

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

Status: RESUBMIT

Certified Date : N/A

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	https://otsegonow.com/about-the-ida-and-occrc/documents-and-reports/
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	\$15,395.17	Plus 4	
Amount	\$15,395.17	Province/Region	
Amount Expended For Fiscal Year	\$15,395.17	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	accounting and bookkeeping services

2. Vendor Name	Harry W. Hawley Inc.	Address Line1	4 Court St #1082
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	DELHI
Award Date		State	NY
End Date		Postal Code	13753
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$7,068.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Abstract Company/Title Insurance

Procurement Report for Otsego County Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/17/2023

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3. Vendor Name	JMS Contracting	Address Line1	8 Miles Ave
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ONEONTA
Award Date	12/8/2022	State	NY
End Date	1/20/2023	Postal Code	13820
Fair Market Value		Plus 4	
Amount	\$8,200.00	Province/Region	
Amount Expended For Fiscal Year	\$8,200.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Repair to rear wall of building

4. 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	\$21,675.15	Plus 4	
Amount	\$21,675.15	Province/Region	
Amount Expended For Fiscal Year	\$21,675.15	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

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5. 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	\$45,283.37	Plus 4	
Amount	\$45,283.37	Province/Region	
Amount Expended For Fiscal Year	\$45,283.37	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Leased office space 2016

6. Vendor Name	MRB Group	Address Line1	145 Culver Rd #160
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ROCHESTER
Award Date	1/13/2022	State	NY
End Date	5/31/2022	Postal Code	14620
Fair Market Value	\$16,500.00	Plus 4	
Amount	\$16,500.00	Province/Region	
Amount Expended For Fiscal Year	\$16,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Grant writing consultant

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7. 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

8. 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	\$8,500.00	Plus 4	
Amount	\$8,500.00	Province/Region	
Amount Expended For Fiscal Year	\$8,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Certified financial audit for FY 2015

Procurement Report for Otsego County Industrial Development Agency

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9. 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	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Education & training, conferences, marketing and promotion

10. Vendor Name	New York State Electric and Gas	Address Line1	65 Country Club Rd
Type of Procurement	Commodities/Supplies	Address Line2	
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	\$8,701.96	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Electric Provider

Procurement Report for Otsego County Industrial Development Agency

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11. 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	\$69,955.55	Province/Region	
Amount Expended For Fiscal Year	\$69,955.55	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

12. 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	\$51,959.52	Plus 4	
Amount	\$51,959.52	Province/Region	
Amount Expended For Fiscal Year	\$51,959.52	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Commercial insurance packages

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13. 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	\$7,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	membership organization for ARC and EDA funding

14. 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	6/22/2022	State	NY
End Date		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	Marketing Consultants

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Additional Comments