

Procurement Report for Chenango Industrial Development Agency

Run Date: 11/20/2013

Fiscal Year Ending: 12/31/2012

Status: CERTIFIED

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://chenangony.org/ecodev/bylaws-and-policies/
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?.	Yes	
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:** Development Chenango Corporation

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2012
End Date: 12/31/2012
Amount: \$61,000
Amount Expended for Fiscal Year: \$61,000
Fair market value: \$61,000

Explain why the fair market value is less than the amount:

Address Line1: 15 South Broad Street
Address Line2:
City: NORWICH
State: NY
Postal Code: 13815
Plus 4:
Province Region:
Country: USA

Procurement Description: economic development management services, administration, occupancy expenses, human resources management, financial management, marketing and promotion, and other general administrative services as required

2. Vendor Name: James E. Downey, P.C.

Type of Procurement: Legal Services
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$5,525
Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 24 Fair Street
Address Line2:
City: NORWICH
State: NY
Postal Code: 13815
Plus 4:
Province Region:
Country: USA

Procurement Description: James E. Downey serves as Agency Counsel, attending most board meetings and public hearings, preparing most board documents and legal resolutions, and serving as Agency Counsel for all project transactions.

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3. Vendor Name: L.W. Morse & Son, Inc.

Type of Procurement: Design and Construction/Maintenance
 Award Process: Non Contract Procurement/Purchase Order
 Award Date:
 End Date:
 Amount:
 Amount Expended for Fiscal Year: \$8,531
 Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 40 Division Street
 Address Line2:
 City: NORWICH
 State: NY
 Postal Code: 13815
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: L.W. Morse & Son, Inc. helped the agency to install a new water system, which was identified as necessary during the course of study at CCIDA's Airport Incubator property by the County Environmental Health Services department.

4. Vendor Name: Nelson Associates Architectural Engineering

Type of Procurement: Design and Construction/Maintenance
 Award Process: Authority Contract - Competitive Bid
 Award Date: 02/22/2012
 End Date:
 Amount: \$44,000
 Amount Expended for Fiscal Year: \$53,968.43
 Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: One North Park Row
 Address Line2:
 City: CLINTON
 State: NY
 Postal Code: 13323
 Plus 4:
 Province Region:
 Country: USA

Procurement Description: NAAE was selected through a competitive bid process to provide architectural and engineering services to CCIDA for substantial renovations requested by a tenant at CCIDA's Airport Incubator building.

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Procurement Transactions Listing:

5. Vendor Name: Piaker & Lyons

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 12/12/2008
End Date: 03/30/2012
Amount: \$6,400
Amount Expended for Fiscal Year: \$6,400
Fair market value:

Explain why the fair market
value is less than the amount:

Address Line1: PO Box 190
Address Line2:
City: NORWICH
State: NY
Postal Code: 13815
Plus 4:
Province Region:
Country: USA
Procurement Description: 2011 Audit Fee

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Additional Comments: