services

E-SIGNED by Chris Cole  
on 2020-07-01 15:38:08 GMT

**Date:** July 1, 2020

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

This delegation authorizes the Department of Public Safety, Agency of Transportation Central Garage, Fleet Management Services, Natural Resources and Department of Liquor Control to negotiate repair services on fleet vehicles. These purchases are not to exceed \$7,500 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, emergency vehicle light bars, purchase and installation of decals on vehicles and any item available on another existing contract.

This BDA has been revised to include oil changes and car 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.

The following procedure should be followed in negotiating service:

- Request a "not to exceed" estimate from the service station.
- Ask 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 Home page of the Finance & Management website at <http://finance.state.vt.us/vision/>.
- 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 Commissioner of Finance & Management issued Finance & Management 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 Finance & Management website at <http://finance.state.vt.us/Policies.htm> 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 health care administration pursuant to 8 V.S.A. Section 3661.  
<http://bgs.vermont.gov/purchasing/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, 2021, at which time it may be reviewed.

Cc: Deborah Damore, Purchasing and Contracting Director  
William Vivian, Purchasing Agent  
Finance & Management  
Financial Operations