

Procurement Report for Broome Industrial Development Agency

Fiscal Year Ending: 12/31/2019

Run Date: 03/17/2020

Status: CERTIFIED

Certified Date : 03/17/2020

**Procurement Information:**

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	<a href="http://www.theagency-ny.com">www.theagency-ny.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?	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:**

<b>1. Vendor Name</b>	BCC Housing Development Corporation	<b>Address Line1</b>	SUNY Broome Housing Office
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	PO Box 1017
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	BINGHAMTON
<b>Award Date</b>	12/5/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13902
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$26,656.27	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$22,208.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Provide cleaning services for Agency-owned office building at 5 South College Drive, Binghamton. Company was chosen through open bid.

<b>2. Vendor Name</b>	Digital - ORB	<b>Address Line1</b>	4600 Vestal Parkway East
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	VESTAL
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13850
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$27,750.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising

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<b>3. Vendor Name</b>	Forward Business Solutions	<b>Address Line1</b>	3523 Country Club Road
<b>Type of Procurement</b>	Technology - Consulting/Development or Support	<b>Address Line2</b>	Suite 5
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ENDWELL
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13760
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,252.09	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	IT systems and web hosting.

<b>4. Vendor Name</b>	FreshySites	<b>Address Line1</b>	34 Front St
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	BINGHAMTON
<b>Award Date</b>	2/21/2019	<b>State</b>	NY
<b>End Date</b>	2/21/2020	<b>Postal Code</b>	13905
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$27,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,750.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Professional marketing and digital collateral development. The firm was chosen following an open bid.

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<b>5. Vendor Name</b>	Insero & Co.	<b>Address Line1</b>	401 E. State Street, Suite 500
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ITHACA
<b>Award Date</b>	9/20/2017	<b>State</b>	NY
<b>End Date</b>	9/20/2022	<b>Postal Code</b>	14850
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$9,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Provide accounting and auditing services to the Agency; prepare annual audited financial statements. The firm was chosen following an open bid.

<b>6. Vendor Name</b>	J.G. Maintenance	<b>Address Line1</b>	26 Laine Court
<b>Type of Procurement</b>	Design and Construction/Maintenance	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	APALACHIN
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13732
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$24,873.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	The vendor provides maintenance for all properties managed by the Agency.

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<b>7. Vendor Name</b>	NBT Bank	<b>Address Line1</b>	3121 Vestal Parkway East
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	P.O. Box 186
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	VESTAL
<b>Award Date</b>	12/8/2014	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13851
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$17,942.83	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$17,942.83	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Provided investing banking and financial services. Bank chosen through open bid.

<b>8. Vendor Name</b>	National Development Council	<b>Address Line1</b>	708 Third Ave, Suite 710
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	NEW YORK
<b>Award Date</b>	4/1/2017	<b>State</b>	NY
<b>End Date</b>	4/1/2018	<b>Postal Code</b>	10017
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$21,600.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$21,600.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Provide community and economic development consulting services. Firm retained subsequent to an open bid RFP.

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<b>9. Vendor Name</b>	New York Real Estate Journal	<b>Address Line1</b>	PO Box 55
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	ACCORD
<b>Award Date</b>		<b>State</b>	MA
<b>End Date</b>		<b>Postal Code</b>	02018
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,120.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Adversting Placement

<b>10. Vendor Name</b>	Riger Advertising	<b>Address Line1</b>	53 Chenango Street
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	PO Box 1623
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	BINGHAMTON
<b>Award Date</b>	5/1/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	13902
<b>Fair Market Value</b>	\$6,250.00	<b>Plus 4</b>	
<b>Amount</b>	\$6,250.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,250.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising strategy and media placement. The firm was chosen following an open bid.

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<b>11. Vendor Name</b>	Riger Advertising	<b>Address Line1</b>	53 Chenango St.
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	P.O. Box 1623
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	BINGHAMTON
<b>Award Date</b>	3/1/2018	<b>State</b>	NY
<b>End Date</b>	3/1/2019	<b>Postal Code</b>	13902
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$4,215.75	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$4,215.75	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising strategy and media placement. The firm was chosen following an open bid.

<b>12. Vendor Name</b>	Ryan's Bookkeeping & Tax Preparation	<b>Address Line1</b>	16 Hillside Drive
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	APALACHIN
<b>Award Date</b>	2/21/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	13732
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$13,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$13,721.25	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Bookkeeping Services

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<b>13. Vendor Name</b>	Susan Payne	<b>Address Line1</b>	19 Carol Court
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ENDWELL
<b>Award Date</b>	1/1/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	13760
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$12,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$12,500.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	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.

<b>14. Vendor Name</b>	Thomas, Collison, Meagher & Seiden	<b>Address Line1</b>	1201 Monroe Street
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	PO Box 329
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ENDICOTT
<b>Award Date</b>	12/20/2010	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13761
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$80,827.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$80,827.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	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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<b>15. Vendor Name</b>	Upstate Office Furniture	<b>Address Line1</b>	718 Azon Road
<b>Type of Procurement</b>	Commodities/Supplies	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	JOHNSON CITY
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	13790
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,449.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Purchase of Office Furniture

<b>16. Vendor Name</b>	hue	<b>Address Line1</b>	222 Water Street
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	BINGHAMTON
<b>Award Date</b>	2/20/2019	<b>State</b>	NY
<b>End Date</b>	2/21/2020	<b>Postal Code</b>	13901
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$21,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$23,423.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Provide marketing and branding services. Assisting in brand development; video, print and web collateral. The firm was chosen following an open bid.

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**Additional Comments**