

RESOLUTION – PROCUREMENT REPORT (2023)

At a meeting of the Rensselaer County Water and Sewer Authority, held at 333 Broadway, Troy, New York, on the 14th day of March, 2024, at 11:00 a.m. local time, the following Members of the Authority were:

	PRESENT:	ABSENT:
Robert Pasinella, Jr.	<u> x </u>	<u> </u>
Kenneth M. Harting	<u> </u>	<u> x </u>
John Mooney	<u> x (via phone) </u>	<u> </u>
John H. Murphy, IV	<u> x </u>	<u> </u>

ALSO PRESENT:

Linda von der Heide, Chief Executive Officer
Donna Murray, Secretary
Philip H. Dixon, Authority Counsel

After the meeting had been duly called to order, the following Resolution was offered by Mr. Murphy and seconded by Mr. Mooney, 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 2023 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 2023, 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>yes</u>
Kenneth M. Harting	voting <u>absent</u>
John Mooney	voting <u>yes</u>
John H. Murphy IV	voting <u>yes</u>

The foregoing Resolution was thereupon declared duly adopted.

Procurement Report for Rensselaer County Water and Sewer Authority

Fiscal Year Ending: 12/31/2023

Run Date: 02/29/2024
Status: UNSUBMITTED
Certified Date : N/A

Additional Comments

Procurement Report for Rensselaer County Water and Sewer Authority

Fiscal Year Ending: 12/31/2023

 Run Date: 02/29/2024
 Status: UNSUBMITTED
 Certified Date : N/A

Procurement Transactions Listing:

1.	Vendor Name	A Septic Service,, LLC	Address Line1	PO 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	3/31/2025	Postal Code	12144
	Fair Market Value		Plus 4	
	Amount	\$6,478.14	Province/Region	
	Amount Expended For Fiscal Year	\$6,478.14	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	septic system maintenance and repair of Pheasant Run Community Septic System

2.	Vendor Name	Wojeski & Co., CPAs, PC	Address Line1	159 Wolf Road
	Type of Procurement	Financial Services	Address Line2	
	Award Process	Authority Contract - Competitive Bid	City	ALBANY
	Award Date	1/19/2023	State	NY
	End Date	4/1/2023	Postal Code	12205
	Fair Market Value		Plus 4	
	Amount	\$5,500.00	Province/Region	
	Amount Expended For Fiscal Year	\$5,500.00	Country	United States
	Explain why the Fair Market Value is Less than the Amount		Procurement Description	Yearly audit and books

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Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.discoverrenselaer.com/document_category/annual-report-information/page/6/
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?	No	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	No	
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?	No	
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"?	No	
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?	No	