

Procurement Report for Broome Industrial Development Agency

Fiscal Year Ending: 12/31/2018

Run Date: 02/26/2019

Status: CERTIFIED

Certified Date : 02/26/2019

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	www.theagency-ny.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?	Yes	
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	

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Procurement Transactions Listing:

1. Vendor Name	CNY Pomeroy Appraisers	Address Line1	100 East Seneca Street - Suite 200
Type of Procurement	Other Professional Services	Address Line2	Liberty Square
Award Process	Authority Contract - Competitive Bid	City	MANLIUS
Award Date	8/23/2018	State	NY
End Date	8/23/2019	Postal Code	13104
Fair Market Value		Plus 4	
Amount	\$3,800.00	Province/Region	
Amount Expended For Fiscal Year	\$3,800.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Provide appraisal services for property at 912 US Route 11, Kirkwood to establish purchase price

2. Vendor Name	Fahs Construction Group	Address Line1	2224 Pierce Creek Road
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	BINGHAMTON
Award Date	1/1/2016	State	NY
End Date		Postal Code	13903
Fair Market Value		Plus 4	
Amount	\$4,068,500.00	Province/Region	
Amount Expended For Fiscal Year	\$28,205.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	The company was chosen as the general contractor for the construction of the Agency's new economic development onestop office building. It was selected through a competitive open bid.

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3. Vendor Name	Forward Business Solutions	Address Line1	3523 Country Club Road
Type of Procurement	Technology - Consulting/Development or Support	Address Line2	Suite 5
Award Process	Non Contract Procurement/Purchase Order	City	ENDWELL
Award Date		State	NY
End Date		Postal Code	13760
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$4,240.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	IT systems and web hosting.

4. Vendor Name	FreshySites	Address Line1	34 Front St
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	BINGHAMTON
Award Date	2/21/2018	State	NY
End Date	2/21/2019	Postal Code	13905
Fair Market Value		Plus 4	
Amount	\$13,000.00	Province/Region	
Amount Expended For Fiscal Year	\$13,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Professional marketing and digital collateral development. The firm was chosen following an open bid.

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5. Vendor Name	Insero & Co.	Address Line1	401 E. State Street, Suite 500
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ITHACA
Award Date	9/20/2017	State	NY
End Date	9/20/2022	Postal Code	14850
Fair Market Value		Plus 4	
Amount	\$9,500.00	Province/Region	
Amount Expended For Fiscal Year	\$9,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Provide accounting and auditing services to the Agency; prepare annual audited financial statements. The firm was chosen following an open bid.

6. Vendor Name	J.G. Maintenance	Address Line1	26 Laine Court
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	APALACHIN
Award Date		State	NY
End Date		Postal Code	13732
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$36,278.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	The vendor provides maintenance for all properties managed by the Agency.

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7. Vendor Name	NBT Bank	Address Line1	3121 Vestal Parkway East
Type of Procurement	Financial Services	Address Line2	P.O. Box 186
Award Process	Authority Contract - Competitive Bid	City	VESTAL
Award Date	12/8/2014	State	NY
End Date		Postal Code	13851
Fair Market Value		Plus 4	
Amount	\$14,822.00	Province/Region	
Amount Expended For Fiscal Year	\$14,822.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Provided investing banking and financial services. Bank chosen through open bid.

8. Vendor Name	National Development Council	Address Line1	708 Third Ave, Suite 710
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	NEW YORK
Award Date	4/1/2017	State	NY
End Date	4/1/2018	Postal Code	10017
Fair Market Value		Plus 4	
Amount	\$26,900.00	Province/Region	
Amount Expended For Fiscal Year	\$26,900.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Provide community and economic development consulting services. Firm retained subsequent to an open bid RFP.

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9. Vendor Name	Riger Advertising	Address Line1	53 Chenango St.
Type of Procurement	Consulting Services	Address Line2	P.O. Box 1623
Award Process	Authority Contract - Competitive Bid	City	BINGHAMTON
Award Date	3/1/2018	State	NY
End Date	3/1/2019	Postal Code	13902
Fair Market Value		Plus 4	
Amount	\$6,750.00	Province/Region	
Amount Expended For Fiscal Year	\$8,981.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Advertising strategy and media placement. The firm was chosen following an open bid.

10. Vendor Name	Susan Payne	Address Line1	19 Carol Court
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ENDWELL
Award Date	1/1/2018	State	NY
End Date	12/31/2018	Postal Code	13760
Fair Market Value		Plus 4	
Amount	\$12,500.00	Province/Region	
Amount Expended For Fiscal Year	\$12,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Develop a strategic action plan for the Authority; provide consultation for achieving vision and objectives outlined in strategic action plan; economic development consultation. Contract won through open bid.

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11. Vendor Name	The Night Shift	Address Line1	2721 East Main St.
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ENDWELL
Award Date	7/15/2018	State	NY
End Date		Postal Code	13760
Fair Market Value		Plus 4	
Amount	\$22,208.00	Province/Region	
Amount Expended For Fiscal Year	\$22,208.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Provide cleaning services for Agency-owned office building at 5 South College Drive, Binghamton. Company was chosen through open bid.

12. Vendor Name	Thomas, Collison, Meagher & Seiden	Address Line1	1201 Monroe Street
Type of Procurement	Legal Services	Address Line2	PO Box 329
Award Process	Authority Contract - Non-Competitive Bid	City	ENDICOTT
Award Date	12/20/2010	State	NY
End Date		Postal Code	13761
Fair Market Value		Plus 4	
Amount	\$52,982.00	Province/Region	
Amount Expended For Fiscal Year	\$52,982.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Provide legal services to the Agency. The contract has been retained year to year because of the firm's historical knowledge and longstanding relationship with the Agency.

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13. Vendor Name	hue	Address Line1	222 Water Street
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	BINGHAMTON
Award Date	2/21/2018	State	NY
End Date	2/21/2019	Postal Code	13901
Fair Market Value		Plus 4	
Amount	\$18,000.00	Province/Region	
Amount Expended For Fiscal Year	\$23,423.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Provide marketing and branding services. Assisting in brand development; video, print and web collateral. The firm was chosen following an open bid.

Additional Comments