

Procurement-Information:

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

Procurement Transactions Listing:

1. Vendor Name: Avalon Associates, Inc.

Type of Procurement: Consulting Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 03/04/2015
End Date: 05/04/2015
Amount: \$5,500
Amount Expended for Fiscal Year: \$5,500
Fair market value: \$5,500

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

Address Line1: PO Box 746
Address Line2:
City: GLENS FALLS
State: NY
Postal Code: 12801
Plus 4:
Province Region:
Country: USA

Procurement Description: professional services for Community Block Development Grant application

2. Vendor Name: Bowers & Company

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 12/10/2014
End Date:
Amount: \$7,725
Amount Expended for Fiscal Year: \$7,725
Fair market value: \$7,725

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

Address Line1: 1120 Commerce Park E.
Address Line2:
City: WATERTOWN
State: NY
Postal Code: 13601
Plus 4:
Province Region:
Country: USA

Procurement Description: Accountants hired to conduct audit for 2014

Procurement Transactions Listing:

3. Vendor Name: Carthage Chamber of Commerce

Type of Procurement: Staffing Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 07/31/2012
End Date: 12/31/2015
Amount: \$12,000
Amount Expended for Fiscal Year: \$12,000
Fair market value: \$12,000

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

Address Line1: 120 south Mechanic Street
Address Line2:
City: CARTHAGE
State: NY
Postal Code: 13619
Plus 4:
Province Region:
Country: USA

Procurement Description: Provide secretarial/administrative services to CIDC

Procurement Report for Carthage Industrial Development Corporation

Run Date: 06/15/2016

Fiscal Year Ending: 12/31/2015

Status: CERTIFIED

Procurement Transactions Listing:

Additional Comments: