Procurement Report for Utica Urban Renewal Agency **Run Date: 03/09/2015**

Fiscal Year Ending: 03/31/2014 **Status: CERTIFIED**

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.cityofutica.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?	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: Bridenbecker Sales & Service

Type of Procurement: Other
Award Process: Authority Contract - Competitive Bid
Award Date: 06/06/2013
End Date:
Amount: $9,417.27
Amount Expended for Fiscal Year: $9,417.27
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: P.O. Box 261
Address Line2: Rt. 49
City: MARCY
State: NY
Postal Code: 13403
Plus 4:
Province Region:
Country: USA

Procurement Description: Purchase of lawn mowing equipment

2. Vendor Name: Marshall & Sterling Upstate Insurance

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 11/01/2013
End Date:
Amount: $18,764.63
Amount Expended for Fiscal Year: $18,764.63
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 113 Saratoga Road
Address Line2:
City: GLENVILLE
State: NY
Postal Code: 12302
Plus 4:
Province Region:
Country: USA

Procurement Description: Insurance coverage

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Procurement Transactions Listing:

3. Vendor Name: Marshall & Sterling Upstate, Inc.

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 11/08/2011
End Date: 12/08/2012
Amount: $17,723.34
Amount Expended for Fiscal Year: $17,723.34
Fair market value: $17,723.34
Explain why the fair market value is less than the amount:

Address Line1: 113 Saratoga Road, Socha Plaz S.
Address Line2:
City: GLENVILLE
State: NY
Postal Code: 12302
Plus 4:
Province Region:
Country: USA
Procurement Description: Commercial General Liability Insurance Policy

4. Vendor Name: Marshall Sterling Upstate, Inc.

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 11/08/2012
End Date: 11/08/2013
Amount: $13,625.31
Amount Expended for Fiscal Year: $13,625.31
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: PO Box 2909
Address Line2:
City: GLENVILLE
State: NY
Postal Code: 12325
Plus 4:
Province Region:
Country: USA
Procurement Description: Liability insurance

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Procurement Transactions Listing:

Additional Comments: