

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the authority have procurement guidelines?	Yes	<a href="http://www.cityofutica.com">www.cityofutica.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?	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?.	No	
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. Did the authority follow 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	

Procurement Transactions Listing:

1. Vendor Name:	Gruver, Zweifel & Scott	2. Vendor Name:	Gruver, Zweifel and Scott
Award Process:	Authority Contract - Competitive Bid	Award Process:	Authority Contract - Competitive Bid
Award Date:	12/04/2009	Award Date:	11/01/2008
End Date:		End Date:	04/01/2009
Amount:	\$7,000	Amount:	\$6,850
Amount Expended for Fiscal Year:	\$0	Amount Expended for Fiscal Year:	\$6,475
Address Line1:	7936 Seneca Turnpike	Address Line1:	7936 Seneca Turnpike
Address Line2:		Address Line2:	
City:	CLINTON	City:	CLINTON
State:	NY	State:	NY
Postal Code:	13323	Postal Code:	13323
Plus 4:		Plus 4:	
Province Region:		Province Region:	
Country:	USA	Country:	USA
Procurement Description:	Auditing services and preparation of Annual Report	Procurement Description:	Audit and Annual Report preparation

Procurement Transactions Listing:

3. Vendor Name: National Grid

Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 08/02/2004  
End Date:  
Amount: \$144,146  
Amount Expended for Fiscal Year: \$144,146

Address Line1: PO Box 1303  
Address Line2:  
City: BUFFALO  
State: NY  
Postal Code: 14240  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Gas/Electric service

4. Vendor Name: Otis Elevator

Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 08/02/2004  
End Date:  
Amount: \$15,815  
Amount Expended for Fiscal Year: \$15,815

Address Line1: PO Box 13716  
Address Line2:  
City: NEWARK  
State: NJ  
Postal Code: 07188  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: elevator maintenance

Procurement Transactions Listing:

5. Vendor Name: Preferred Mutual Insurance

Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 04/04/2008  
End Date: 04/04/2009  
Amount: \$20,356.56  
Amount Expended for Fiscal Year: \$20,356.56

Address Line1: 1900 Genesee Street  
Address Line2:  
City: UTICA  
State: NY  
Postal Code: 13502  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: D&O InsuranceBuilding Insurance

6. Vendor Name: Utica Urban Renewal Agency

Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 09/15/2008  
End Date: 12/31/2008  
Amount: \$14,612  
Amount Expended for Fiscal Year: \$14,612

Address Line1: 1 Kennedy Plaza  
Address Line2:  
City: UTICA  
State: NY  
Postal Code: 13502  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Consulting services

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Procurement Transactions Listing:

Additional Comments: