

Procurement Report for Guilderland Industrial Development Agency

Fiscal Year Ending: 12/31/2023

Run Date: 03/25/2024

Status: CERTIFIED

Certified Date : 03/25/2024

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	ownofguilderland.org/industrial-development-agency
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?	No	
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?	Yes	

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Procurement Transactions Listing:

1. Vendor Name	Hodgson Russ, LLP	Address Line1	677 Broadway, Suite 301
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
Award Date	12/6/2023	State	NY
End Date	12/6/2023	Postal Code	12207
Fair Market Value	\$12,000.00	Plus 4	
Amount	\$12,000.00	Province/Region	
Amount Expended For Fiscal Year	\$12,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Legal Services to the Agency

2. Vendor Name	MMB & CO	Address Line1	11 British American Boulevard
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	LATHAM
Award Date	4/4/2023	State	NY
End Date	4/4/2023	Postal Code	12110
Fair Market Value	\$5,450.00	Plus 4	
Amount	\$5,450.00	Province/Region	
Amount Expended For Fiscal Year	\$5,450.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Audit Contract

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3. Vendor Name	Travelers Insurance	Address Line1	PO Box 66037
Type of Procurement	Staffing Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	DALLAS
Award Date	5/31/2023	State	TX
End Date	5/31/2023	Postal Code	75266
Fair Market Value	\$6,437.00	Plus 4	0317
Amount	\$6,437.00	Province/Region	
Amount Expended For Fiscal Year	\$6,437.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Liability Insurance

Additional Comments