

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://www.syracuse.ny.us/SIDA_Policy.aspx
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?.	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?	Yes	

Procurement Transactions Listing:

1. Vendor Name: Beardsley Design Associates

Type of Procurement: Design and Construction/Maintenance
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2009
End Date:
Amount: \$12,971.23
Amount Expended for Fiscal Year: \$12,971.23
Fair market value: \$12,971.23

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

Address Line1: 64 South Street
Address Line2:
City: AUBURN
State: NY
Postal Code: 13021
Plus 4: 3950
Province Region:
Country: USA

Procurement Description: Engineering and Professional Services for the former Syracuse Rigging Site under the Brownfields Redevelopment project.

2. Vendor Name: Ben Walsh

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2012
End Date:
Amount: \$94,978
Amount Expended for Fiscal Year: \$94,978
Fair market value: \$94,978

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

Address Line1: 333 East Washington Street
Address Line2: Suite 130
City: SYRACUSE
State: NY
Postal Code: 13202
Plus 4:
Province Region:
Country: USA

Procurement Description: Executive Director for the IDA. Mr. Walsh is an employee of the Syracuse Urban Renewal Agency (SURA). The IDA reimburses SURA for his salary.

Procurement Transactions Listing:

3. Vendor Name: Custom Lawn-Scapes Inc

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 05/24/2012
End Date: 11/30/2012
Amount: \$48,409.98
Amount Expended for Fiscal Year: \$48,409.98
Fair market value: \$48,410

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

Address Line1: PO Box 2251
Address Line2:
City: SYRACUSE
State: NY
Postal Code: 13220
Plus 4:
Province Region:
Country: USA

Procurement Description: Landscaping and maintenance services for approximately 800 acres of land in the SIDA owned Lakefront area of the City of Syracuse

4. Vendor Name: Debbie Ramsey Burns

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2012
End Date:
Amount: \$60,523
Amount Expended for Fiscal Year: \$60,523
Fair market value: \$60,523

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

Address Line1: 333 East Washington Street
Address Line2: Suite 130
City: SYRACUSE
State: NY
Postal Code: 13220
Plus 4:
Province Region:
Country: USA

Procurement Description: Development Aide, employee of the Syracuse Urban Renewal Agency. 75 of duties are undertaken on behalf of the IDA. 75 of total salary is reimbursed by the IDA.

Procurement Transactions Listing:

5. Vendor Name: Green & Seiffter, CPAs

Type of Procurement: Financial Services
Award Process: Authority Contract - Competitive Bid
Award Date: 01/01/2010
End Date: 12/31/2013
Amount: \$15,750
Amount Expended for Fiscal Year: \$15,750

Fair market value:

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

Address Line1: 110 W Fayette St, Suite 900
Address Line2: One Lincoln Center
City: SYRACUSE
State: NY
Postal Code: 13202
Plus 4:
Province Region:
Country: USA

Procurement Description: Audit services for financial statement and controller's report.

6. Vendor Name: Haylor, Freyer & Coon, Inc

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 12/29/2010
End Date: 12/31/2012
Amount: \$14,908
Amount Expended for Fiscal Year: \$14,908

Fair market value:

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

Address Line1: 231 Salina Meadows Parkway
Address Line2: PO Box 4743
City: SYRACUSE
State: NY
Postal Code: 13221
Plus 4:
Province Region:
Country: USA

Procurement Description: Board of Directors and Officers Insurance for 2011

Procurement Transactions Listing:

7. Vendor Name: Hiscock & Barclay LLP

Type of Procurement: Legal Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2009
End Date:
Amount: \$48,093
Amount Expended for Fiscal Year: \$48,093
Fair market value: \$48,093

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

Address Line1: 300 South State Street
Address Line2:
City: SYRACUSE
State: NY
Postal Code: 13202
Plus 4: 2078
Province Region:
Country: USA

Procurement Description: Legal Services

8. Vendor Name: L & F Vigliotti

Type of Procurement: Design and Construction/Maintenance
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 06/01/2010
End Date: 12/31/2012
Amount: \$74,781.22
Amount Expended for Fiscal Year: \$74,781.22
Fair market value: \$74,781.22

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

Address Line1: 116 Terrace Drive
Address Line2:
City: SYRACUSE
State: NY
Postal Code: 13219
Plus 4:
Province Region:
Country: USA

Procurement Description: Continue concrete restoration work on on Atrium Parking Garage Restoration Project. No bid SIDA acting as conduit for County funds.

Procurement Transactions Listing:

9. Vendor Name: Meghan Gaffey

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2012
End Date:
Amount: \$47,700
Amount Expended for Fiscal Year: \$47,700
Fair market value: \$47,700

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

Address Line1: Office of the Corporation Counsel
Address Line2: 233 East Washington St
City: SYRACUSE
State: NY
Postal Code: 13202
Plus 4:
Province Region:
Country: USA

Procurement Description: Ms. Gaffey is an employee of the City of Syracuse, Corporation Counsel. Approximately 70 percent of her duties are undertaken on behalf of the IDA. The IDA reimburses the City for that share of her salary.

10. Vendor Name: National Development Council

Type of Procurement: Consulting Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2010
End Date: 12/31/2012
Amount: \$81,250
Amount Expended for Fiscal Year: \$81,250
Fair market value: \$81,250

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

Address Line1: 708 Third Avenue -Suite 710
Address Line2:
City: NEW YORK
State: NY
Postal Code: 10017
Plus 4:
Province Region:
Country: USA

Procurement Description: Technical Assistance Services

Procurement Transactions Listing:**Additional Comments:**

There are agreements between the Citys Department of Neighborhood and Business Development, the Citys Law Department and the Syracuse Industrial Development Agency for professional services. The IDA does reimburse the departments for a portion of the Executive Officers, Development Aide and Legal Counsels Salaries. During a callin training session in 2013, our CFO Gregory Streeter was advised by the ABO trainer to record these reimbursements as procurements. The other nonpaid staffers are also employees of the Department of Neighborhood and Business Development and perform in kind services to the IDA as part of the departments dual mission. There are no contracts for such services.