

Procurement Report for Cayuga Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/30/2023

Status: CERTIFIED

Certified Date : 03/30/2023

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"? | 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? | 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 | 8/16/2022 | State | NY |
| End Date | 12/31/2022 | Postal Code | 13021 |
| Fair Market Value | | Plus 4 | |
| Amount | \$6,500.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$6,500.00 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | Independent Audit for FY 2022 Contract for audits FYs 2021-2022 |

| | | | |
|--|--------------------------------------|--------------------------------|--|
| 2. Vendor Name | C&S Companies | Address Line1 | 499 Col Eileen Collins Sr. |
| Type of Procurement | Other Professional Services | Address Line2 | |
| Award Process | Authority Contract - Competitive Bid | City | SYRACUSE |
| Award Date | 8/17/2021 | State | NY |
| End Date | | Postal Code | 13212 |
| Fair Market Value | | Plus 4 | |
| Amount | \$40,000.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$51,286.16 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | Construction Engineer and Management Oversight for Sewer Line Project on Eagle Dr. Aurelius NY 13021 |

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| 3. 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 | 1/1/2021 | State | NY |
| End Date | 12/31/2023 | Postal Code | 13021 |
| Fair Market Value | \$60,000.00 | Plus 4 | |
| Amount | \$60,000.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$41,669.85 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | Administrative Services Contract Contract for 2021-2023 - \$20,000 per year flat fee, plus revenue share under certain circumstances. |

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|--|--------------------------------------|--------------------------------|--|
| 4. Vendor Name | Highlander Construction | Address Line1 | 5774A Kester Rd. |
| Type of Procurement | Design and Construction/Maintenance | Address Line2 | |
| Award Process | Authority Contract - Competitive Bid | City | MEMPHIS |
| Award Date | 4/8/2021 | State | NY |
| End Date | | Postal Code | 13112 |
| Fair Market Value | | Plus 4 | |
| Amount | \$910,540.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$55,200.00 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | Construction company to complete the sewer line on Eagle Drive. Aurelius NY 13021. They will be completing the entire project. |

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| 5. 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 | \$6,470.00 | 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. |

Additional Comments