

RESOLUTION – PROCUREMENT REPORT (2020)

At a meeting of the Rensselaer County Water and Sewer Authority, held at 1600 Seventh Avenue, Troy, New York, on the 15th day of January, 2021, at 10:00 a.m. local time, the following Members of the Authority were:

	PRESENT:	ABSENT:
Robert Pasinella, Jr.	<u> </u>	<u> X </u>
Kenneth M. Harting	<u>X (via phone)</u>	<u> </u>
John Mooney	<u> X </u>	<u> </u>
John Fetscher	<u> X </u>	<u> </u>

ALSO PRESENT:

Linda von der Heide, Chief Executive Officer
Philip H. Dixon, Authority Counsel
Henry V. LaBarba, P.E. Authority Consulting Engineer

After the meeting had been duly called to order, the following Resolution was offered by Mr. Mooney and seconded by Mr. Fetscher, to wit:

WHEREAS, the Chief Executive Officer of the Rensselaer County Water and Sewer Authority (the “Authority”) has prepared a Procurement Report for calendar year 2020 for the Authority and the members of the Authority have reviewed such report.

NOW, THEREFORE, it is hereby

RESOLVED, that the Procurement Report for calendar year 2020, in the form annexed hereto, is hereby approved; and it is further

RESOLVED, that the Procurement Report be filed/posted as required by applicable provisions of law.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

Robert Pasinella, Jr.	voting <u>Absent</u>
Kenneth M. Harting	voting <u>Yes</u>
John Mooney	voting <u>Yes</u>
John Fetscher	voting <u>Yes</u>

The foregoing Resolution was thereupon declared duly adopted.

Procurement Report for Rensselaer County Water and Sewer Authority

Fiscal Year Ending: 12/31/2020

Run Date: 01/08/2021
 Status: UNSUBMITTED
 Certified Date : N/A

Procurement Information:

Question	Response	URL (if Applicable)
1. Does the Authority have procurement guidelines?	Yes	http://www.discoverrensselaer.com/document_category/annual-report-information/page/3/
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	

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Procurement Transactions Listing:

1. Vendor Name	A Septic	Address Line1	P.O. Box 86
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	RENSSELAER
Award Date	7/7/2020	State	NY
End Date	3/31/2023	Postal Code	12144
Fair Market Value		Plus 4	
Amount	\$8,023.52	Province/Region	
Amount Expended For Fiscal Year	\$8,023.52	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Maintenance and repair of small sewer system

2. Vendor Name	Dignum & Bame Insurance Agency	Address Line1	98B Troy Road
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	EAST GREENBUSH
Award Date	7/7/2020	State	NY
End Date	7/13/2021	Postal Code	12061
Fair Market Value	\$980.00	Plus 4	
Amount	\$980.00	Province/Region	
Amount Expended For Fiscal Year	\$980.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Authority Insurance

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3. Vendor Name	Law Offices of Phil Dixon	Address Line1	5 Palisades Drive
Type of Procurement	Legal Services	Address Line2	Suite 300
Award Process	Authority Contract - Non-Competitive Bid	City	ALBANY
Award Date	1/17/2020	State	NY
End Date		Postal Code	12205
Fair Market Value	\$6,000.00	Plus 4	
Amount	\$5,984.50	Province/Region	
Amount Expended For Fiscal Year	\$5,984.50	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Authority Counsel

4. Vendor Name	Mountain Top Portable Toilets	Address Line1	P.O. Box 405
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	WEST SAND LAKE
Award Date	7/7/2020	State	NY
End Date	3/31/2023	Postal Code	12196
Fair Market Value		Plus 4	
Amount	\$3,222.90	Province/Region	
Amount Expended For Fiscal Year	\$3,222.90	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Maintenance of small sewer system

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5.	Vendor Name	Wojeski and Co., CPAs, PC	Address Line1	75 Troy Road
	Type of Procurement	Other Professional Services	Address Line2	
	Award Process	Authority Contract - Competitive Bid	City	EAST GREENBUSH
	Award Date	1/17/2020	State	NY
	End Date		Postal Code	12061
	Fair Market Value		Plus 4	
	Amount	\$5,000.00	Province/Region	
	Amount Expended For Fiscal Year	\$5,083.24	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual audit of Authority

Additional Comments