

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2018

Run Date: 04/25/2019

Status: CERTIFIED

Certified Date : 04/25/2019

**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:**

<b>1. Vendor Name</b>	CFO for Hire	<b>Address Line1</b>	c/o BST
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	26 Computer Drive
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	2/25/2016	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12205
<b>Fair Market Value</b>	\$16,568.73	<b>Plus 4</b>	
<b>Amount</b>	\$16,568.73	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$16,568.73	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	accounting and bookkeeping services

<b>2. Vendor Name</b>	Delaware Engineering	<b>Address Line1</b>	28 Madison Avenue Extension
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	8/6/2014	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12203
<b>Fair Market Value</b>	\$169,298.23	<b>Plus 4</b>	
<b>Amount</b>	\$169,298.23	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$169,298.23	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	SEQR and site readiness engineering and services for Richfield Springs, and Hartwick Table Rock site, and Oneonta Rail Yards

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<b>3. Vendor Name</b>	Elan Planning	<b>Address Line1</b>	18 Division Street
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	Studio 304
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SARATOGA SPRINGS
<b>Award Date</b>	8/13/2014	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12866
<b>Fair Market Value</b>	\$51,958.86	<b>Plus 4</b>	
<b>Amount</b>	\$51,958.86	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$51,958.86	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	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

<b>4. Vendor Name</b>	Fox Hollow Nursery	<b>Address Line1</b>	2751 Route 23
<b>Type of Procurement</b>	Design and Construction/Maintenance	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	WEST ONEONTA
<b>Award Date</b>	7/4/2013	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13861
<b>Fair Market Value</b>	\$4,800.00	<b>Plus 4</b>	
<b>Amount</b>	\$4,800.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$4,800.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	mowing and maintenance of several fields and lawns on agencyowned land

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<b>5. Vendor Name</b>	Hodgson Russ	<b>Address Line1</b>	677 Broadway
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	1/1/2015	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12207
<b>Fair Market Value</b>	\$30,395.95	<b>Plus 4</b>	
<b>Amount</b>	\$30,395.95	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$30,395.95	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Legal services

<b>6. Vendor Name</b>	Hudson Valley Agra business Development	<b>Address Line1</b>	507 Warren Street
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	HUDSON
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12534
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	HVADC Conference Sponso

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<b>7. Vendor Name</b>	Kurt D. Schulte	<b>Address Line1</b>	12 Club Avenue
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ONEONTA
<b>Award Date</b>	1/2/2014	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13820
<b>Fair Market Value</b>	\$8,022.00	<b>Plus 4</b>	
<b>Amount</b>	\$8,022.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$8,022.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	legal services

<b>8. Vendor Name</b>	MELEX	<b>Address Line1</b>	330 Pony Farm Road
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ONEONTA
<b>Award Date</b>	5/1/2014	<b>State</b>	NY
<b>End Date</b>	12/31/2018	<b>Postal Code</b>	13820
<b>Fair Market Value</b>	\$46,000.04	<b>Plus 4</b>	
<b>Amount</b>	\$46,000.04	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$46,000.04	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Leased office space 2016

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<b>9. Vendor Name</b>	Mohawk Valley Economic Development District	<b>Address Line1</b>	26 W. Main Street
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	PO Box 69
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	MOHAWK
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13407
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Regional Planning Services

<b>10. Vendor Name</b>	Mostert, Manzanero and Scott	<b>Address Line1</b>	4 Associate Drive
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ONEONTA
<b>Award Date</b>	10/1/2015	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13820
<b>Fair Market Value</b>	\$7,700.00	<b>Plus 4</b>	
<b>Amount</b>	\$7,700.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,700.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Certified financial audit for FY 2015

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<b>11. Vendor Name</b>	NYS EDC	<b>Address Line1</b>	111 Washington Ave
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ALBANY
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12210
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Education & training, conferences, marketing and promotion

<b>12. Vendor Name</b>	Oneonta Youth Soccer Association	<b>Address Line1</b>	PO Box 303
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ONEONTA
<b>Award Date</b>	1/1/2016	<b>State</b>	NY
<b>End Date</b>	12/31/2016	<b>Postal Code</b>	13820
<b>Fair Market Value</b>	\$33,500.00	<b>Plus 4</b>	
<b>Amount</b>	\$33,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$1,904.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Maintenance of fields, scoreboards, bleachers, irrigation, concession stand for former Soccer Hall of Fame property, per mandate by NYS Supreme Court

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<b>13. Vendor Name</b>	Paperkite Creative	<b>Address Line1</b>	PO Box 214
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	HARTWICK
<b>Award Date</b>	5/28/2014	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13348
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$28,350.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$890.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Brand/logo/website, annual report creation & publication, social media contract, creative services for Otsego Now and Training Center, social media, ongoing support

<b>14. Vendor Name</b>	Philadelphia Insurance Company	<b>Address Line1</b>	One Bala Plaza
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	suite 100
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	BALA CYNWYD
<b>Award Date</b>	1/1/2017	<b>State</b>	PA
<b>End Date</b>	12/31/2018	<b>Postal Code</b>	19004
<b>Fair Market Value</b>	\$24,663.88	<b>Plus 4</b>	
<b>Amount</b>	\$24,663.88	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$24,663.88	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Commercial insurance packages



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<b>15. Vendor Name</b>	SJS Building Concepts and Design	<b>Address Line1</b>	330 Pony Farm Road
<b>Type of Procurement</b>	Design and Construction/Maintenance	<b>Address Line2</b>	Suite 8
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ONEONTA
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13820
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,133.77	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Renovations to rented office space

<b>16. Vendor Name</b>	Southern Tier East Regional Planning and Development Board	<b>Address Line1</b>	49 Court Street
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	#222
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	BINGHAMTON
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13901
<b>Fair Market Value</b>		<b>Plus 4</b>	3274
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	membership organization for ARC and EDA funding

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**Additional Comments**

The report has been reviewed by all Board Member but we have not had a quorum to adopt it until next month.