

Procurement Report for Jefferson County Local Development Corporation

Run Date: 03/07/2016

Fiscal Year Ending: 09/30/2015

Status: CERTIFIED

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://jcida.com/JCLDC/media/JCLDC/Secondary%20Pages/Downloads/2014-policies-and-procedures_1.pdf">http://jcida.com/JCLDC/media/JCLDC/Secondary%20Pages/Downloads/2014-policies-and-procedures_1.pdf</a>
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?	Yes	
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?.	No	
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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**Procurement Transactions Listing:****1. Vendor Name:** Atlas Advertising

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 11/01/2014  
End Date: 05/30/2015  
Amount: \$11,075  
Amount Expended for Fiscal Year: \$11,075  
Fair market value:

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

Address Line1: 929 Broadway  
Address Line2:  
City: DENVER  
State: CO  
Postal Code: 80203  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: website design

**2. Vendor Name:** Bowers and Company

Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$5,500  
Fair market value:

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

Address Line1: 1120 Commerce Park Drive East  
Address Line2:  
City: WATERTOWN  
State: NY  
Postal Code: 13601  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: annual audit

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Procurement Transactions Listing:

3. Vendor Name:	CITEC	4. Vendor Name:	Canadian Manufacturers & Exporters
Type of Procurement:	Other Professional Services	Type of Procurement:	Other Professional Services
Award Process:	Authority Contract - Competitive Bid	Award Process:	Non Contract Procurement/Purchase Order
Award Date:	08/01/2014	Award Date:	
End Date:	07/31/2015	End Date:	
Amount:	\$9,424	Amount:	
Amount Expended for Fiscal Year:	\$8,894.59	Amount Expended for Fiscal Year:	\$11,683.6
Fair market value:		Fair market value:	
Explain why the fair market value is less than the amount:		Explain why the fair market value is less than the amount:	
Address Line1:	Clarkson University	Address Line1:	1 Nicholas Street
Address Line2:	Box 8561	Address Line2:	Suite 1500
City:	POTSDAM	City:	Ottawa
State:	NY	State:	
Postal Code:	13699	Postal Code:	K1N 7B7
Plus 4:	8561	Plus 4:	
Province Region:		Province Region:	Ontario
Country:	USA	Country:	Other
Procurement Description:	HAB grant for Manufacturing	Procurement Description:	Advertising

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Type of Procurement: Commodities/Supplies  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$6,495  
Fair market value:

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

Address Line1: 25465 NYS Route 342  
Address Line2:  
City: EVANS MILLS  
State: NY  
Postal Code: 13637  
Plus 4:  
Province Region:  
Country: USA  
  
Procurement Description: final payment on board room table

**6. Vendor Name:** Entecco Energy LLC

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 08/06/2015  
End Date: 08/06/2018  
Amount: \$100,000  
Amount Expended for Fiscal Year: \$37,670.52  
Fair market value: \$100,000

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

Address Line1: 7238 State Highway 31  
Address Line2:  
City: CICERO  
State: NY  
Postal Code: 13039  
Plus 4:  
Province Region:  
Country: USA  
  
Procurement Description: Consulting energy: NY PRIZE

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Procurement Transactions Listing:

7. Vendor Name:		Fort Drum Regional Liason Organization	8. Vendor Name:		Furnishing Solutions
Type of Procurement:	Other		Type of Procurement:	Commodities/Supplies	
Award Process:	Authority Contract - Non-Competitive Bid		Award Process:	Non Contract Procurement/Purchase Order	
Award Date:	01/01/2012		Award Date:		
End Date:	09/30/2016		End Date:		
Amount:	\$5,750		Amount:		
Amount Expended for Fiscal Year:	\$5,750		Amount Expended for Fiscal Year:	\$16,657.03	
Fair market value:	\$5,750		Fair market value:		
Explain why the fair market value is less than the amount:			Explain why the fair market value is less than the amount:		
Address Line1:	PO Box 775		Address Line1:	6202 Stone Arabia Road	
Address Line2:			Address Line2:		
City:	WATERTOWN		City:	CICERO	
State:	NY		State:	NY	
Postal Code:	13601		Postal Code:	13039	
Plus 4:			Plus 4:		
Province Region:			Province Region:		
Country:	USA		Country:	USA	
Procurement Description:	Membership/Marketing effort		Procurement Description:	Final payment for new office furniture	

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9. Vendor Name:		Key Bank Credit Card	10. Vendor Name:		Northern Computers
Type of Procurement:		Commodities/Supplies	Type of Procurement:		Technology - Consulting/Development or Sup
Award Process:		Non Contract Procurement/Purchase Order	Award Process:		Non Contract Procurement/Purchase Order
Award Date:			Award Date:		
End Date:			End Date:		
Amount:			Amount:		
Amount Expended for Fiscal Year:		\$14,263.92	Amount Expended for Fiscal Year:		\$19,016.18
Fair market value:			Fair market value:		
Explain why the fair market value is less than the amount:			Explain why the fair market value is less than the amount:		
Address Line1:		PO Box 89446	Address Line1:		130 Park Place
Address Line2:			Address Line2:		
City:		CLEVELAND	City:		WATERTOWN
State:		OH	State:		NY
Postal Code:		44101	Postal Code:		13601
Plus 4:			Plus 4:		
Province Region:			Province Region:		
Country:		USA	Country:		USA
Procurement Description:		Credit Card Purchases: registrations, travel, expenses, marketing, meals, etc.	Procurement Description:		IT: Computer and Repairs

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Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$9,750  
Fair market value:

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

Address Line1: 800 Starbuck Avenue  
Address Line2: Building A  
City: WATERTOWN  
State: NY  
Postal Code: 13601  
Plus 4:  
Province Region:  
Country: USA  
  
Procurement Description: Office Cleaning

Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$5,533.75  
Fair market value:

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

Address Line1: PO Box 709  
Address Line2:  
City: WELLESLEY ISLAND  
State: NY  
Postal Code: 13640  
Plus 4:  
Province Region:  
Country: USA  
  
Procurement Description: Advertising

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Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 10/01/2014  
End Date: 09/30/2015  
Amount: \$21,949  
Amount Expended for Fiscal Year: \$21,949  
Fair market value: \$21,949

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

Address Line1: PO Box 27908  
Address Line2:  
City: NEW YORK  
State: NY  
Postal Code: 10087  
Plus 4:  
Province Region:  
Country: USA  
  
Procurement Description: Advertising

**14. Vendor Name:** WPBS

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 10/01/2014  
End Date: 09/30/2015  
Amount: \$6,000  
Amount Expended for Fiscal Year: \$6,000  
Fair market value: \$6,000

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

Address Line1: 1056 Arsenal Street  
Address Line2:  
City: WATERTOWN  
State: NY  
Postal Code: 13601  
Plus 4:  
Province Region:  
Country: USA  
  
Procurement Description: Advertising



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15. Vendor Name:		Watertown Industrial Center LDC		16. Vendor Name:		Watertown Local Development Corporation	
Type of Procurement:		Other		Type of Procurement:		Other	
Award Process:		Authority Contract - Non-Competitive Bid		Award Process:		Authority Contract - Non-Competitive Bid	
Award Date:		10/01/2014		Award Date:		05/01/2015	
End Date:		04/30/2025		End Date:		04/01/2025	
Amount:		\$22,923.76		Amount:		\$23,309.35	
Amount Expended for Fiscal Year:		\$22,923.76		Amount Expended for Fiscal Year:		\$23,309.35	
Fair market value:		\$22,923.76		Fair market value:		\$23,309.35	
Explain why the fair market value is less than the amount:				Explain why the fair market value is less than the amount:			
Address Line1:		800 Starbuck Avenue		Address Line1:		82 Public Square	
Address Line2:		Suite 804		Address Line2:			
City:		WATERTOWN		City:		WATERTOWN	
State:		NY		State:		NY	
Postal Code:		13601		Postal Code:		13601	
Plus 4:				Plus 4:			
Province Region:				Province Region:			
Country:		USA		Country:		USA	
Procurement Description:		Rent/misc.		Procurement Description:		Loan for new office	

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Additional Comments: