Procurement Report for Cortland Industrial Development Agency **Run Date: 04/23/2015**

Fiscal Year Ending: 12/31/2014 **Status: CERTIFIED**

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.cortlandbusiness.com
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	

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Procurement Transactions Listing:

1.

Vendor Name:	Ciaschi, Dietershagen, Little, Mickelson & Company, LLP
Type of Procurement:	Other Professional Services
Award Process:	Authority Contract - Competitive Bid
Award Date:	10/11/2012
End Date:	05/15/2017
Amount:	$32,500
Amount Expended for Fiscal Year:	$6,500
Fair market value:	
Explain why the fair market value is less than the amount:	
Address Line1:	401 E State Street Suite 500
Address Line2:	
City:	ITHACA
State:	NY
Postal Code:	14850
Plus 4:	
Province Region:	
Country:	USA
Procurement Description:	Prepare and complete annual independent audit

2.

Vendor Name:	Menter, Rudin &Trivelpiece
Type of Procurement:	Legal Services
Award Process:	Non Contract Procurement/Purchase Order
Award Date:	
End Date:	
Amount:	
Amount Expended for Fiscal Year:	$8,834.6
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

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Additional Comments: