

Procurement Report for Cortland Industrial Development Agency

Fiscal Year Ending: 12/31/2019

Run Date: 02/05/2020  
Status: CERTIFIED  
Certified Date : 02/05/2020

**Procurement Information:**

| Question                                                                                                                                                                                                                                                     | Response | URL (If Applicable)      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------|
| 1. Does the Authority have procurement guidelines?                                                                                                                                                                                                           | Yes      | www.cortlandbusiness.com |
| 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?                                                                                                                                                                         | 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?                                                                       | 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:**

|                                                                  |                                          |                                           |                                                                                                  |                       |
|------------------------------------------------------------------|------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------|
| <b>1.</b>                                                        | <b>Vendor Name</b>                       | Barclay Damon LP                          | <b>Address Line1</b>                                                                             | 125 East Jefferson St |
| <b>Type of Procurement</b>                                       | Legal Services                           | <b>Address Line2</b>                      |                                                                                                  |                       |
| <b>Award Process</b>                                             | Non Contract Procurement/Purchase Order  | <b>City</b>                               | SYRACUSE                                                                                         |                       |
| <b>Award Date</b>                                                |                                          | <b>State</b>                              | NY                                                                                               |                       |
| <b>End Date</b>                                                  |                                          | <b>Postal Code</b>                        | 13202                                                                                            |                       |
| <b>Fair Market Value</b>                                         |                                          | <b>Plus 4</b>                             |                                                                                                  |                       |
| <b>Amount</b>                                                    |                                          | <b>Province/Region</b>                    |                                                                                                  |                       |
| <b>Amount Expended For Fiscal Year</b>                           | \$7,034.10                               | <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>2.</b>                                                        | <b>Vendor Name</b>                       | Cortland County Business Development Corp | <b>Address Line1</b>                                                                             | 37 Church St          |
| <b>Type of Procurement</b>                                       | Other Professional Services              | <b>Address Line2</b>                      |                                                                                                  |                       |
| <b>Award Process</b>                                             | Authority Contract - Non-Competitive Bid | <b>City</b>                               | CORTLAND                                                                                         |                       |
| <b>Award Date</b>                                                | 1/1/2014                                 | <b>State</b>                              | NY                                                                                               |                       |
| <b>End Date</b>                                                  |                                          | <b>Postal Code</b>                        | 13045                                                                                            |                       |
| <b>Fair Market Value</b>                                         | \$25,000.00                              | <b>Plus 4</b>                             |                                                                                                  |                       |
| <b>Amount</b>                                                    | \$25,000.00                              | <b>Province/Region</b>                    |                                                                                                  |                       |
| <b>Amount Expended For Fiscal Year</b>                           | \$25,000.00                              | <b>Country</b>                            | United States                                                                                    |                       |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |                                          | <b>Procurement Description</b>            | General administrative services to assist in promoting economic development functions of the IDA |                       |

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|                                                                  |                                      |                                |                                               |
|------------------------------------------------------------------|--------------------------------------|--------------------------------|-----------------------------------------------|
| <b>3. Vendor Name</b>                                            | Insero & Co CPAs LLP                 | <b>Address Line1</b>           | 401 E State Street, Suite 500                 |
| <b>Type of Procurement</b>                                       | Other Professional Services          | <b>Address Line2</b>           |                                               |
| <b>Award Process</b>                                             | Authority Contract - Competitive Bid | <b>City</b>                    | ITHACA                                        |
| <b>Award Date</b>                                                | 11/13/2017                           | <b>State</b>                   | NY                                            |
| <b>End Date</b>                                                  | 5/15/2022                            | <b>Postal Code</b>             | 14850                                         |
| <b>Fair Market Value</b>                                         |                                      | <b>Plus 4</b>                  |                                               |
| <b>Amount</b>                                                    | \$33,600.00                          | <b>Province/Region</b>         |                                               |
| <b>Amount Expended For Fiscal Year</b>                           | \$6,500.00                           | <b>Country</b>                 | United States                                 |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |                                      | <b>Procurement Description</b> | Prepare and complete annual independent audit |

Additional Comments