

Procurement Report for Utica Harbor Point Local Development Corporation

Fiscal Year Ending: 03/31/2023

Run Date: 08/22/2023

Status: CERTIFIED

Certified Date : 08/22/2023

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?	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. 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	Elan Planning	Address Line1	18 Division Street
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	SARATOGA SPRINGS
Award Date	4/2/2018	State	NY
End Date		Postal Code	12866
Fair Market Value		Plus 4	
Amount	\$165,879.00	Province/Region	
Amount Expended For Fiscal Year	\$165,879.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	general planning and coordination of redevelopment efforts for Harbor Point

2. Vendor Name	Harris Beach, PLLC	Address Line1	726 Exchange Street
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BUFFALO
Award Date	2/21/2018	State	NY
End Date		Postal Code	14210
Fair Market Value	\$19,112.00	Plus 4	
Amount	\$19,112.00	Province/Region	
Amount Expended For Fiscal Year	\$19,112.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	legal fees

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3. Vendor Name	Tioga Construction	Address Line1	333 Gros Blvd
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	HERKIMER
Award Date	1/14/2019	State	NY
End Date		Postal Code	13350
Fair Market Value		Plus 4	
Amount	\$116,507.00	Province/Region	
Amount Expended For Fiscal Year	\$116,507.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	bulkhead rebuilding at Harbor Point and other associated work

Additional Comments