

Procurement Report for Albany City Industrial Development Agency

Fiscal Year Ending: 12/31/2018

Run Date: 03/28/2019

Status: CERTIFIED

Certified Date : 03/28/2019

**Procurement Information:**

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	<a href="http://www.albanyida.com">www.albanyida.com</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?	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:**

<b>1. Vendor Name</b>	Capitalize Albany Corporation	<b>Address Line1</b>	21 Lodge 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>	ALBANY
<b>Award Date</b>	12/17/2015	<b>State</b>	NY
<b>End Date</b>	12/31/2016	<b>Postal Code</b>	12207
<b>Fair Market Value</b>	\$348,582.00	<b>Plus 4</b>	
<b>Amount</b>	\$348,582.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$348,582.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Professional Services

<b>2. Vendor Name</b>	City School District of Albany	<b>Address Line1</b>	1 Academy Park
<b>Type of Procurement</b>	Commodities/Supplies	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ALBANY
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12207
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$69,059.61	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Maintenance and Utilities for AHCC

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<b>3. Vendor Name</b>	City of Albany	<b>Address Line1</b>	24 Eagle Street
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	1/28/2016	<b>State</b>	NY
<b>End Date</b>	12/31/2016	<b>Postal Code</b>	12207
<b>Fair Market Value</b>	\$42,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$42,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$42,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Legal Services (General)

<b>4. Vendor Name</b>	Hodgson Russ, LLP	<b>Address Line1</b>	677 Broadway
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	Suite 301
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	1/1/2018	<b>State</b>	NY
<b>End Date</b>	12/31/2018	<b>Postal Code</b>	12207
<b>Fair Market Value</b>	\$30,309.80	<b>Plus 4</b>	
<b>Amount</b>	\$43,680.18	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$43,680.18	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>	\$13,370.38 is for the period 1/1/2017 to 12/31/2017	<b>Procurement Description</b>	Legal Services

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<b>5. Vendor Name</b>	Teal, Becker, and Chiaramonte CPAs, PC	<b>Address Line1</b>	7 Washington Square
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	10/18/2018	<b>State</b>	NY
<b>End Date</b>	8/31/2019	<b>Postal Code</b>	12205
<b>Fair Market Value</b>	\$7,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$7,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Auditing Services

**Additional Comments**