

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://www.hamiltoncounty.com/economic-development/ida/ida-policies-reports
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?	Yes	
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?	Yes	

Procurement Transactions Listing:

<p>1. Vendor Name: Adirondack Economic Development Corp</p> <p>Type of Procurement: Consulting Services Award Process: Authority Contract - Competitive Bid Award Date: 10/27/2011 End Date: Amount: \$8,000 Amount Expended for Fiscal Year: \$6,041 Fair market value: Explain why the fair market value is less than the amount:</p> <p>Address Line1: 67 Main St Address Line2: Suite 200 City: SARANAC LAKE State: NY Postal Code: 12983 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Small business owner training required by CDBG grant.</p>	<p>2. Vendor Name: Adirondack Economic Development Corporation</p> <p>Type of Procurement: Consulting Services Award Process: Authority Contract - Non-Competitive Bid Award Date: 04/10/2012 End Date: Amount: \$6,041 Amount Expended for Fiscal Year: \$6,041 Fair market value: \$6,041 Explain why the fair market value is less than the amount:</p> <p>Address Line1: 67 Main St Address Line2: Suite 300 City: SARANAC LAKE State: NY Postal Code: 12983 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Required small business recipient training for CDBG grant</p>
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Procurement Transactions Listing:

3. Vendor Name: Fitzgerald, Morris, Baker, Firth, PC

Type of Procurement: Legal Services
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$16,843.7
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 16 Pearl St
Address Line2:
City: GLENS FALLS
State: NY
Postal Code: 12801
Plus 4:
Province Region:
Country: USA
Procurement Description: Legal Services

4. Vendor Name: Fitzgerald, Morris, Baker, Firth, PC

Type of Procurement: Legal Services
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$16,816.7
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 16 Pearl St
Address Line2: Box 2017
City: GLENS FALLS
State: NY
Postal Code: 12801
Plus 4:
Province Region:
Country: USA
Procurement Description: Legal Services

Procurement Transactions Listing:

<p>5. Vendor Name: Rose & Kiernan</p> <p>Type of Procurement: Other Professional Services Award Process: Non Contract Procurement/Purchase Order Award Date: End Date: Amount: Amount Expended for Fiscal Year: \$8,763.35 Fair market value: Explain why the fair market value is less than the amount:</p> <p>Address Line1: 99 Troy Rd Address Line2: City: EAST GREENBUSH State: NY Postal Code: 12061 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Insurance</p>	<p>6. Vendor Name: Shelter Planning & Development, Inc</p> <p>Type of Procurement: Commodities/Supplies Award Process: Authority Contract - Competitive Bid Award Date: 10/04/2012 End Date: Amount: \$26,000 Amount Expended for Fiscal Year: \$14,800 Fair market value: Explain why the fair market value is less than the amount:</p> <p>Address Line1: 94 Glenwood Ave Address Line2: City: QUEENSBURY State: NY Postal Code: 12804 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Administer CDBG grant.</p>
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Procurement Transactions Listing:

7. Vendor Name: Shelter Planning & Development, Inc.

Type of Procurement: Consulting Services
Award Process: Authority Contract - Competitive Bid
Award Date: 04/10/2012
End Date:
Amount: \$14,800
Amount Expended for Fiscal Year: \$14,800
Fair market value:

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

Address Line1: 94 Glenwood Ave
Address Line2:
City: QUEENSBURY
State: NY
Postal Code: 12804
Plus 4:
Province Region:
Country: USA
Procurement Description: Administer CDBG Grant

Procurement Report for Hamilton County Industrial Development Agency

Run Date: 01/29/2014

Fiscal Year Ending: 12/31/2012

Status: CERTIFIED

Procurement Transactions Listing:

Additional Comments:

There is nothing to report this year. Hamilton County provides office space, office supplies and pays wages and benefits for the parttime employee.