

Procurement Report for Essex County Industrial Development Agency

Fiscal Year Ending: 12/31/2019

Run Date: 08/14/2020

Status: CERTIFIED

Certified Date : 04/29/2020

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	http://www.essexcountyida.com/newsite/files/IDA_Purchasing_Policy_3_25_2020.pdf
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?	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?	No	

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Procurement Transactions Listing:

1. Vendor Name	Barbara Dwyer	Address Line1	PO Box 775
Type of Procurement	Financial Services	Address Line2	5694 Cascade Road
Award Process	Authority Contract - Competitive Bid	City	LAKE PLACID
Award Date	12/18/2014	State	NY
End Date		Postal Code	12946
Fair Market Value		Plus 4	
Amount	\$6,250.00	Province/Region	
Amount Expended For Fiscal Year	\$6,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	financial review and statements for 2017

2. Vendor Name	Jenifer Briggs	Address Line1	2296 Saranac Avenue
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	LAKE PLACID
Award Date	11/15/2005	State	NY
End Date		Postal Code	12946
Fair Market Value		Plus 4	
Amount	\$8,000.00	Province/Region	
Amount Expended For Fiscal Year	\$8,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	legal services

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Additional Comments