

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2020

Run Date: 03/29/2021

Status: CERTIFIED

Certified Date : 03/29/2021

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	http://otsegonow.com/uploads/policy%20documents/COIDA%20Procurement%20Policy.pdf
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	Alpine Metal Roofing	Address Line1	164 River Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	SIDNEY
Award Date	3/26/2020	State	NY
End Date	6/30/2020	Postal Code	13838
Fair Market Value		Plus 4	
Amount	\$11,300.00	Province/Region	
Amount Expended For Fiscal Year	\$11,300.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	New roof replacement on existing concession start in the Oneonta Soccer Fields

2. Vendor Name	Bello Electric and Excavating	Address Line1	2330 County Highway 23
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	RICHFIELD SPRINGS
Award Date	3/21/2019	State	NY
End Date	8/14/2020	Postal Code	13439
Fair Market Value		Plus 4	
Amount	\$26,700.00	Province/Region	
Amount Expended For Fiscal Year	\$5,200.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Competitive Bid for demolition of building

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3. 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	\$12,401.74	Plus 4	
Amount	\$12,401.74	Province/Region	
Amount Expended For Fiscal Year	\$11,148.03	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	accounting and bookkeeping services

4. 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	\$0.00	Plus 4	
Amount	\$0.00	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	Legal services

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5. Vendor Name	Keystone Associates	Address Line1	58 Exchange Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BINGHAMTON
Award Date	7/15/2019	State	NY
End Date		Postal Code	13901
Fair Market Value	\$39,035.00	Plus 4	
Amount	\$39,035.00	Province/Region	
Amount Expended For Fiscal Year	\$17,306.80	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Design work for infrastructure improvements for new eco-business park in Richfield Springs NY

6. 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	\$5,780.00	Plus 4	
Amount	\$5,780.00	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	legal services

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7. 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	\$49,350.04	Plus 4	
Amount	\$49,350.04	Province/Region	
Amount Expended For Fiscal Year	\$53,516.71	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Leased office space 2016

8. Vendor Name	Mohawk Valley Economic Development District	Address Line1	26 W. Main Street
Type of Procurement	Other	Address Line2	PO Box 69
Award Process	Non Contract Procurement/Purchase Order	City	MOHAWK
Award Date		State	NY
End Date		Postal Code	13407
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	Regional Planning Services

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9. 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	\$9,500.00	Plus 4	
Amount	\$9,500.00	Province/Region	
Amount Expended For Fiscal Year	\$9,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Certified financial audit for FY 2015

10. 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	\$0.00	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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11. 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	\$0.00	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

12. 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	\$24,622.50	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

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13. 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	12/31/2018	Postal Code	19004
Fair Market Value	\$20,622.33	Plus 4	
Amount	\$20,622.33	Province/Region	
Amount Expended For Fiscal Year	\$20,622.33	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Commercial insurance packages

14. Vendor Name	SJS Building Concepts and Design	Address Line1	330 Pony Farm Road
Type of Procurement	Design and Construction/Maintenance	Address Line2	Suite 8
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	\$0.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Renovations to rented office space

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15. Vendor Name	Southern Tier East Regional Planning and Development Board	Address Line1	49 Court Street
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	3274
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	membership organization for ARC and EDA funding

16. Vendor Name	Vibrant Brands	Address Line1	543 Loudon Road
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	LATHAM
Award Date	7/23/2020	State	NY
End Date	12/31/2020	Postal Code	12110
Fair Market Value	\$12,500.00	Plus 4	
Amount	\$12,500.00	Province/Region	
Amount Expended For Fiscal Year	\$12,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Overseeing the development of a new digital marketing campaign for agency

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Additional Comments

The board reviewed and approved this report at their March 25, 2021 board meeting.