

**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?	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?	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	

Procurement Transactions Listing:

<p>1. Vendor Name:                                   Bridenbecker Sales &amp; Service</p> <p>Type of Procurement:                   Other  Award Process:                            Authority Contract - Competitive Bid  Award Date:                                06/06/2013  End Date:  Amount:                                     \$9,417.27  Amount Expended for Fiscal            \$9,417.27  Year:  Fair market value:    Explain why the fair market  value is less than the amount:</p>   <p>Address Line1:                            P.O. Box 261  Address Line2:                            Rt. 49  City:                                        MARCY  State:                                      NY  Postal Code:                              13403  Plus 4:  Province Region:  Country:                                    USA</p> <p>Procurement Description:               Purchase of lawn mowing equipment</p>	<p>2. Vendor Name:                                   Marshall &amp; Sterling Upstate Insurance</p> <p>Type of Procurement:                   Other Professional Services  Award Process:                            Authority Contract - Competitive Bid  Award Date:                                11/01/2013  End Date:  Amount:                                     \$18,764.63  Amount Expended for Fiscal            \$18,764.63  Year:  Fair market value:    Explain why the fair market  value is less than the amount:</p>   <p>Address Line1:                            113 Saratoga Road  Address Line2:  City:                                        GLENVILLE  State:                                      NY  Postal Code:                              12302  Plus 4:  Province Region:  Country:                                    USA</p> <p>Procurement Description:               Insurance coverage</p>
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Procurement Transactions Listing:

3. Vendor Name: Marshall & Sterling Upstate, Inc.

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 11/08/2011  
End Date: 12/08/2012  
Amount: \$17,723.34  
Amount Expended for Fiscal Year: \$17,723.34  
Fair market value: \$17,723.34

Explain why the fair market value is less than the amount:

Address Line1: 113 Saratoga Road, Socha Plaz S.  
Address Line2:  
City: GLENVILLE  
State: NY  
Postal Code: 12302  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Commercial General Liability Insurance Policy

4. Vendor Name: Marshall Sterling Upstate, Inc.

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 11/08/2012  
End Date: 11/08/2013  
Amount: \$13,625.31  
Amount Expended for Fiscal Year: \$13,625.31  
Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: PO Box 2909  
Address Line2:  
City: GLENVILLE  
State: NY  
Postal Code: 12325  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Liability insurance

Procurement Report for Utica Urban Renewal Agency

Run Date: 06/23/2014

Fiscal Year Ending: 03/31/2014

Status: CERTIFIED

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Procurement Transactions Listing:

Additional Comments: