

Procurement Report for Jefferson Industrial Development Agency

Fiscal Year Ending: 09/30/2019

Run Date: 12/13/2019

Status: CERTIFIED

Certified Date : 12/12/2019

**Procurement Information:**

| Question   | Response | URL (If Applicable)   |
|--|----------|---|
| 1. Does the Authority have procurement guidelines?   | Yes      | <a href="http://jcida.com/JCLDC/media/JCLDC/Home/JCIDA-Procurement-Policy-100319.pdf">http://jcida.com/JCLDC/media/JCLDC/Home/JCIDA-Procurement-Policy-100319.pdf</a> |
| 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:**

|  |   |                                |   |
|--|---|--------------------------------|---|
| <b>1. Vendor Name</b>  | Aubertine & Currier Architects          | <b>Address Line1</b>           | 522 Bradley Street  |
| <b>Type of Procurement</b>                                       | Design and Construction/Maintenance     | <b>Address Line2</b>           |   |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | WATERTOWN   |
| <b>Award Date</b>  |   | <b>State</b>                   | NY  |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13601   |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |   |
| <b>Amount</b>  |   | <b>Province/Region</b>         |   |
| <b>Amount Expended For Fiscal Year</b>                           | \$19,785.25                             | <b>Country</b>                 | United States   |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Building Assessment and engineering for 146 Arsenal Street, Watertown, NY |

|  |  |                                |                                 |
|--|--|--------------------------------|---------------------------------|
| <b>2. Vendor Name</b>  | BCA Engineers & Architects               | <b>Address Line1</b>           | 327 Mullin Street               |
| <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>                    | WATERTOWN                       |
| <b>Award Date</b>  | 3/7/2019                                 | <b>State</b>                   | NY                              |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 13601                           |
| <b>Fair Market Value</b>   |  | <b>Plus 4</b>                  |                                 |
| <b>Amount</b>  | \$88,991.90                              | <b>Province/Region</b>         |                                 |
| <b>Amount Expended For Fiscal Year</b>                           | \$88,991.90                              | <b>Country</b>                 | United States                   |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Engineering at Business Complex |

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|--|---|--------------------------------|---------------|
| <b>3. Vendor Name</b>  | Barclay Damon                           | <b>Address Line1</b>           | PO Box 1265   |
| <b>Type of Procurement</b>                                       | Legal 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>             | 12201         |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  | 1265          |
| <b>Amount</b>  |   | <b>Province/Region</b>         |               |
| <b>Amount Expended For Fiscal Year</b>                           | \$12,175.00                             | <b>Country</b>                 | United States |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Legal         |

|  |   |                                |                               |
|--|---|--------------------------------|-------------------------------|
| <b>4. Vendor Name</b>  | Bowers & Company                        | <b>Address Line1</b>           | 1120 Commerce Park Drive East |
| <b>Type of Procurement</b>                                       | Other Professional Services             | <b>Address Line2</b>           |                               |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | WATERTOWN                     |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                            |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13601                         |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                               |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                               |
| <b>Amount Expended For Fiscal Year</b>                           | \$10,025.00                             | <b>Country</b>                 | United States                 |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Annual Audit                  |

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|--|---|--------------------------------|--|
| <b>5. Vendor Name</b>  | ConTegra Services, Inc.                 | <b>Address Line1</b>           | 3600 Griffin Road  |
| <b>Type of Procurement</b>                                       | Financial Services                      | <b>Address Line2</b>           |  |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | SYRACUSE   |
| <b>Award Date</b>  |   | <b>State</b>                   | NY   |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13215  |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |  |
| <b>Amount</b>  |   | <b>Province/Region</b>         |  |
| <b>Amount Expended For Fiscal Year</b>                           | \$5,440.90                              | <b>Country</b>                 | United States  |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Financial proforma for 146 Arsenal Street, Watertown, NY |

|  |   |                                |               |
|--|---|--------------------------------|---------------|
| <b>6. Vendor Name</b>  | Great American Insurance                | <b>Address Line1</b>           | PO Box 2575   |
| <b>Type of Procurement</b>                                       | Other Professional Services             | <b>Address Line2</b>           |               |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | CINCINNATI    |
| <b>Award Date</b>  |   | <b>State</b>                   | OH            |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 45201         |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  | 2575          |
| <b>Amount</b>  |   | <b>Province/Region</b>         |               |
| <b>Amount Expended For Fiscal Year</b>                           | \$12,570.00                             | <b>Country</b>                 | United States |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | D&O Insurance |

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|--|--|--------------------------------|----------------------------------|
| <b>7. Vendor Name</b>  | Jefferson County Local Development Corporation | <b>Address Line1</b>           | 800 Starbuck Avenue              |
| <b>Type of Procurement</b>                                       | Other  | <b>Address Line2</b>           | Suite 800                        |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid       | <b>City</b>                    | WATERTOWN                        |
| <b>Award Date</b>  | 10/1/2018                                      | <b>State</b>                   | NY                               |
| <b>End Date</b>  | 9/30/2019                                      | <b>Postal Code</b>             | 13601                            |
| <b>Fair Market Value</b>   | \$597,024.00                                   | <b>Plus 4</b>                  |                                  |
| <b>Amount</b>  | \$597,024.00                                   | <b>Province/Region</b>         |                                  |
| <b>Amount Expended For Fiscal Year</b>                           | \$298,512.00                                   | <b>Country</b>                 | United States                    |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Administrative Service Agreement |

|  |   |                                |                      |
|--|---|--------------------------------|----------------------|
| <b>8. Vendor Name</b>  | Liberty Mutual                          | <b>Address Line1</b>           | 62 Maple Avenue      |
| <b>Type of Procurement</b>                                       | Other Professional Services             | <b>Address Line2</b>           |                      |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | KEENE                |
| <b>Award Date</b>  |   | <b>State</b>                   | NH                   |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 03431                |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                      |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                      |
| <b>Amount Expended For Fiscal Year</b>                           | \$6,610.84                              | <b>Country</b>                 | United States        |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Commercial Insurance |

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|  |                                      |                                |  |
|--|--------------------------------------|--------------------------------|--|
| <b>9. Vendor Name</b>  | SWBG                                 | <b>Address Line1</b>           | 193 Green Street   |
| <b>Type of Procurement</b>                                       | Design and Construction/Maintenance  | <b>Address Line2</b>           |  |
| <b>Award Process</b>   | Authority Contract - Competitive Bid | <b>City</b>                    | WATERTOWN  |
| <b>Award Date</b>  | 11/28/2016                           | <b>State</b>                   | NY   |
| <b>End Date</b>  | 5/31/2021                            | <b>Postal Code</b>             | 13601  |
| <b>Fair Market Value</b>   |                                      | <b>Plus 4</b>                  |  |
| <b>Amount</b>  | \$22,515.00                          | <b>Province/Region</b>         |  |
| <b>Amount Expended For Fiscal Year</b>                           | \$22,515.00                          | <b>Country</b>                 | United States  |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |                                      | <b>Procurement Description</b> | Snow plowing, other misc. at 146 Arsenal Street, Watertown, NY |

|  |  |                                |   |
|--|--|--------------------------------|---|
| <b>10. Vendor Name</b>   | Watertown Industrial Center LDC          | <b>Address Line1</b>           | 800 Starbuck Avenue   |
| <b>Type of Procurement</b>                                       | Design and Construction/Maintenance      | <b>Address Line2</b>           | Suite 804   |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | WATERTOWN   |
| <b>Award Date</b>  | 7/1/2018                                 | <b>State</b>                   | NY  |
| <b>End Date</b>  | 6/30/2019                                | <b>Postal Code</b>             | 13601   |
| <b>Fair Market Value</b>   | \$16,231.69                              | <b>Plus 4</b>                  |   |
| <b>Amount</b>  | \$16,231.69                              | <b>Province/Region</b>         |   |
| <b>Amount Expended For Fiscal Year</b>                           | \$16,231.69                              | <b>Country</b>                 | United States   |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Maintenance Agreement for 146 Arsenal Street, Watertown, NY 13601 |

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**Additional Comments**