Procurement Report for St. Lawrence County Industrial Development Agency Local Development Corporation

Fiscal Year Ending: 12/31/2018

Run Date: 03/29/2019
Status: CERTIFIED
Certified Date : 03/28/2019

Procurement Information:

	Question	Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	http://www.slcida.com/ida-local-development-corp/bylaws-and-policies/annual-reports-and-financial-statements.html
2.	Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3.	Does the Authority allow for exceptions to the procurement guidelines?	Yes	
4.	Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
5.	Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6.	Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7.	Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8.	Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a.	If Yes, was a record made of this impermissible contact?		
9.	Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

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Procurement Transactions Listing:

1. Vendor Name	Massena Electric Department	Address Line1	PO Box 209
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	MASSENA
Award Date	7/1/2016	State	NY
End Date	6/30/2019	Postal Code	13662
Fair Market Value	$40,000.00	Plus 4	
Amount	$40,000.00	Province/Region	
Amount Expended For Fiscal Year	$40,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Specialized consulting (power/energy issues)

2. Vendor Name	Pinto, Mucenski, Hooper, VanHouse & Co.	Address Line1	PO Box 327
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	OGDENSBURG
Award Date	1/1/2018	State	NY
End Date	12/31/2020	Postal Code	13669
Fair Market Value		Plus 4	
Amount	$15,000.00	Province/Region	
Amount Expended For Fiscal Year	$15,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Audit services

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3. Vendor Name	Silver & Collins, Attorneys at Law	Address Line1	44 Court Street
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	CANTON
Award Date	6/7/2011	State	NY
End Date		Postal Code	13617
Fair Market Value	$7,500.00	Plus 4	
Amount	$7,500.00	Province/Region	
Amount Expended For Fiscal Year	$7,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Legal Services

4. Vendor Name	St. Lawrence County Industrial Development Agency	Address Line1	19 Commerce Lane
Type of Procurement	Other Professional Services	Address Line2	Suite 1
Award Process	Non Contract Procurement/Purchase Order	City	CANTON
Award Date		State	NY
End Date		Postal Code	13617
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	$200,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	This was a transfer of funds between two entities per the budget process

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Additional Comments