

Procurement Report for Jefferson County Local Development Corporation

Run Date: 02/16/2017

Fiscal Year Ending: 09/30/2016

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/2015-policies-and-procedures-1.pdf">http://jcida.com/JCLDC/media/JCLDC/Secondary%20Pages/Downloads/2015-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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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

**2. Vendor Name:** CITEC

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 08/01/2015  
End Date: 07/31/2016  
Amount: \$17,176  
Amount Expended for Fiscal Year: \$17,531.98  
Fair market value:

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

Address Line1: Clarkson University  
Address Line2: Box 8561  
City: POTSDAM  
State: NY  
Postal Code: 13699  
Plus 4: 8561  
Province Region:  
Country: USA

Procurement Description: HAB Training Grant for Manufacturing

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Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 10/01/2015  
End Date: 09/30/2016  
Amount: \$12,250  
Amount Expended for Fiscal Year: \$12,250  
Fair market value: \$12,250

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 Micro Grid project progress  
report

**4. Vendor Name:** Euromarket Development Services

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/01/2016  
End Date: 06/01/2017  
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: 1 Stewart Court  
Address Line2:  
City: NEWPORT  
State: RI  
Postal Code: 02840  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Marketing Consultant

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5. Vendor Name:		Fort Drum Regional Liason Organization	6. Vendor Name:		Key Bank Credit Card
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:		\$12,531.74
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:		PO Box 89446
Address Line2:			Address Line2:		
City:		WATERTOWN	City:		CLEVELAND
State:		NY	State:		OH
Postal Code:		13601	Postal Code:		44101
Plus 4:			Plus 4:		
Province Region:			Province Region:		
Country:		USA	Country:		USA
Procurement Description:		Membership/Marketing effort	Procurement Description:		Credit Card purchases: registrations, travel expenses, marketing, meals, etc.

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Type of Procurement: Consulting Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$36,210  
Fair market value:  
  
Explain why the fair market value is less than the amount:

Address Line1: 3530 State Route 34B  
Address Line2:  
City: SCIPPIO CENTER  
State: NY  
Postal Code: 13147  
Plus 4:  
Province Region:  
Country: USA  
  
Procurement Description: Consulting Micro Grid Project

**8. Vendor Name:** ServPro of Jefferson County

Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$12,000  
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

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Time Warner Cable Media

Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$6,115  
Fair market value:

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

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 10/01/2015  
End Date: 09/30/2016  
Amount: \$30,127.04  
Amount Expended for Fiscal Year: \$30,127.04  
Fair market value: \$30,127.04

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

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

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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: \$9,000  
Fair market value:

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

Address Line1: 137 Main Ave  
Address Line2:  
City: WATERTOWN  
State: NY  
Postal Code: 13601  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Billboard for Ag advertising

**12. Vendor Name:** WPBS

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 10/01/2015  
End Date: 09/30/2016  
Amount: \$8,750  
Amount Expended for Fiscal Year: \$8,750  
Fair market value: \$8,750

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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13. Vendor Name:		WWNY	14. Vendor Name:		Watertown Industrial Center LDC
Type of Procurement:	Other Professional Services		Type of Procurement:	Other	
Award Process:	Authority Contract - Non-Competitive Bid		Award Process:	Authority Contract - Non-Competitive Bid	
Award Date:	10/01/2015		Award Date:	10/01/2014	
End Date:	09/30/2016		End Date:	04/30/2025	
Amount:	\$7,015		Amount:	\$17,659.81	
Amount Expended for Fiscal Year:	\$7,015		Amount Expended for Fiscal Year:	\$17,659.81	
Fair market value:	\$7,015		Fair market value:	\$17,659.81	
Explain why the fair market value is less than the amount:			Explain why the fair market value is less than the amount:		
Address Line1:	120 Arcade Street		Address Line1:	800 Starbuck Avenue	
Address Line2:			Address Line2:	Suite 804	
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:	Advertising		Procurement Description:	Rent/misc.	



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15. Vendor Name: Watertown Local Development Corporation

Type of Procurement: Other  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 05/01/2015  
End Date: 04/01/2025  
Amount: \$55,942.44  
Amount Expended for Fiscal Year: \$55,942.44  
Fair market value: \$55,942.44

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

Address Line1: 82 Public Square  
Address Line2:  
City: WATERTOWN  
State: NY  
Postal Code: 13601  
Plus 4:  
Province Region:  
Country: USA  
  
Procurement Description: Loan payment for new office

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Additional Comments: