

Procurement Report for Cayuga Industrial Development Agency

Fiscal Year Ending: 12/31/2020

Run Date: 03/29/2021

Status: CERTIFIED

Certified Date : 03/29/2021

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	http://cayugacountyida.org/documents
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	Buffington & Hoatland CPAs	Address Line1	213 North Street
Type of Procurement	Financial Services	Address Line2	Suite 230
Award Process	Authority Contract - Competitive Bid	City	AUBURN
Award Date	9/18/2018	State	NY
End Date	12/31/2021	Postal Code	13021
Fair Market Value		Plus 4	
Amount	\$19,200.00	Province/Region	
Amount Expended For Fiscal Year	\$6,350.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Independent Audit for FY 2019 Contract for audits FYs 2018-2020

2. Vendor Name	Cayuga Economic Development Agency	Address Line1	2 State Street
Type of Procurement	Staffing Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	AUBURN
Award Date	1/1/2018	State	NY
End Date	12/31/2020	Postal Code	13021
Fair Market Value	\$60,000.00	Plus 4	
Amount	\$60,000.00	Province/Region	
Amount Expended For Fiscal Year	\$30,227.72	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Administrative Services Contract Contract for 2018-2020 - \$20,000 per year flat fee, plus revenue share under certain circumstances.

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3. Vendor Name	The Probst Group	Address Line1	17035 W. Wisconsin Ave
Type of Procurement	Design and Construction/Maintenance	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BROOKFIELD
Award Date	9/21/2020	State	WI
End Date		Postal Code	53005
Fair Market Value	\$65,909.00	Plus 4	
Amount	\$65,909.00	Province/Region	
Amount Expended For Fiscal Year	\$10,693.13	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Final Engineering Services for Sewer Expansion. Probst had previously done engineering work on this project, the IDA continued services rather than bidding again.

4. Vendor Name	The Probst Group	Address Line1	17035 W. Wisconsin Ave
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	BROOKFIELD
Award Date	12/18/2017	State	WI
End Date		Postal Code	53005
Fair Market Value		Plus 4	
Amount	\$48,952.25	Province/Region	
Amount Expended For Fiscal Year	\$22,283.44	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Preliminary Engineering Design for the Industrial Park sewer capacity study.

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Additional Comments