

Procurement Report for City of Utica Industrial Development Agency

Fiscal Year Ending: 12/31/2025

 Run Date: 03/09/2026
 Status: CERTIFIED
 Certified Date : 03/09/2026

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?	Yes	
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?	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. 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	Bonadio & Co.	Address Line1	6 Wembley Court
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ALBANY
Award Date	2/1/2023	State	NY
End Date		Postal Code	12205
Fair Market Value		Plus 4	
Amount	\$8,000.00	Province/Region	
Amount Expended For Fiscal Year	\$8,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	audit payment

2. Vendor Name	Eastside Glass	Address Line1	400 Broad Street
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	UTICA
Award Date	2/4/2025	State	NY
End Date	3/2/2025	Postal Code	13501
Fair Market Value		Plus 4	
Amount	\$9,000.00	Province/Region	
Amount Expended For Fiscal Year	\$9,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Glazing Services

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3. Vendor Name	Fisher Associates	Address Line1	180 Charlotte Street
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER
Award Date	10/2/2023	State	NY
End Date		Postal Code	14607
Fair Market Value		Plus 4	
Amount	\$385,600.00	Province/Region	
Amount Expended For Fiscal Year	\$81,121.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Consultants for St. Elizabeth's redevelopment plan. UIDA is expecting to pay for 1/2 of study.

4. Vendor Name	NYS EDC	Address Line1	111 Washington Ave
Type of Procurement	Other	Address Line2	6th Floor
Award Process	Non Contract Procurement/Purchase Order	City	ALBANY
Award Date		State	NY
End Date		Postal Code	12210
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Registration and sponsorships

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5. Vendor Name	Right Light Energy Solutions	Address Line1	288 Genesee Street
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	UTICA
Award Date	5/29/2025	State	NY
End Date	7/16/2025	Postal Code	13502
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	Purchase and installation of EV chargers located at Valley View Golf Course

Additional Comments