

Procurement Report for Jefferson County Local Development Corporation

Fiscal Year Ending: 12/31/2024

Run Date: 03/25/2025

Status: CERTIFIED

Certified Date : 03/25/2025

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://jcida.com/wp-content/uploads/2025/01/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	\$14,550.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual Audit/Single Audit and filing fees

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	\$154,765.17	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Health/Dental

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3. Vendor Name	FDRLO (Advocate Drum)	Address Line1	200 Washigton Street
Type of Procurement	Other Professional Services	Address Line2	Suite 406
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	Membership, regional marketing

4. Vendor Name	Greater Watertown North Country Chamber of Commerce	Address Line1	105 Court Street
Type of Procurement	Other	Address Line2	Suite B
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	\$5,852.50	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	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	\$7,162.63	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Insurance - workers comp. and audit

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	\$7,142.20	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	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	\$10,380.00	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	1001 Morehead Square Drive
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	CHARLOTTE
Award Date	1/1/2024	State	NC
End Date	12/31/2024	Postal Code	28203
Fair Market Value	\$13,498.35	Plus 4	
Amount	\$13,498.35	Province/Region	
Amount Expended For Fiscal Year	\$13,498.35	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

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9. Vendor Name	Strategic Development Specialists LLC	Address Line1	PO Box 205
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	SYRACUSE
Award Date	11/7/2024	State	NY
End Date	12/31/2026	Postal Code	13214
Fair Market Value	\$138,000.00	Plus 4	
Amount	\$138,000.00	Province/Region	
Amount Expended For Fiscal Year	\$30,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Consulting (MICRON)

10. Vendor Name	TI Regional Tourism Development Corp.	Address Line1	43373 Collins Landing
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	ALEXANDRIA BAY
Award Date		State	NY
End Date		Postal Code	13607
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	Advertising: international travel guide

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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	1/1/2024	State	NY
End Date	12/31/2024	Postal Code	13601
Fair Market Value	\$8,896.00	Plus 4	
Amount	\$8,896.00	Province/Region	
Amount Expended For Fiscal Year	\$8,896.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising

Additional Comments