

Procurement Report for Warren County Local Development Corporation

Run Date: 03/27/2017

Fiscal Year Ending: 12/31/2016

 Status: **CERTIFIED**
Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.warrenldc.org
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	

Procurement Transactions Listing:

1. Vendor Name: Anthony Cerrone Plumbing

Type of Procurement: Other Professional Services
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$9,200
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 16 Mark Drive
Address Line2:
City: QUEENSBURY
State: NY
Postal Code: 12804
Plus 4:
Province Region:
Country: USA
Procurement Description: Furnace work

2. Vendor Name: EDC Warren County

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 01/01/2015
End Date: 12/31/2016
Amount: \$50,000
Amount Expended for Fiscal Year: \$50,000
Fair market value: \$50,000
Explain why the fair market value is less than the amount:

Address Line1: 234 Glen Street
Address Line2:
City: GLENS FALLS
State: NY
Postal Code: 12801
Plus 4:
Province Region:
Country: USA
Procurement Description: Staffing service agreement

Procurement Transactions Listing:

3. Vendor Name: EFPR Group, CPAs PLLC

Type of Procurement: Financial Services
Award Process: Authority Contract - Competitive Bid
Award Date: 12/09/2015
End Date: 12/31/2016
Amount: \$5,250
Amount Expended for Fiscal Year: \$5,250

Fair market value:

Explain why the fair market value is less than the amount:

4. Vendor Name: Harris Beach PLLC

Type of Procurement: Legal Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 04/19/2016
End Date:
Amount: \$20,000
Amount Expended for Fiscal Year: \$19,084.8

Fair market value: \$20,000

Explain why the fair market value is less than the amount:

Address Line1: 6390 Main St.
Address Line2: Suite 200
City: WILLIAMSVILLE
State: NY
Postal Code: 14221
Plus 4:
Province Region:
Country: USA

Procurement Description: Audit services

Address Line1: 677 Broadway
Address Line2:
City: ALBANY
State: NY
Postal Code: 12207
Plus 4:
Province Region:
Country: USA

Procurement Description: Legal services for loan enforcement

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Additional Comments:

EXHIBIT K

WARREN COUNTY LOCAL DEVELOPMENT CORPORATION

PROCUREMENT POLICY

A. Introduction

1. Scope – In accordance with the Public Authorities Accountability Act of 2005, as amended by Chapter 506 of the Laws of 2009 of the State of New York, the Warren County Local Development Corporation (the "Corporation") is required to adopt procurement policies that will apply to the procurement of goods and services not subject to the competitive bidding requirements the New York State General Municipal Law and paid for by the Corporation for its own use and account.

2. Purpose – The primary objectives of this policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of a political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

B. Procurement Policy

Any purchase/contract for goods or services with an annualized expenditure in excess of fifteen thousand (\$15,000) must adhere to the following:

Definitions:

best value - the basis for awarding all service purchases/contracts to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall be, whenever possible, quantifiable.

responsible - Such requirements may include, but are not limited to, the offerers' qualifications, financial stability and integrity.

responsive - Applies to the extent to which the offer has complied with the specifications or requirements of the solicitation for goods or services.

1) For the purchase of goods, proposals must be requested from a minimum of three (3) offerers. The lowest responsible, responsive bidder shall be accepted unless it is otherwise in the best interest of the Corporation, as justified in writing by the Contracting Officer of the Corporation. Such justification must be maintained in the procurement record.

2) For purchases of services, proposals must be requested from a minimum of three (3) offerers. The best value bidder shall be accepted unless it is otherwise in the

best interest of the Corporation, as justified in writing by the Contracting Officer of the Corporation. Such justification must be maintained in the procurement record.

3) The requirement for competitive bidding may be waived upon prior written approval of the Contracting Officer provided that prior to the acceptance of such goods or services, a written statement is prepared describing the justification for waiving competitive bidding and the reasonableness of the proposed expenditure.

Approved and adopted this 19th day of December, 2011.

Reviewed & reaffirmed March 22, 2017