

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2023

Run Date: 03/26/2024

Status: CERTIFIED

Certified Date : 03/26/2024

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://jcida.com/wp-content/uploads/2024/01/JCLDC-Procurement-Policy-010424.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	\$14,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual audit and tax returns

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	\$161,714.14	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	\$10,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Sponsorship and dues

4. Vendor Name	Hilton Garden Inn	Address Line1	1290 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	\$5,182.40	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Event location (manufacturing, ag conference, exporting seminar)

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5. 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	\$5,112.48	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Insurance (workers comp.)

6. 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	\$6,952.50	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Managed protection/hosted virtual server

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7. 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	1/1/2023	State	NY
End Date	12/31/2023	Postal Code	13601
Fair Market Value	\$9,960.00	Plus 4	
Amount	\$9,960.00	Province/Region	
Amount Expended For Fiscal Year	\$9,960.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Office cleaning

8. 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	1/1/2023	State	NY
End Date	12/31/2023	Postal Code	10087
Fair Market Value	\$13,507.40	Plus 4	
Amount	\$13,507.40	Province/Region	
Amount Expended For Fiscal Year	\$13,507.40	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

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9. 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	1/1/2023	State	NY
End Date	12/31/2023	Postal Code	13601
Fair Market Value	\$7,344.00	Plus 4	
Amount	\$7,344.00	Province/Region	
Amount Expended For Fiscal Year	\$7,344.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

Additional Comments