

2017 Procurement Report

Rensselaer County IDA

In accordance with the Rensselaer County IDA's procurement policy, the awarding of procurement contracts is overseen by the Executive Director and the IDA Board. The 2017 Procurement Contract Report is attached.

Procurement Report for Rensselaer County Industrial Development Agency

Fiscal Year Ending: 12/31/2017

Run Date: 03/31/2018

Status: CERTIFIED

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	http://discoverrenselaer.com/about-the-rcida/
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: BST & Company, Inc.

2. Vendor Name:

CT Male Associates

Type of Procurement:

Award Process: Financial Services

Award Date: 01/01/2017

End Date: 12/31/2017

Amount: \$10,800

Amount Expended for Fiscal

Year:

Fair market value: \$10,800

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

Type of Procurement:

Award Process: Consulting Services

Award Date: 10/19/2017

End Date:

Amount: \$5,704

Amount Expended for Fiscal

Year:

Fair market value: \$5,704

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

Address Line1: Three E-Comm Square
Address Line2:

City: ALBANY

State: NY

Postal Code: 12207

Plus 4:

Province Region:

Country: USA

Procurement Description: bookkeeping services, CFO consulting services

Address Line1: 50 Century Hill Drive
Address Line2:

City: LATHAM

State: NY

Postal Code: 12110

Plus 4:

Province Region:

Country: USA

Procurement Description: Environmental engineering services

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Procurement Transactions Listing:

3. Vendor Name: CT Male associates

4. Vendor Name:

Center for Economic Growth

Type of Procurement:

Other Professional Services

Type of Procurement:

Consulting Services

Award Process:

Authority Contract - Competitive Bid

Award Process:

Authority Contract - Non-Competitive Bid

Award Date:

01/01/2008

Award Date:

01/01/2017

End Date:

End Date:

12/31/2017

Amount:

\$238,529

Amount:

\$50,000

Amount Expended for Fiscal

\$805

Amount Expended for Fiscal

\$50,000

Year:

Year:

Fair market value:

Fair market value:

\$50,000

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

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

Address Line1:

50 Century Hill Drive

Address Line2:

LATHAM

City:

LATHAM

State:

NY

Postal Code:

12110

Plus 4:

Province Region:

USA

Country:

USA

Procurement Description:

Environmental engineering services

Address Line1:

39 N. Pearl Street

Address Line2:

#100

City:

ALBANY

State:

NY

Postal Code:

12207

Plus 4:

Province Region:

USA

Country:

USA

Procurement Description:

Consulting Services

Procurement Report for Rensselaer County Industrial Development Agency

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Procurement Transactions Listing:

5. Vendor Name:	Hudson Valley Agri-Business Development, Inc.	6. Vendor Name:	Information Technology Management, Inc.
Type of Procurement:	Consulting Services	Type of Procurement:	Technology - Consulting/Development or Support
Award Process:	Authority Contract - Non-Competitive Bid	Award Process:	Authority Contract - Non-Competitive Bid
Award Date:	04/15/2016	Award Date:	01/01/2017
End Date:	03/31/2019	End Date:	12/31/2017
Amount:	\$100,000	Amount:	\$266,000
Amount Expended for Fiscal Year:	\$50,000	Amount Expended for Fiscal Year:	\$266,000
Fair market value:	\$100,000	Fair market value:	\$266,000
Explain why the fair market value is less than the amount:		Explain why the fair market value is less than the amount:	
Address Line1: Address Line2: City: State: Postal Code: Plus 4: Province Region: Country:	507 Warren St. 2nd floor HUDSON NY 12534 USA	Address Line1: Address Line2: City: State: Postal Code: Plus 4: Province Region: Country:	33 Second Street TROY NY 12180 USA
Procurement Description:	marketing and advertising services	Procurement Description:	professional services

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Procurement Transactions Listing:

7. Vendor Name: Jay H. Sherman

8. Vendor Name:

Laberge Group

Type of Procurement:

Other Professional Services

Type of Procurement:

Consulting Services

Award Process:

Authority Contract - Non-Competitive Bid

Award Process:

Authority Contract - Competitive Bid

Award Date:

01/01/2017

Award Date:

01/02/2017

End Date:

12/31/2017

End Date:

12/31/2019

Amount:

\$43,050

Amount:

\$100,000

Amount Expended for Fiscal

\$43,050

Amount Expended for Fiscal

\$6,943

Year:

Year:

Fair market value:

\$43,050

Fair market value:

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

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

Address Line1:

1560

Address Line1:

4 Computer Drive West

Address Line2:

Randolph Rd.

Address Line2:

ALBANY

City:

SCHENECTADY

City:

NY

State:

NY

State:

12205

Postal Code:

12309

Postal Code:

Plus 4:

Plus 4:

Province Region:

USA

Province Region:

USA

Country:

Country:

Procurement Description:

Empire zone coordinator, IDA staff

Procurement Description:

Grant Preparation, administration and Program delivery

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Procurement Transactions Listing:

9. Vendor Name: Tri-City ValleyCats

10. Vendor Name: Wojeski & Company

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 03/09/2017
End Date: 12/31/2017
Amount: \$18,000
Amount Expended for Fiscal Year: \$18,000
Fair market value: \$18,000
Explain why the fair market value is less than the amount:

Type of Procurement: Financial Services
Award Process: Authority Contract - Competitive Bid
Award Date: 01/01/2017
End Date: 12/31/2019
Amount: \$12,500
Amount Expended for Fiscal Year: \$12,500
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 80 Vandenburg Ave.
Address Line2:
City: TROY
State: NY
Postal Code: 12180
Plus 4:
Province Region:
Country: USA
Procurement Description: marketing

Address Line1: 75 Troy Road
Address Line2:
City: EAST GREENBUSH
State: NY
Postal Code: 12061
Plus 4:
Province Region:
Country: USA
Procurement Description: accounting services

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Procurement Transactions Listing:

Additional Comments: