

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 03/28/2023

Status: CERTIFIED

Certified Date : 03/28/2023

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.jcida.com/wp-content/uploads/2023/01/JCLDC-Procurement-Policy-110421.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	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	\$6,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual Audit

2. 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	\$184,113.82	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Health/Dental Insurance

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3. Vendor Name	FDRLO	Address Line1	PO Box 775
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	\$15,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Membership, Drum Country Business

4. 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	\$8,810.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual Membership, events

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5. Vendor Name	Jefferson County Treasurer	Address Line1	175 Arsenal 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	\$7,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	2022 CEDS contribution

6. 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	\$5,141.46	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Insurance - workers comp. and audit

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7. Vendor Name	NNY Online	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	\$7,112.30	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Managed protection/hosted virtual server

8. Vendor Name	Northern Commercial Cleaning	Address Line1	PO Box 266
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	WATERTOWN
Award Date	10/1/2021	State	NY
End Date	12/31/2022	Postal Code	13601
Fair Market Value	\$20,092.50	Plus 4	
Amount	\$20,092.50	Province/Region	
Amount Expended For Fiscal Year	\$20,092.50	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Office cleaning

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9. 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	\$6,849.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Repairs, maintenance, updates, etc.

10. 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	10/1/2021	State	NY
End Date	12/31/2022	Postal Code	10087
Fair Market Value	\$17,211.95	Plus 4	
Amount	\$17,211.95	Province/Region	
Amount Expended For Fiscal Year	\$17,211.95	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

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11. 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	10/1/2021	State	NY
End Date	12/31/2022	Postal Code	13601
Fair Market Value	\$8,355.00	Plus 4	
Amount	\$8,355.00	Province/Region	
Amount Expended For Fiscal Year	\$8,355.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

12. Vendor Name	Wells Fargo	Address Line1	PO Box 070241
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	PHILADELPHIA
Award Date	10/1/2021	State	PA
End Date	12/31/2022	Postal Code	19176
Fair Market Value	\$5,115.89	Plus 4	0241
Amount	\$5,115.89	Province/Region	
Amount Expended For Fiscal Year	\$5,115.89	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Copier lease

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13. 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	\$5,957.94	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Telephone/Internet

Additional Comments

This report is based on the 15-month reporting period from October 1, 2021 through December 31, 2022. The agency changed its fiscal year from October 1st to September 31st to a calendar year budget running from January 1st through December 31st.