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AGENCY OF ADMINISTRATION

# Buildings and General Services

## COMMISSIONER'S OFFICE

Welcome to the Department of Buildings and General Services' Commissioner's Office. We want to provide easy access to our customers.

The Department of Buildings and General Services is a service agency that provides a wide variety of services to our customers, primarily other State agencies. This page contains links to each of our divisions where you may find information on the services provided and how to access the services. We welcome comments about the content and ease of use of these links. So please take a moment to view the services available and determine whether BGS can help you with your mission.

You will also find links to policies, reports, rules, accomplishments and news about this department. Please take some time to visit our sites and become familiar with what we do. We hope you will find our web page informative and our services easily accessible and useful to you.

### Commissioner's Staff

[Chris Cole \(mailto:chris.cole@vermont.gov\)](mailto:chris.cole@vermont.gov)

Commissioner

[Michael Stevens \(mailto:mike.stevens@vermont.gov\)](mailto:mike.stevens@vermont.gov)

Deputy Commissioner

(802) 828-5377

[Judy Bruneau \(mailto:judy.bruneau@vermont.gov\)](mailto:judy.bruneau@vermont.gov)

Executive Assistant

(802) 828-3519

[Francine Belville \(mailto:francine.belville@vermont.gov\)](mailto:francine.belville@vermont.gov)

Secretary B

(802) 828-3314

Our customers are the reason we exist. Please let us know how we are doing, tell us what we can do better or if there is something we should know.

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**Chris Cole, Commissioner**  
2 Governor Aiken Avenue  
Montpelier, VT 05633-5801  
Deputy Commissioner  
(802) 828-3519

**Contact Information**

**Commissioner's Office**  
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**24/7 Statewide Security Phone Number**  
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**24/7 Statewide Security Pager**  
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**DII Helpdesk**

The Service Desk is the single point of contact for state IT services.

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# Buildings and General Services

## OFFICE OF PURCHASING AND CONTRACTING

Debbie Damore, Director  
Purchasing and Contracting  
109 State Street  
Montpelier, VT 05609-3001  
PHONE: (802) 828-2211  
FAX: (802) 828-2222

### Vision

Our vision is to provide state agencies with exceptional products and services that meet agency requirements effectively, at the lowest cost, through a process that meets all applicable laws and administrative requirements.

### Mission Statement

To provide leadership and services for innovative, responsive and accountable public purchasing.

### Responsibilities And Statute

Manage the acquisition of material, equipment, supplies, fuel and printing for all state agencies.

Oversee the bidding and contracting process to ensure compliance with Bulletin 3.5 and relevant State statutes and Executive Orders.

- Planning, design, construction, renovation, repair, maintenance, and various services for State buildings.
- All contract approval process for all contracts initiated by the Department of Buildings and General Services.
- Commodities needed by any State agency/department.

Awards are made in the best interest of the state pursuant to Title 29, Chapter 49 V.S.A. It further states "The Commissioner of Buildings and General Services shall contract for and make all purchases, including but not limited to all fuel, supplies, materials, equipment, for all departments, offices, institutions and other agencies of the state and counties." The Purchasing and Contract Administration Division is charged by its Commissioner to provide those services and administer the requirements outlined in the statutes and applicable administrative

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## Feedback

We welcome your comments and suggestions. Fill out our online survey to give us feedback.

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## FACILITIES OPERATIONS

### Mission

To maintain a safe productive working environment in which employees/residents of state facilities may accomplish their missions.

### Goal

To perform preventive maintenance efficiently and effectively avoiding the requirement for expensive emergency repairs.

Facilities Operations is now separated into two main regions -- East and West. Each region has the following functions: Maintenance, Custodial, Engineering, Construction, Mechanics/Trades, HVAC (Heating, Ventilation and Cooling), Electricians, Plumbers.

There is also a Property Management Services Division that supports all three of these regions with the following functions:

- Quality Assurance
- Property Management
- Space Management
- Drafting (CAD)
- Energy Efficiency
- Pest Control
- Sprinklers
- Central Files.

### Work Orders

To enter a new work order, please click on the link below to enter a new work order. If you haven't already done so, please read through the sign up instructions and the How To document to make sure it is entered correctly so we may serve you more efficiently.

- [Vermont Sales Tax Exemption Certificate for Contractors \(/sites/bgs/files/files/property-management/Contractor-Tax-Exemnt-Form-Fillable.pdf\)](/sites/bgs/files/files/property-management/Contractor-Tax-Exemnt-Form-Fillable.pdf)

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## DII Helpdesk



### Contact Information

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- Sign up to Submit Work Orders (</sites/bgs/files/property-management/BGS-Facilities-MC-ServiceRequester.pdf>)
- Sign up to Submit Work Orders (</sites/bgs/files/property-management/BGS-Facilities-MC-ServiceRequester.pdf>)
- How to Enter a Work Order in the New System or Check the Status of Existing Work Orders
- Submit a Work Order (<http://www.maintenanceconnection.com/mcv18/online/>)
- Email us for Maintenance Connection Support (<mailto:bgs.maintenanceconnection@vermont.gov>)

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# Buildings and General Services

## PROPERTY MANAGEMENT SERVICES

Bill Laferriere, Director

4 Governor Aiken Avenue

Montpelier, VT 05633-7001

Property Services Main: 802-828-5004

Director's Phone: 802-828-1115

### Mission

To provide State Agencies with safe, comfortable, and efficient space through leasing; purchasing; planning; inventory and assignments which enables them to carry out their mission.

### Goals

- To efficiently plan, provide and manage State-owned and leased office and specialty space to minimize the impact on the State's budget;
- To facilitate changes to existing space in a timely manner to enable occupants to adapt to changes in programs and
- To maintain an inventory of space to facilitate proposed back charging of space to users.

### State Property Management Links and Information

- [2016 Space Book \(/sites/bgs/files/documents/Space%20Book%20Web.pdf\)](/sites/bgs/files/documents/Space%20Book%20Web.pdf)
- [State Property For Sale \(/property-management/sale\)](/property-management/sale)
- [State Space Needs \(/property-management/spaceneeds\)](/property-management/spaceneeds)
- [Safe and Healthy Building Environments \(/property-management/safe-buildings\)](/property-management/safe-buildings)
- [Information on State Move and Space Requests \(/property-management/moves\)](/property-management/moves)
- [Request for Use of State Facilities form \(/content/request-use-state-facilities\)](/content/request-use-state-facilities)
  - The Request to use State Facilities (RUSF) form is available online for applicants interested to reserve space in State facilities or on State grounds.

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# Buildings and General Services

## GOVERNMENT BUSINESS SERVICES

[Deborah W. Ferrell \(mailto:deb.ferrell@vermont.gov\)](mailto:deb.ferrell@vermont.gov), Assistant Director

134 State Street

Montpelier, Vermont

05633-2201

### About Us

Government Business Services (GBS) houses a wide variety of support services vital to the efficient operation of state government. Inside the Government Business Services directorate you will find Fleet Management Services (FMS) and the Vermont Information Centers (VICD) network. We are also home to a full-feature Print Shop, the State's Postal Center, and the Surplus Property program which administers both State Surplus and Federal Surplus programs.

### FY 2016 Annual Program Reports

[Fleet Management Services \(/sites/bgs/files/FY16%20-%20FLEET%20ANNUAL%20REPORT.pdf\)](/sites/bgs/files/FY16%20-%20FLEET%20ANNUAL%20REPORT.pdf)

[Postal Center \(/sites/bgs/files/FY16%20-%20POSTAL.pdf\)](/sites/bgs/files/FY16%20-%20POSTAL.pdf)

[Print Shop \(/sites/bgs/files/FY16%20-%20PRINT.pdf\)](/sites/bgs/files/FY16%20-%20PRINT.pdf)

[Surplus Property \(/sites/bgs/files/FY16%20-%20SURPLUS.pdf\)](/sites/bgs/files/FY16%20-%20SURPLUS.pdf)

[Vermont Information Centers Division \(/sites/bgs/files/2016-09-14%20-%20VICD%20-%20FY%202016%20Annual%20Report.pdf\)](/sites/bgs/files/2016-09-14%20-%20VICD%20-%20FY%202016%20Annual%20Report.pdf)

### Our Mission

To provide business services that support the mission of State government.

**[Fleet Management Services \(http://bgs.vermont.gov/gbs/fleet\)](http://bgs.vermont.gov/gbs/fleet)**

To provide clean, well-maintained, safe, cost-effective transportation for employees while performing their official duties, and to reduce the environmental impact of state employee travel.

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Working together, the Print Shop and Postal Center coordinate the printing, addressing, assembling (folding/stuffing), and mailing of documents in the most cost effective manner that will meet government's needs.

### Postal Center

Provide state government economical and convenient access to postal and courier services.

### Print Shop

Provide economical and convenient access to printing and copier services.

### Surplus Property

Facilitate the disposal of surplus goods from both State and Federal government sources in an environmentally responsible manner.

### Vermont Information Centers Division

To provide travel information and a safety break to travelers. To serve as Vermont's billboards - promoting the "Vermont Experience" by marketing Vermont businesses, attractions, and events to the traveling public.

### Our Staff

These essential services which state and local government rely on every day are located in Middlesex (Print and Postal), in East Montpelier (Surplus Property), and in multiple locations around the state (6 FMS locations and 20 VICD locations). Our qualified and dedicated staff of over 125 works together as a team to provide exceptional customer service and value. Just ask our customers.

### Contact Information

#### Commissioner's Office

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# Buildings and General Services

## VERMONT INFORMATION CENTERS DIVISION

[Deborah W. Ferrell \(mailto:deb.ferrell@vermont.gov\)](mailto:deb.ferrell@vermont.gov), Assistant Director

134 State Street  
Montpelier, Vermont  
05633-2201

### Welcome

Let us show you what Vermont Information Centers can do for you.

Our centers offer your business innovative and exciting advertising and marketing options—many at no cost.

[Please visit the Information Centers Website \(http://informationcenter.vermont.gov\)](http://informationcenter.vermont.gov)

### Our Information Centers

Vermont's Information and Welcome Centers serve an estimated 9,000 people each day, and are an important planning resource utilized by Vermont tourists. In a state absent of billboards and with limited directional signage, we serve the purpose of providing helpful, courteous and knowledgeable information to our visitors. This places us in the unique position of being able to influence the traveler passing through the state. Eye-catching displays, colorful brochure racks, and knowledgeable and enthusiastic employees are persuasive tools that encourage the visitor to linger in Vermont; visitors that represent potential customers for your Vermont business.

### Inside Our Centers

Our employees are committed to providing first class hospitality to Vermont's visitors and first class service to Vermont's businesses. Each center offers a variety of promotional display areas appropriate to exhibit your special product:

- Locked glass display cabinets
- Touch screen service locator computers
- Areas to promote Vermont food and specialty products
- Bulletin boards for listing special and current events
- Audio and video systems for Vermont music and videos

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- Space for hands-on demonstrations
- Brochure Program
- Advertising Program

## Report

- [Daily Rest Area Operations Report \(http://www.bgs.state.vt.us/infocenter/opt\\_report/\)](http://www.bgs.state.vt.us/infocenter/opt_report/) -- for Staff Only

## Contact Information

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## DII Helpdesk

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# Buildings and General Services

## SAFETY AND SECURITY DIVISION

[\(https://sov.d3securityonline.com/VSOC/ealert/\)](https://sov.d3securityonline.com/VSOC/ealert/)

**[Paul McManus](mailto:paul.mcmanus@vermont.gov)** (mailto:paul.mcmanus@vermont.gov)

Safety and Security Director  
(802) 828-6974

### Main Office

6 Baldwin Street  
Montpelier, Vermont 05633  
(802) 828-6974

**CLICK HERE TO  
REPORT AN INCIDENT**

## Emergency Contact Information

- 24/7 Statewide Security Phone Number: (802) 828-0777
- 24/7 Statewide Security Pager (802) 240-0068

[Guidelines to Develop Emergency Procedures: Plans, Roles, Training, and Drills](#)

[\(/sites/bgs/files/files/security/Emergency%20Procedures%20Plan.pdf\)](/sites/bgs/files/files/security/Emergency%20Procedures%20Plan.pdf)

[How to Use the AHS Security Incident Report \(/sites/bgs/files/How%20to%20Use%20D3\\_revised.pdf\)](/sites/bgs/files/How%20to%20Use%20D3_revised.pdf)

## Strategic Direction

Our office in cooperation with all state organizations and their employees will work toward providing a safe and secure environment to work.

## Mission Statement

Our mission is to develop, coordinate, implement and evaluate safety and security programs, in cooperation with all state organizations, in support of the State's efforts to ensure and maintain a safe and secure environment for all employees and visitors.

## Goals of the Office of State Security Programs

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- Establish and maintain communication and coordination with local and state partners, with respect to Safety & Security planning and response.
- Monitor the use and effectiveness of Safety & Security resources.
- Assess existing policies, procedures, and processes to identify additional needs required for a safe and secure environment for employees and visitors.
- Create a vehicle through which safety and security recommendations, complaints, and concerns are reviewed for action by the Administration.
- Establish recordkeeping practices for the assessment and review of the Safety and Security Program.

## Contact Information

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# Buildings and General Services

## ENERGY AND ENVIRONMENT

The Energy and Environment office is charged with overseeing the State Agency Energy Plan, provides up-to-date and emissions data for State buildings, ensures that new state contracts and construction leverage the most environmentally friendly goods and services and serves as the primary point of contact for various energy and/or environment committees, coalitions and boards.

### For More Information Contact

[E \(mailto:eric.sharp@vermont.gov?subject=Request%20from%20Website\)](mailto:eric.sharp@vermont.gov?subject=Request%20from%20Website) **Eric Sharp**  
[\(mailto:eric.sharp@vermont.gov?subject=Request%20from%20Website\)](mailto:eric.sharp@vermont.gov?subject=Request%20from%20Website)

2 Governor Aiken Avenue  
Montpelier, VT 05633-7001  
P: (802) 461-8171

### State Energy Management Program

- [SEMP Guidelines and Procedures \(/sites/bgs/files/documents/SEMP%20Guidelines%20%26%20Procedures%202016.pdf\)](/sites/bgs/files/documents/SEMP%20Guidelines%20%26%20Procedures%202016.pdf)
- [SERF Application \(/sites/bgs/files/documents/SERF%20Application%202016.pdf\)](/sites/bgs/files/documents/SERF%20Application%202016.pdf)
- [SRMRF Application \(/sites/bgs/files/documents/SRMRF%20Application%202016.pdf\)](/sites/bgs/files/documents/SRMRF%20Application%202016.pdf)

### Environmental Information

- [Environmental Accomplishments \(/sites/bgs/files/files/energy-environment/Enviro-Accomplishment-2002-2010.pdf\)](/sites/bgs/files/files/energy-environment/Enviro-Accomplishment-2002-2010.pdf)
- [Waterbury, Barre and Montpelier Recycling Guidelines \(/sites/bgs/files/files/energy-environment/BGS-Recycling-Guidelines.pdf\)](/sites/bgs/files/files/energy-environment/BGS-Recycling-Guidelines.pdf)
- [Green Stormwater Infrastructure Work Plan \(/sites/bgs/files/files/energy-environment/GSI Work Plan Final.pdf\)](/sites/bgs/files/files/energy-environment/GSI Work Plan Final.pdf)

### Energy Information

- [Energy Tips Brochure \(/sites/bgs/files/files/energy-environment/BGS-Energy-Brochure.pdf\)](/sites/bgs/files/files/energy-environment/BGS-Energy-Brochure.pdf)
- [State Agency Energy Plan \(/sites/bgs/files/files/energy-environment/2016-State-Agency-Energy-Plan.pdf\)](/sites/bgs/files/files/energy-environment/2016-State-Agency-Energy-Plan.pdf)

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- [Operational Procedures for Energy in Leased Space \(/sites/bgs/files/bgs/files/energy-environment/energy-efficiency-procedures-leased-space.pdf\)](#)

## Design and Construction

- [BGS Design Guidelines \(/sites/bgs/files/documents/BGS%20Design%20Guidelines%202016.pdf\)](#) (as of May 2016)

## Contact Information

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## DII Helpdesk

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AGENCY OF ADMINISTRATION

# Buildings and General Services

## OFFICE OF THE STATE CURATOR

[David Schutz \(mailto:david.schutz@vermont.gov\)](mailto:david.schutz@vermont.gov)

Office of the State Curator  
2 Governor Aiken Avenue  
Montpelier, VT 05633-5801  
Phone: 802-828-0749  
Fax: 802-828-3533

The Vermont State Curator's Office oversees the restoration, care and conservation of the historic Vermont State House and the collections of fine art, decorative art and historic furniture housed there. In addition, the State Curator's Office manages three gallery spaces in the Capitol Complex for rotating exhibitions of contemporary art: the Governor's Office in the Pavilion Office Building; the lobby of the Supreme Court Building and the State House cafeteria. Care and management of the broader State Art Collection is also a responsibility of this office.

The Governor's Gallery is located on the 5th floor of the Pavilion Building at 109 State Street. The Vermont Supreme Court Gallery is located at 111 State Street. Both galleries are open Monday through Friday, 8:00-4:30. Admission is free. Valid photo ID is required to enter the Governor's Gallery.

The State Curator works closely with the [Friends of the Vermont State House \(http://www.vtstatehouse.org/\)](http://www.vtstatehouse.org/), a private not-for-profit organization, to supervise the more than 100 volunteers who work at the State House as general tour guides, school tour guides or in the seasonal Under the Dome gift shop.

Maintenance and renovation projects undertaken at historic buildings owned by the state of Vermont and managed by the Department of Buildings and General Services are reviewed by the State Curator's Office. Curatorial staff conduct research and provide support to insure that projects are carried out in accordance with the Secretary of the Interiors Standards for the Rehabilitation of Historic Structures.



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