

2018 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 2018 Procurement Contract Report is attached.

Procurement Report for Rensselaer County Industrial Development Agency

Fiscal Year Ending: 12/31/2018

Run Date: 04/01/2019
Status: CERTIFIED
Certified Date : 03/04/2019

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	http://discoverrensselaer.com/about-the-rcta/
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?	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.	Address Line1	Three E-Comm Square
	Type of Procurement	Financial Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
	Award Date	1/1/2018	State	NY
	End Date	12/31/2018	Postal Code	12207
	Fair Market Value	\$11,000.00	Plus 4	
	Amount	\$11,000.00	Province/Region	
	Amount Expended For	\$11,000.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	bookkeeping services, CFO consulting services

2.	Vendor Name	Barclay Damon LLP	Address Line1	80 State Street
	Type of Procurement	Legal Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
	Award Date	9/13/2018	State	NY
	End Date		Postal Code	12207
	Fair Market Value	\$7,500.00	Plus 4	
	Amount	\$7,500.00	Province/Region	
	Amount Expended For	\$0.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	legal services

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3.	Vendor Name	CT Male Associates	Address Line1	50 Century Hill Drive
	Type of Procurement	Consulting Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	LATHAM
	Award Date	10/19/2017	State	NY
	End Date		Postal Code	12110
	Fair Market Value	\$5,704.00	Plus 4	
	Amount	\$5,704.00	Province/Region	
	Amount Expended For	\$2,223.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Environmental engineering services

4.	Vendor Name	Center for Economic Growth	Address Line1	39 N. Pearl Street
	Type of Procurement	Consulting Services	Address Line2	#100
	Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
	Award Date	1/1/2018	State	NY
	End Date	12/31/2018	Postal Code	12207
	Fair Market Value	\$50,000.00	Plus 4	
	Amount	\$50,000.00	Province/Region	
	Amount Expended For	\$50,000.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Consulting Services

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5.	Vendor Name	HubSV	Address Line1	535 Everett Ave.
	Type of Procurement	Other Professional Services	Address Line2	Suite 410
	Award Process	Authority Contract - Non-Competitive Bid	City	PALO ALTO
	Award Date	6/14/2018	State	CA
	End Date	9/1/2018	Postal Code	94301
	Fair Market Value	\$20,000.00	Plus 4	
	Amount	\$20,000.00	Province/Region	
	Amount Expended For	\$20,000.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	computer services

6.	Vendor Name	Hudson Valley Agri.Business Development, Inc.	Address Line1	507 Warren St.
	Type of Procurement	Consulting Services	Address Line2	2nd floor
	Award Process	Authority Contract - Non-Competitive Bid	City	HUDSON
	Award Date	4/15/2016	State	NY
	End Date	3/31/2019	Postal Code	12534
	Fair Market Value	\$100,000.00	Plus 4	
	Amount	\$100,000.00	Province/Region	
	Amount Expended For	\$25,000.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	marketing and advertising services

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7.	Vendor Name	Information Technology Management, Inc.	Address Line1	33 Second Street
	Type of Procurement	Technology - Consulting/Development or Support	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	TROY
	Award Date	1/1/2018	State	NY
	End Date	12/31/2018	Postal Code	12180
	Fair Market Value	\$260,000.00	Plus 4	
	Amount	\$260,000.00	Province/Region	
	Amount Expended For	\$248,000.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	professional services

8.	Vendor Name	Jay H. Sherman	Address Line1	1560
	Type of Procurement	Other Professional Services	Address Line2	Randolph Rd.
	Award Process	Authority Contract - Non-Competitive Bid	City	SCHENECTADY
	Award Date	1/1/2018	State	NY
	End Date	12/31/2018	Postal Code	12309
	Fair Market Value	\$45,000.00	Plus 4	
	Amount	\$45,000.00	Province/Region	
	Amount Expended For	\$45,000.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Empire zone coordinator, IDA staff

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9.	Vendor Name	Laberge Group	Address Line1	4 Computer Drive West
	Type of Procurement	Consulting Services	Address Line2	
	Award Process	Authority Contract - Competitive Bid	City	ALBANY
	Award Date	1/2/2017	State	NY
	End Date	12/31/2019	Postal Code	12205
	Fair Market Value		Plus 4	
	Amount	\$100,000.00	Province/Region	
	Amount Expended For	\$5,900.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Grant Preparation, administration and Program delivery

10.	Vendor Name	Mower	Address Line1	30 South Pearl Street
	Type of Procurement	Consulting Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
	Award Date	6/14/2018	State	NY
	End Date	5/31/2019	Postal Code	12207
	Fair Market Value	\$66,000.00	Plus 4	
	Amount	\$66,000.00	Province/Region	
	Amount Expended For	\$36,000.00	Country	United States
	Fiscal Year			
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	consulting services

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11.	Vendor Name	Tri-City ValleyCats	Address Line1	80 Vandenburg Ave.
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Authority Contract - Non-Competitive Bid	City	TROY
	Award Date	3/16/2018	State	NY
	End Date	12/31/2018	Postal Code	12180
	Fair Market Value	\$18,000.00	Plus 4	
	Amount	\$18,000.00	Province/Region	
	Amount Expended For	\$18,000.00	Country	United States
	Fiscal Year		Procurement Description	marketing
	Explain why the Fair Market Value is Less than the Amount			

12.	Vendor Name	Wojeski & Company	Address Line1	75 Troy Road
	Type of Procurement	Financial Services	Address Line2	
	Award Process	Authority Contract - Competitive Bid	City	EAST GREENBUSH
	Award Date	1/1/2017	State	NY
	End Date	12/31/2019	Postal Code	12061
	Fair Market Value		Plus 4	
	Amount	\$12,500.00	Province/Region	
	Amount Expended For	\$12,500.00	Country	United States
	Fiscal Year		Procurement Description	accounting services
	Explain why the Fair Market Value is Less than the Amount			

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Additional Comments