

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 09/30/2021

Run Date: 12/22/2021

Status: CERTIFIED

Certified Date : 12/22/2021

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://jcida.com/wp-content/uploads/2021/02/JCLDC-Procurement-Policy-100120.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?	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	Atlas Integrated	Address Line1	1900 Dartmouth Ave
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BOULDER
Award Date		State	CO
End Date		Postal Code	80305
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$10,140.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	website hosting and refresh

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	\$6,150.00	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	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	8/1/2020	State	NY
End Date	7/31/2021	Postal Code	13699
Fair Market Value	\$6,059.00	Plus 4	8561
Amount	\$6,059.00	Province/Region	
Amount Expended For Fiscal Year	\$5,740.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	HAB Training (grant) for Manufacturing

4. Vendor Name	Excellus BCBS	Address Line1	165 Court Street
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	ROCHESTER
Award Date		State	NY
End Date		Postal Code	14647
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$144,071.64	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Health/Dental Insurance

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5. Vendor Name	Greater Watertown North Country Chamber of Commerce	Address Line1	1241 Coffeen Street
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	\$8,295.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual membership, events

6. Vendor Name	K Sickler Murphy	Address Line1	1633 Angelina Terrace
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	SCHENECTADY
Award Date	10/1/2019	State	NY
End Date	11/6/2020	Postal Code	12303
Fair Market Value	\$22,400.00	Plus 4	
Amount	\$22,400.00	Province/Region	
Amount Expended For Fiscal Year	\$22,400.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Purge Inactive records, prepare Needs Assessment and policies and procedure manual

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7. 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	\$10,406.51	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.

8. Vendor Name	Liberty Mutual	Address Line1	PO Box 2839
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	NEW YORK
Award Date		State	NY
End Date		Postal Code	10116
Fair Market Value		Plus 4	2839
Amount		Province/Region	
Amount Expended For Fiscal Year	\$10,375.46	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Insurance - workers comp./audit

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9. Vendor Name	National Grid	Address Line1	300 Erie Blvd. West
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	SYRACUSE
Award Date		State	NY
End Date		Postal Code	13202
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,990.49	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Gas/Electric

10. Vendor Name	Northern Commercial Cleaning	Address Line1	PO Box 266
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	\$9,385.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Office cleaning

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11. Vendor Name	Northern Computers	Address Line1	130 Park Place
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	\$6,190.90	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Repairs, maintenance, updates, etc.

12. 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	2/1/2021	State	NY
End Date	12/26/2021	Postal Code	10087
Fair Market Value	\$14,331.95	Plus 4	
Amount	\$14,331.95	Province/Region	
Amount Expended For Fiscal Year	\$14,331.95	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

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13. 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	10/1/2020	State	NY
End Date	9/30/2021	Postal Code	13601
Fair Market Value	\$7,743.85	Plus 4	
Amount	\$7,743.85	Province/Region	
Amount Expended For Fiscal Year	\$7,743.85	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

14. 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	\$19,192.69	Plus 4	
Amount	\$19,192.69	Province/Region	
Amount Expended For Fiscal Year	\$19,192.69	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Rent for office space

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15. 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	\$55,942.44	Plus 4	
Amount	\$55,942.44	Province/Region	
Amount Expended For Fiscal Year	\$55,942.44	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Loan payment for new office

16. Vendor Name	Westelcom	Address Line1	2 Champlain Ave
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	WESTPORT
Award Date		State	NY
End Date		Postal Code	12993
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,183.94	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Telephone/Internet

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Additional Comments