

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://static.squarespace.com/static/53aafa95e4b0e6d6b389f14a/t/53d827f9e4b08cf75c2d8090/1406674937630/Procurement%20Policy-%20PROPOSED.pdf
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?	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	

Procurement Transactions Listing:

<p>1. Vendor Name: ADP</p> <p>Type of Procurement: Financial Services Award Process: Non Contract Procurement/Purchase Order Award Date: End Date: Amount: Amount Expended for Fiscal Year: \$34,621.9 Fair market value: Explain why the fair market value is less than the amount:</p> <p>Address Line1: One ADP Drive MS-100 Address Line2: City: AUGUSTA State: GA Postal Code: 30909 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Payroll Processing Services amount here includes salaries paid to employees and taxes paid. Fee per pay period.</p>	<p>2. Vendor Name: CT Male Associates</p> <p>Type of Procurement: Other Professional Services Award Process: Authority Contract - Non-Competitive Bid Award Date: 05/31/2013 End Date: Amount: \$7,305.26 Amount Expended for Fiscal Year: \$7,305.26 Fair market value: \$7,305.26 Explain why the fair market value is less than the amount:</p> <p>Address Line1: 50 Century Hill Drive Address Line2: City: LATHAM State: NY Postal Code: 12110 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Environmental Testing and Analysis Services for 1315 Chambers Street and 55 Chambers Street</p>
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Procurement Transactions Listing:

<p>3. Vendor Name: Commercial Industrial Construction Corp</p> <p>Type of Procurement: Design and Construction/Maintenance</p> <p>Award Process: Authority Contract - Competitive Bid</p> <p>Award Date: 11/01/2013</p> <p>End Date:</p> <p>Amount: \$169,180</p> <p>Amount Expended for Fiscal Year: \$160,256</p> <p>Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 9 Weyants Lane</p> <p>Address Line2:</p> <p>City: NEWBURGH</p> <p>State: NY</p> <p>Postal Code: 12550</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: 15 Chambers Street Renovation General Contracting Services</p>	<p>4. Vendor Name: Hill n Dale Abstracters</p> <p>Type of Procurement: Other Professional Services</p> <p>Award Process: Non Contract Procurement/Purchase Order</p> <p>Award Date:</p> <p>End Date:</p> <p>Amount:</p> <p>Amount Expended for Fiscal Year: \$7,116.91</p> <p>Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 20 Scotchtown Rd</p> <p>Address Line2:</p> <p>City: GOSHEN</p> <p>State: NY</p> <p>Postal Code: 10924</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Title Search and insurance services for various closings.</p>
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Procurement Transactions Listing:

5. Vendor Name: Jeff Wilkinson RA

Type of Procurement: Design and Construction/Maintenance
Award Process: Authority Contract - Competitive Bid
Award Date: 04/17/2013
End Date:
Amount: \$22,000
Amount Expended for Fiscal Year: \$15,573
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 178 Main Street
Address Line2:
City: BEACON
State: NY
Postal Code: 12508
Plus 4:
Province Region:
Country: USA

Procurement Description: Design Services for 13 & 15 Chambers Street

6. Vendor Name: Kevin Dwarka LLC

Type of Procurement: Consulting Services
Award Process: Authority Contract - Competitive Bid
Award Date: 07/17/2013
End Date:
Amount: \$19,800
Amount Expended for Fiscal Year: \$19,800
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 40 Wall Street
Address Line2:
City: NEW YORK
State: NY
Postal Code: 10005
Plus 4:
Province Region:
Country: USA

Procurement Description: Market Study and Land Use Planning Services

Procurement Transactions Listing:

7. Vendor Name: Madeline Fletcher

Type of Procurement: Consulting Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 08/05/2012
End Date: 02/06/2014
Amount: \$105,000
Amount Expended for Fiscal Year: \$42,500
Fair market value: \$105,000

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

Address Line1: 66 Verplanck Ave
Address Line2:
City: BEACON
State: NY
Postal Code: 12508
Plus 4:
Province Region:
Country: USA

Procurement Description: Provide Executive Director capacity through consulting contract for Land Bank 18 month start up.

8. Vendor Name: Marshall & Sterling

Type of Procurement: Other
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$27,179.28
Fair market value:

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

Address Line1: 103 Executive Drive
Address Line2:
City: NEWBURGH
State: NY
Postal Code: 12553
Plus 4:
Province Region:
Country: USA

Procurement Description: Insurance brokers. Provide general liability insurance. Amount below reflects premiums paid during fiscal year.

Procurement Transactions Listing:

9. Vendor Name: Rick Milton Associates

Type of Procurement: Design and Construction/Maintenance
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$8,133.62
Fair market value:

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

Address Line1: 77-79 Broadway
Address Line2:
City: NEWBURGH
State: NY
Postal Code: 12550
Plus 4:
Province Region:
Country: USA

Procurement Description: As needed property management services. Agreement to provide feebased services as requested. No set contract amount, but proposals were solicited publicly from local property management companies.

Procurement Transactions Listing:**Additional Comments:**

In early 2014, Newburgh Community Land Bank engaged Harris Beach, LLC to advise us on matters concerning our compliance with any applicable provisions of the Public Authorities Law and other related rules referenced in these reports. The two attorneys of the firm assigned to our organization are composing recommendations for adoption at our October 15, 2014 board meeting. These recommendations will clarify our regulatory requirements and whether adjustments are needed for this report. Thank you.