

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2017

Run Date: 09/19/2018

Status: CERTIFIED

Certified Date : 04/26/2018

Procurement Information:

	Question	Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	otsegonow.com
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?	No	
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	CFO for Hire	Address Line1	c/o BST
Type of Procurement	Consulting Services	Address Line2	26 Computer Drive
Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
Award Date	2/25/2016	State	NY
End Date		Postal Code	12205
Fair Market Value	\$20,670.93	Plus 4	
Amount	\$20,670.93	Province/Region	
Amount Expended For Fiscal Year	\$20,670.93	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	accounting and bookkeeping services

2. Vendor Name	Clark Patterson Lee	Address Line1	205 St Paul Street, Suite 500
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER
Award Date	8/27/2015	State	NY
End Date		Postal Code	14604
Fair Market Value		Plus 4	
Amount	\$97,575.00	Province/Region	
Amount Expended For Fiscal Year	\$14,320.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	engineering study and initial design concerning Oneonta Rail Yards

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3. Vendor Name	Coop Cheese Company	Address Line1	107 Oxbow Road
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	MILFORD
Award Date		State	NY
End Date		Postal Code	13807
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$9,641.67	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Equipment and Supplies for Ag Micro Program

4. Vendor Name	Delaware Engineering	Address Line1	28 Madison Avenue Extension
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
Award Date	8/6/2014	State	NY
End Date		Postal Code	12203
Fair Market Value	\$50,001.33	Plus 4	
Amount	\$50,001.33	Province/Region	
Amount Expended For Fiscal Year	\$50,001.33	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	SEQR and site readiness engineering and services for Richfield Springs, and Hartwick Table Rock site, and Oneonta Rail Yards

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5. Vendor Name	Doyle Consulting	Address Line1	45 Lewis St
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BINGHAMTON
Award Date	4/28/2016	State	NY
End Date		Postal Code	13901
Fair Market Value	\$13,060.91	Plus 4	
Amount	\$13,060.91	Province/Region	
Amount Expended For Fiscal Year	\$13,060.91	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Workforce development services including programming, direct work with clients, and grantseeking

6. Vendor Name	Elan Planning	Address Line1	18 Division Street
Type of Procurement	Consulting Services	Address Line2	Studio 304
Award Process	Authority Contract - Non-Competitive Bid	City	SARATOGA SPRINGS
Award Date	8/13/2014	State	NY
End Date		Postal Code	12866
Fair Market Value	\$116,073.59	Plus 4	
Amount	\$116,073.59	Province/Region	
Amount Expended For Fiscal Year	\$116,073.59	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Consulting and strategic planning services for comprehensive plans for Village of Cooperstown and the Village and Town of Richfield Springs, and consulting services for the Food & Beverage Innovation Center feasibility study

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7. Vendor Name	Fox Hollow Nursery	Address Line1	2751 Route 23
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	WEST ONEONTA
Award Date	7/4/2013	State	NY
End Date		Postal Code	13861
Fair Market Value	\$6,530.00	Plus 4	
Amount	\$6,530.00	Province/Region	
Amount Expended For Fiscal Year	\$4,990.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	mowing and maintenance of several fields and lawns on agencyowned land

8. Vendor Name	Hartwick Center for Craft Food	Address Line1	Hartwick College
Type of Procurement	Other	Address Line2	P.O. Box 4020
Award Process	Non Contract Procurement/Purchase Order	City	ONEONTA
Award Date		State	NY
End Date		Postal Code	13820
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	farmer brewer weekend sponsor

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9. Vendor Name	Hodgson Russ	Address Line1	677 Broadway
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
Award Date	1/1/2015	State	NY
End Date		Postal Code	12207
Fair Market Value	\$18,438.00	Plus 4	
Amount	\$18,438.00	Province/Region	
Amount Expended For Fiscal Year	\$4,756.07	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Legal services

10. Vendor Name	Hudson Valley Agra business Development	Address Line1	507 Warren Street
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	HUDSON
Award Date		State	NY
End Date		Postal Code	12534
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	HVADC Conference Sponso

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11. Vendor Name	Jackson Lewis	Address Line1	677 Broadway
Type of Procurement	Legal Services	Address Line2	9th Floor
Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
Award Date	1/28/2016	State	NY
End Date		Postal Code	12207
Fair Market Value	\$35,000.00	Plus 4	
Amount	\$35,000.00	Province/Region	
Amount Expended For Fiscal Year	\$35,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	legal and lobbying services

12. Vendor Name	Kurt D. Schulte	Address Line1	12 Club Avenue
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ONEONTA
Award Date	1/2/2014	State	NY
End Date		Postal Code	13820
Fair Market Value	\$6,915.00	Plus 4	
Amount	\$6,915.00	Province/Region	
Amount Expended For Fiscal Year	\$4,812.80	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	legal services

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13. Vendor Name	MELEX	Address Line1	330 Pony Farm Road
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ONEONTA
Award Date	5/1/2014	State	NY
End Date	12/31/2018	Postal Code	13820
Fair Market Value	\$44,000.04	Plus 4	
Amount	\$44,000.04	Province/Region	
Amount Expended For Fiscal Year	\$44,000.04	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Leased office space 2016

14. Vendor Name	Mathes Public Affairs	Address Line1	24 Molly White Drive
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	COXSACKIE
Award Date	1/9/2014	State	NY
End Date	12/31/2019	Postal Code	12051
Fair Market Value		Plus 4	
Amount	\$29,159.00	Province/Region	
Amount Expended For Fiscal Year	\$14,133.32	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Contract for services: leadership, strategic planning, site development, IDA transition, business attraction and development, management

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15. Vendor Name	Mostert, Manzanero and Scott	Address Line1	4 Associate Drive
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ONEONTA
Award Date	10/1/2015	State	NY
End Date		Postal Code	13820
Fair Market Value	\$7,300.00	Plus 4	
Amount	\$7,300.00	Province/Region	
Amount Expended For Fiscal Year	\$7,300.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Certified financial audit for FY 2015

16. Vendor Name	NYS EDC	Address Line1	111 Washington Ave
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	ALBANY
Award Date		State	NY
End Date		Postal Code	12210
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$6,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Education & training, conferences, marketing and promotion

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17. Vendor Name	Oneonta Youth Soccer Association	Address Line1	PO Box 303
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ONEONTA
Award Date	1/1/2016	State	NY
End Date	12/31/2016	Postal Code	13820
Fair Market Value	\$33,500.00	Plus 4	
Amount	\$33,500.00	Province/Region	
Amount Expended For Fiscal Year	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Maintenance of fields, scoreboards, bleachers, irrigation, concession stand for former Soccer Hall of Fame property, per mandate by NYS Supreme Court

18. Vendor Name	Painted Goat Farm	Address Line1	371 Middledorf Road
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	GARRATTSVILLE
Award Date		State	NY
End Date		Postal Code	13342
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$20,482.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Equipment Purchase for Wormuth Dairy Ag Micro

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19. Vendor Name	Paperkite Creative	Address Line1	PO Box 214
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	HARTWICK
Award Date	5/28/2014	State	NY
End Date		Postal Code	13348
Fair Market Value		Plus 4	
Amount	\$28,350.00	Province/Region	
Amount Expended For Fiscal Year	\$14,711.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Brand/logo/website, annual report creation & publication, social media contract, creative services for Otsego Now and Training Center, social media, ongoing support

20. Vendor Name	Philadelphia Insurance Company	Address Line1	One Bala Plaza
Type of Procurement	Financial Services	Address Line2	suite 100
Award Process	Authority Contract - Non-Competitive Bid	City	BALA CYNWYD
Award Date	1/1/2017	State	PA
End Date	12/31/2017	Postal Code	19004
Fair Market Value	\$17,327.72	Plus 4	
Amount	\$17,327.72	Province/Region	
Amount Expended For Fiscal Year	\$17,327.72	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Commercial insurance packages

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21. Vendor Name	Shelter Planning and Development	Address Line1	94 Glenwood Avenue
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	QUEENSBURY
Award Date	1/2/2017	State	NY
End Date	12/29/2017	Postal Code	12804
Fair Market Value		Plus 4	
Amount	\$6,444.00	Province/Region	
Amount Expended For Fiscal Year	\$6,444.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Ag Micro Administration and Delivery

22. Vendor Name	Southern Tier East Regional Planning and Development Board	Address Line1	45 Lewis St
Type of Procurement	Other	Address Line2	#222
Award Process	Non Contract Procurement/Purchase Order	City	BINGHAMTON
Award Date		State	NY
End Date		Postal Code	13901
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$0.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	membership organization for ARC and EDA funding

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23. Vendor Name	Valetta Ritson and Company LLC	Address Line1	113 Court Street
Type of Procurement	Staffing Services	Address Line2	3rd Floor
Award Process	Authority Contract - Non-Competitive Bid	City	BINGHAMTON
Award Date	6/15/2007	State	NY
End Date	10/18/2017	Postal Code	13901
Fair Market Value	\$13,200.00	Plus 4	
Amount	\$13,200.00	Province/Region	
Amount Expended For Fiscal Year	\$13,200.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Executive Search

Additional Comments