

Procurement Report for Monroe Industrial Development Agency

Run Date: 08/09/2018

Fiscal Year Ending: 12/31/2017

Status: CERTIFIED

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://growmonroe.org/policies">http://growmonroe.org/policies</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?	No	
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?	Yes	

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<b>1. Vendor Name:</b>	29 Design Studio	<b>2. Vendor Name:</b>	County of Monroe
Type of Procurement:	Other Professional Services	Type of Procurement:	Other
Award Process:	Non Contract Procurement/Purchase Order	Award Process:	Authority Contract - Non-Competitive Bid
Award Date:		Award Date:	01/01/2017
End Date:		End Date:	12/31/2017
Amount:		Amount:	\$471,000
Amount Expended for Fiscal Year:	\$23,847	Amount Expended for Fiscal Year:	\$471,000
Fair market value:		Fair market value:	\$471,000
Explain why the fair market value is less than the amount:		Explain why the fair market value is less than the amount:	
Address Line1:	100 Castle Street	Address Line1:	39 West Main Street
Address Line2:		Address Line2:	
City:	GENEVA	City:	ROCHESTER
State:	NY	State:	NY
Postal Code:	14456	Postal Code:	14614
Plus 4:		Plus 4:	
Province Region:		Province Region:	
Country:	USA	Country:	USA
Procurement Description:	Graphic Design for logo and marketing materials and management of website redesign.	Procurement Description:	Administrative support and facilities.

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3. Vendor Name: Greater Rochester Enterprise

Type of Procurement: Other  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 01/01/2017  
 End Date: 12/31/2017  
 Amount: \$50,000  
 Amount Expended for Fiscal Year: \$50,000  
 Fair market value: \$50,000

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

Address Line1: 100 Chestnut Street  
 Address Line2:  
 City: ROCHESTER  
 State: NY  
 Postal Code: 14614  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Economic Development Partnership Marketing

4. Vendor Name: Harris Beach, LLP

Type of Procurement: Legal Services  
 Award Process: Authority Contract - Competitive Bid  
 Award Date: 01/01/2016  
 End Date: 12/31/2019  
 Amount: \$0  
 Amount Expended for Fiscal Year: \$271,432.51  
 Fair market value:

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

Address Line1: 99 Garnsey Road  
 Address Line2:  
 City: PITTSFORD  
 State: NY  
 Postal Code: 14534  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Legal Services Contract calls for billing at standard billing rates.

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5. Vendor Name: High Tech Rochester Inc.

6. Vendor Name: Loewke &amp; Brill Consulting Group

Type of Procurement: Other  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/01/2017  
End Date: 12/31/2017  
Amount: \$150,000  
Amount Expended for Fiscal Year: \$150,000  
Fair market value: \$150,000

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

Address Line1: 150 Lucius Gordon Drive  
Address Line2:  
City: WEST HENRIETTA  
State: NY  
Postal Code: 14586  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Assistance in organizing and arranging  
The Entrepreneur's Network program.

Type of Procurement: Other  
Award Process: Authority Contract - Competitive Bid  
Award Date: 11/01/2016  
End Date: 10/31/2020  
Amount: \$82,400  
Amount Expended for Fiscal Year: \$82,400  
Fair market value:

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

Address Line1: 491 Elmgrove Road  
Address Line2: Suite #2  
City: ROCHESTER  
State: NY  
Postal Code: 14606  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Local Labor Compliance Monitoring

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7. Vendor Name: Monroe Community college

8. Vendor Name: Phoenix Graphics

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 06/20/2017  
End Date: 06/29/2018  
Amount: \$355,000  
Amount Expended for Fiscal Year: \$266,250  
Fair market value:

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

Address Line1: 1000 East Henrietta Road  
Address Line2:  
City: ROCHESTER  
State: NY  
Postal Code: 14623  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Assistance in managing and organizing  
the LadderzUp program

Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$8,804  
Fair market value:

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

Address Line1: 1525 Emersen Street  
Address Line2: Suite #2  
City: ROCHESTER  
State: NY  
Postal Code: 14606  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Printing and postage for newsletter

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9. Vendor Name: Sharon Keefe

10. Vendor Name: The Bonadio Group

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 09/19/2017  
End Date: 12/30/2017  
Amount: \$8,000  
Amount Expended for Fiscal Year: \$5,547.5  
Fair market value:

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

Address Line1: 314 Carling Road  
Address Line2:  
City: ROCHESTER  
State: NY  
Postal Code: 14610  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Consulting Services

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 01/01/2016  
End Date: 12/31/2019  
Amount: \$12,800  
Amount Expended for Fiscal Year: \$12,800  
Fair market value:

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

Address Line1: 171 Sully's Trail  
Address Line2:  
City: PITTSFORD  
State: NY  
Postal Code: 14534  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Audit of Financial Statements

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11. Vendor Name: The Bonadio Group

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 01/01/2017  
End Date: 12/31/2017  
Amount: \$0  
Amount Expended for Fiscal Year: \$9,725  
Fair market value:

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

Address Line1: 171 Sully's Trail  
Address Line2:  
City: PITTSFORD  
State: NY  
Postal Code: 14534  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Verified Exemptions/IBM Audit.  
Contract calls for billing at standard  
billing rates.

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Additional Comments: