

Procurement Report for Seneca County Industrial Development Agency

Fiscal Year Ending: 12/31/2019

Run Date: 03/31/2020

Status: CERTIFIED

Certified Date : 03/31/2020

**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://www.senecacountyida.org">www.senecacountyida.org</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?	No	
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"?	No	
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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**Procurement Transactions Listing:**

<b>1. Vendor Name</b>	Dermody Burke and Brown	<b>Address Line1</b>	443 N. Franklin Street Suite 100
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SYRACUSE
<b>Award Date</b>	12/6/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13204
<b>Fair Market Value</b>	\$11,407.09	<b>Plus 4</b>	
<b>Amount</b>	\$11,407.09	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$11,407.09	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	CPA Consulting Services

<b>2. Vendor Name</b>	Dixon Schwabl	<b>Address Line1</b>	1595 Moseley Road
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	VICTOR
<b>Award Date</b>	3/20/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2022	<b>Postal Code</b>	14564
<b>Fair Market Value</b>	\$60,922.00	<b>Plus 4</b>	
<b>Amount</b>	\$60,922.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$60,922.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Marketing Services to make upgrades to IDA website and maintain a three year website maintenance agreement

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<b>3. Vendor Name</b>	Eleanor Beattie	<b>Address Line1</b>	48 N Walnut Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	WATERLOO
<b>Award Date</b>	12/6/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13165
<b>Fair Market Value</b>	\$7,800.00	<b>Plus 4</b>	
<b>Amount</b>	\$7,800.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,800.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Bookkeeper

<b>4. Vendor Name</b>	Environmental Design & Research	<b>Address Line1</b>	217 Montgomery Street Suite 1000
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SYRACUSE
<b>Award Date</b>	5/3/2018	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	13202
<b>Fair Market Value</b>	\$30,055.71	<b>Plus 4</b>	
<b>Amount</b>	\$30,055.71	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$30,055.71	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Provide Agency with a Strategic Plan for Seneca County

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<b>5. Vendor Name</b>	Greater Rochester Enterprise	<b>Address Line1</b>	Chestnut Street
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	suite 1910
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ROCHESTER
<b>Award Date</b>	6/7/2018	<b>State</b>	NY
<b>End Date</b>	5/31/2021	<b>Postal Code</b>	14604
<b>Fair Market Value</b>	\$5,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$5,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Economic Development Marketing Efforts

<b>6. Vendor Name</b>	James Armstrong	<b>Address Line1</b>	1370 Seabury Lane
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	VICTOR
<b>Award Date</b>	12/6/2018	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	14564
<b>Fair Market Value</b>	\$8,777.70	<b>Plus 4</b>	
<b>Amount</b>	\$8,777.70	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$8,777.70	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Business expansion and retention specialist

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<b>7. Vendor Name</b>	Raymond F Wager CPA PC dba Mengel Metzger & Bar Co, LLP	<b>Address Line1</b>	100 Chesnut Street
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	Suite 1200
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ROCHESTER
<b>Award Date</b>	12/10/2015	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	14604
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$11,820.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$11,820.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Auditor

<b>8. Vendor Name</b>	Robert E. Kernan Jr	<b>Address Line1</b>	25 Tall Oaks Drive
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SENECA FALLS
<b>Award Date</b>	1/4/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13148
<b>Fair Market Value</b>	\$12,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$12,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$12,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	CFO Services

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<b>9. Vendor Name</b>	The Halpin Law Firm	<b>Address Line1</b>	4588 NYS Route 224
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	MONTOUR FALLS
<b>Award Date</b>	12/1/2016	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	14865
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$7,591.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,591.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Legal Services

<b>10. Vendor Name</b>	Tipping Point Communications	<b>Address Line1</b>	1349 University Ave Unit #1
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ROCHESTER
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	14607
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,237.50	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	marketing communications services which include public relations support and counsel, issues management support, ad copy development, small-scale media planning and buying, and overall account management and coordination.

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**Additional Comments**