

Procurement Report for City of Kingston Local Development Corporation

Run Date: 04/21/2015

Fiscal Year Ending: 12/31/2014

Status: CERTIFIED

Procurement-Information:

| Question | Response | URL (if applicable) |
|--|----------|--|
| 1. Does the Authority have procurement guidelines? | Yes | www.kingston-ny.gov/kldc |
| 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? | No | |

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Type of Procurement: Legal Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 08/15/2013
End Date: 11/30/2014
Amount: \$10,350
Amount Expended for Fiscal Year: \$10,350
Fair market value: \$10,500

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

Address Line1: 8 Thurlow Terrace
Address Line2:
City: ALBANY
State: NY
Postal Code: 12203
Plus 4:
Province Region:
Country: USA

Procurement Description: Borrower filed for Bankruptcy in Northern District therefore on advice of Counsel, the Board hired a firm in Northern District to represent the LDC.

Type of Procurement: Legal Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2014
End Date:
Amount: \$15,000
Amount Expended for Fiscal Year: \$12,359
Fair market value: \$15,000

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

Address Line1: 243 Wall St.
Address Line2:
City: KINGSTON
State: NY
Postal Code: 12401
Plus 4:
Province Region:
Country: USA

Procurement Description: Previous attorney decided to move on and the Board decided to hire an attorney who also specialized in collections as many loans had become bad debt.

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3. Vendor Name: Kimball & O'Brien, PC

Type of Procurement: Financial Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 11/30/1995
End Date: 07/31/2014
Amount: \$18,025
Amount Expended for Fiscal Year: \$18,025
Fair market value:

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

Address Line1: 465 Washington Ave.
Address Line2:
City: KINGSTON
State: NY
Postal Code: 12401
Plus 4:
Province Region:
Country: USA

Procurement Description: Auditing firm had been in contract for
services for many years through FYE13.
Board voted to put Professional
Auditing Services out to bid for
FY2014.

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Additional Comments: