

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.cortlandbusiness.com
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?	Yes	
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?.	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?	No	

Procurement Report for Cortland Industrial Development Agency

Run Date: 02/03/2016

Fiscal Year Ending: 12/31/2015

Status: CERTIFIED

Procurement Transactions Listing:

<p>1. Vendor Name: Type of Procurement: Award Process: Award Date: End Date: Amount: Amount Expended for Fiscal Year: Fair market value: Explain why the fair market value is less than the amount:</p>	<p>Ciaschi, Dietershagen, Little, Michelson & Company LLP Other Professional Services Authority Contract - Competitive Bid 10/11/2012 05/15/2017 \$32,500 \$6,500 Fair market value: Explain why the fair market value is less than the amount:</p>	<p>2. Vendor Name: Type of Procurement: Award Process: Award Date: End Date: Amount: Amount Expended for Fiscal Year: Fair market value: Explain why the fair market value is less than the amount:</p>	<p>Cortland County Business Development Corp Other Professional Services Authority Contract - Non-Competitive Bid 01/01/2014 \$25,000 \$25,000 \$25,000 Fair market value: Explain why the fair market value is less than the amount:</p>
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Address Line1:
Address Line2:
City:
State:
Postal Code:
Plus 4:
Province Region:
Country:

401 E State Street, Suite 500
ITHACA
NY
14850

USA

Procurement Description:

Prepare and complete annual independent audit

Address Line1:
Address Line2:
City:
State:
Postal Code:
Plus 4:
Province Region:
Country:

37 Church St
CORTLAND
NY
13045

USA

Procurement Description:

General administrative services to assist in promoting economic development functions of the IDA

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Procurement Report for Cortland Industrial Development Agency

Run Date: 02/03/2016

Fiscal Year Ending: 12/31/2015

Status: CERTIFIED

Procurement Transactions Listing:

3. Vendor Name: Menter, Rudin & Trivelpiece, PC

Type of Procurement: Legal Services
Award Process: Non Contract Procurement/Purchase Order

Award Date:

End Date:

Amount:

Amount Expended for Fiscal

Year:

\$7,801.53

Fair market value:

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

Address Line1: 308 Maltbie Street
Address Line2:
City: SYRACUSE
State: NY
Postal Code: 13204
Plus 4:
Province Region:
Country: USA
Procurement Description: Legal Services

Procurement Report for Cortland Industrial Development Agency

Run Date: 02/03/2016

Fiscal Year Ending: 12/31/2015

Status: CERTIFIED

Procurement Transactions Listing:

3. Vendor Name: Menter, Rudin & Trivelpiece, PC

Type of Procurement: Legal Services
Award Process: Non Contract Procurement/Purchase Order

Award Date:

End Date:

Amount:
Amount Expended for Fiscal Year: \$7,801.53

Fair market value:

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

Address Line1: 308 Maltbie Street
Address Line2:
City: SYRACUSE
State: NY
Postal Code: 13204
Plus 4:
Province Region:
Country: USA

Procurement Description: Legal Services