Procurement Report for Washington County Local Development Corporation **Run Date: 11/13/2014**

Fiscal Year Ending: 12/31/2013 **Status: CERTIFIED**

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://www.wcldc.org/policies.html
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?	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	

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Procurement Transactions Listing:

1.

Vendor Name:	Russell C. Tharp Jr., Esq.
Type of Procurement:	Legal Services
Award Process:	Authority Contract - Non-Competitive Bid
Award Date:	01/21/2000
End Date:	
Amount:	$4,991.44
Amount Expended for Fiscal Year:	$4,991.44
Fair market value:	
Explain why the fair market value is less than the amount:	
Address Line1:	1 South Western Plaza
Address Line2:	PO Box 705
City:	GLENS FALLS
State:	NY
Postal Code:	12801
Plus 4:	
Province Region:	
Country:	USA
Procurement Description:	This is the lawyer that the LDC has on retainer for all legal services. We pay a quarterly retainer plus any additional fees for legal services.

2.

Vendor Name:	Whittemore, Dowen & Ricciardelli, LLP
Type of Procurement:	Financial Services
Award Process:	Authority Contract - Competitive Bid
Award Date:	11/30/2011
End Date:	12/31/2015
Amount:	$7,800
Amount Expended for Fiscal Year:	$7,800
Fair market value:	
Explain why the fair market value is less than the amount:	
Address Line1:	333 Aviation Road
Address Line2:	Building B
City:	QUEENSBURY
State:	NY
Postal Code:	12804
Plus 4:	
Province Region:	
Country:	USA
Procurement Description:	WDR performed our annual audit of the WCLDC activities, along with the related statements of revenues and expenses, changes in fund balance and cash flows

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Additional Comments: