

Procurement Report for Utica Urban Renewal Agency

Fiscal Year Ending: 03/31/2019

Run Date: 05/31/2019

Status: CERTIFIED

Certified Date : 05/31/2019

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	www.cityofutica.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?	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?	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:

1. Vendor Name	AECC	Address Line1	6308 Fly Road
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	EAST SYRACUSE
Award Date	7/1/2018	State	NY
End Date	10/26/2018	Postal Code	13057
Fair Market Value		Plus 4	
Amount	\$36,900.00	Province/Region	
Amount Expended For Fiscal Year	\$36,900.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Environment studies

2. Vendor Name	Beck Equipment, Inc.	Address Line1	2090 Preble Rd
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	PREBLE
Award Date	4/17/2018	State	NY
End Date	10/19/2018	Postal Code	13141
Fair Market Value		Plus 4	
Amount	\$9,560.00	Province/Region	
Amount Expended For Fiscal Year	\$9,560.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	equipment rental

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3. Vendor Name	Bonadio and Co.	Address Line1	6 Wembley Court
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ALBANY
Award Date	5/14/2018	State	NY
End Date	6/30/2019	Postal Code	12205
Fair Market Value		Plus 4	
Amount	\$6,000.00	Province/Region	
Amount Expended For Fiscal Year	\$6,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	annual audit

4. Vendor Name	Excellus BC/BS Group	Address Line1	PO Box 5266
Type of Procurement	Other	Address Line2	
Award Process	Purchased Under State Contract	City	BINGHAMTON
Award Date		State	NY
End Date		Postal Code	13902
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$6,186.88	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Health insurance plans premium charges

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5. Vendor Name	Hartgen Archeological Associates, Inc.	Address Line1	1744 Washington Avenue Ext.
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	RENSELAER
Award Date	9/28/2018	State	NY
End Date		Postal Code	12144
Fair Market Value		Plus 4	
Amount	\$10,850.00	Province/Region	
Amount Expended For Fiscal Year	\$10,850.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	historical design services

6. Vendor Name	Marshall & Sterling Upstate, Inc.	Address Line1	113 Saratoga Road
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Purchased Under State Contract	City	GLENVILLE
Award Date		State	NY
End Date		Postal Code	12302
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$32,245.78	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Insurance coverage

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7. Vendor Name	National Grid	Address Line1	300 Erie Boulevard
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	SYRACUSE
Award Date		State	NY
End Date		Postal Code	13202
Fair Market Value		Plus 4	4250
Amount		Province/Region	
Amount Expended For Fiscal Year	\$13,328.11	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Utilities for owned structures

8. Vendor Name	Oneida-Herkimer Solid Waste Authority	Address Line1	1600 Genesee Street
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	UTICA
Award Date		State	NY
End Date		Postal Code	13502
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$77,873.30	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	trash/demolition material removal

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9. Vendor Name	WFXV/WPNY	Address Line1	201 Humboldt Street
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	UTICA
Award Date	4/1/2016	State	NY
End Date		Postal Code	13501
Fair Market Value		Plus 4	
Amount	\$13,950.00	Province/Region	
Amount Expended For Fiscal Year	\$13,950.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	City Limits advertising

Additional Comments