

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://www.cortlandbusiness.com">www.cortlandbusiness.com</a>
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?.	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	

**Procurement Transactions Listing:**

1. Vendor Name: Menter, Rudin & Trivelpiece PC

Type of Procurement: Legal Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$9,515  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: 308 Maltbie St, Suite 200  
Address Line2:  
City: SYRACUSE  
State: NY  
Postal Code: 13204  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Legal Services

2. Vendor Name: Richard McNeilly, CPA

Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$5,800  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: 124 W Franklin St  
Address Line2:  
City: HORSEHEADS  
State: NY  
Postal Code: 14845  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Prepare and complete annual audit

Procurement Report for Cortland Industrial Development Agency

Run Date: 09/11/2013

Fiscal Year Ending: 12/31/2012

Status: CERTIFIED

Procurement Transactions Listing:

Additional Comments:

Please note that the amount reported herein varies from the total reported on the Financial Summary. The difference, \$8,317, is spread amongst various misc. small transactions, below the level setforth in the procurement policy.