Procurement Report for Broome County Land Bank **Run Date: 07/05/2016**

Fiscal Year Ending: 12/31/2015 **Status: CERTIFIED**

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.broomelandbank.org
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?	Yes	
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:	Delta Engineers, Architects and Land Surveyors
Type of Procurement:	Other Professional Services
Award Process:	Authority Contract - Competitive Bid
Award Date:	11/16/2015
End Date:	
Amount:	$35,615
Amount Expended for Fiscal Year:	$35,615
Fair market value:	
Explain why the fair market value is less than the amount:	
Address Line1:	860 Hooper Road
Address Line2:	
City:	ENDWELL
State:	NY
Postal Code:	13760
Plus 4:	
Province Region:	
Country:	USA
Procurement Description:	Professional services structural & environmental site assessments,

2.

Vendor Name:	Delta Engineers, Architects and Land Surveyors
Type of Procurement:	Other Professional Services
Award Process:	Authority Contract - Competitive Bid
Award Date:	03/27/2015
End Date:	
Amount:	$16,832
Amount Expended for Fiscal Year:	$16,832
Fair market value:	
Explain why the fair market value is less than the amount:	
Address Line1:	860 Hooper Road
Address Line2:	
City:	ENDWELL
State:	NY
Postal Code:	13760
Plus 4:	
Province Region:	
Country:	USA
Procurement Description:	Professional services structural and environmental site assessments.

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Procurement Transactions Listing:

3. Vendor Name: Susan Payne

Type of Procurement:	Consulting Services
Award Process:	Authority Contract - Competitive Bid
Award Date:	07/19/2015
End Date:	
Amount:	$9,000
Amount Expended for Fiscal Year:	$9,000
Fair market value:	
Explain why the fair market value is less than the amount:	

Address Line1:	19 Carol Court
Address Line2:	
City:	ENDWELL
State:	NY
Postal Code:	13760
Plus 4:	
Province Region:	
Country:	USA
Procurement Description:	Consulting services for development of strategic plan.

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Procurement Transactions Listing:

Additional Comments: