

Procurement Report for Jefferson Industrial Development Agency

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-JCIDA-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?	No	
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	Bernier, Carr & Associates	Address Line1	327 Mullin Street
Type of Procurement	Design and Construction/Maintenance	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	\$21,958.55	Plus 4	
Amount	\$21,958.55	Province/Region	
Amount Expended For Fiscal Year	\$21,958.55	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Engineering at Business Complex

2. 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	\$9,675.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual Audit

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3. Vendor Name	Conboy, McKay, Bachman & Kendall LLP	Address Line1	407 Sherman Street
Type of Procurement	Legal 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	\$13,667.20	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Legal (versus tenants at Corp. Park)

4. Vendor Name	Great American Ins.	Address Line1	PO Box 2575
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	CINCINNATI
Award Date		State	OH
End Date		Postal Code	45201
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$11,739.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	D&O Insurance

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5. Vendor Name	Liberty Mutual	Address Line1	62 Maple Avenue
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	KEENE
Award Date		State	NH
End Date		Postal Code	03431
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$9,686.94	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Commercial Insurance

6. Vendor Name	Menter, Rudin & Trivelpiece	Address Line1	308 Maltbie Street
Type of Procurement	Legal Services	Address Line2	Suite 200
Award Process	Non Contract Procurement/Purchase Order	City	SYRACUSE
Award Date		State	NY
End Date		Postal Code	13204
Fair Market Value		Plus 4	1498
Amount		Province/Region	
Amount Expended For Fiscal Year	\$13,875.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Legal

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7. Vendor Name	SWBG	Address Line1	193 Green Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	WATERTOWN
Award Date	11/28/2016	State	NY
End Date	5/31/2021	Postal Code	13601
Fair Market Value		Plus 4	
Amount	\$22,555.00	Province/Region	
Amount Expended For Fiscal Year	\$22,555.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Convergys - snow plowing, other misc.

8. Vendor Name	Watertown Industrial Center LDC	Address Line1	800 Starbuck Avenue
Type of Procurement	Design and Construction/Maintenance	Address Line2	Suite 804
Award Process	Authority Contract - Non-Competitive Bid	City	WATERTOWN
Award Date	7/1/2017	State	NY
End Date	6/30/2018	Postal Code	13601
Fair Market Value	\$17,360.44	Plus 4	
Amount	\$17,360.44	Province/Region	
Amount Expended For Fiscal Year	\$17,360.44	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Convergys Maintenance Agreement

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Additional Comments