

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2018

Run Date: 12/21/2018

Status: CERTIFIED

Certified Date : 12/21/2018

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	http://jcida.com/JCLDC/media/JCLDC/Secondary%20Pages/2017-JCLDC-Policies-and-Procedures.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?	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?	No	
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?	No	
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?	No	

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Procurement Transactions Listing:

1. Vendor Name	Bowers & Company	Address Line1	1120 Commerce Park Drive East
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
Award Date		State	NY
End Date		Postal Code	13601
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,350.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual audit

2. Vendor Name	CITEC	Address Line1	Clarkson University
Type of Procurement	Other Professional Services	Address Line2	Box 8561
Award Process	Authority Contract - Non-Competitive Bid	City	POTSDAM
Award Date	8/1/2017	State	NY
End Date	7/31/2018	Postal Code	13699
Fair Market Value	\$14,229.00	Plus 4	8561
Amount	\$14,229.00	Province/Region	
Amount Expended For Fiscal Year	\$14,200.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	HAB Training Grant for Manufacturing

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3. Vendor Name	Euromarket Dev	Address Line1	1 Steward Court
Type of Procurement	Consulting Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	NEWPORT
Award Date		State	RI
End Date		Postal Code	02840
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$15,763.92	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Marketing - Consultant

4. Vendor Name	Fort Drum Regional Liason Organization	Address Line1	PO Box 775
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
Award Date		State	NY
End Date		Postal Code	13601
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,750.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Membership/marketing efforts

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5. Vendor Name	Key Bank Credit Card	Address Line1	PO Box 89446
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	CLEVELAND
Award Date		State	OH
End Date		Postal Code	44101
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$18,231.76	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Credit card purchases - registrations, travel expenses, marketing, meals, etc.

6. Vendor Name	ServPro of Jefferson County	Address Line1	800 Starbuck Avenue
Type of Procurement	Other Professional Services	Address Line2	Building A
Award Process	Non Contract Procurement/Purchase Order	City	WATERTOWN
Award Date		State	NY
End Date		Postal Code	13601
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$13,550.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Office Cleaning

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7. Vendor Name	Spectrum Reach	Address Line1	PO Box 27908
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	NEW YORK
Award Date	2/5/2018	State	NY
End Date	12/30/2018	Postal Code	10087
Fair Market Value	\$22,010.00	Plus 4	
Amount	\$22,010.00	Province/Region	
Amount Expended For Fiscal Year	\$22,010.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

8. Vendor Name	TI International Tourism	Address Line1	PO Box 709
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	WELLESLEY ISLAND
Award Date		State	NY
End Date		Postal Code	13640
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	Advertising

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9. Vendor Name	Time Warner Cable (spectrum reach)	Address Line1	PO Box 27908
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	NEW YORK
Award Date	1/1/2017	State	NY
End Date	12/31/2017	Postal Code	10087
Fair Market Value	\$9,131.44	Plus 4	
Amount	\$9,131.44	Province/Region	
Amount Expended For Fiscal Year	\$9,131.44	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

10. Vendor Name	WPBS	Address Line1	1056 Arsenal Street
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	WATERTOWN
Award Date	10/1/2017	State	NY
End Date	9/30/2018	Postal Code	13601
Fair Market Value	\$7,000.00	Plus 4	
Amount	\$7,000.00	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	Advertising

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11. Vendor Name	Watertown Industrial Center LDC	Address Line1	800 Starbuck Avenue
Type of Procurement	Other	Address Line2	Suite 804
Award Process	Authority Contract - Non-Competitive Bid	City	WATERTOWN
Award Date	10/1/2014	State	NY
End Date	4/30/2025	Postal Code	13601
Fair Market Value	\$18,177.66	Plus 4	
Amount	\$18,177.66	Province/Region	
Amount Expended For Fiscal Year	\$18,177.66	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Rent for office space

12. Vendor Name	Watertown Local Development Corporation	Address Line1	82 Public Square
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	WATERTOWN
Award Date	5/1/2015	State	NY
End Date	4/1/2025	Postal Code	13601
Fair Market Value	\$60,604.31	Plus 4	
Amount	\$60,604.31	Province/Region	
Amount Expended For Fiscal Year	\$60,604.31	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Loan payment for new office

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Additional Comments