

Procurement Report for Cortland County Business Development Corporation

Fiscal Year Ending: 12/31/2025

Run Date: 03/09/2026

Status: CERTIFIED

Certified Date : 03/09/2026

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	

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Procurement Transactions Listing:

1. Vendor Name	Insero & Co CPAs LLP	Address Line1	300 Clinton Square
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	ROCHESTER
Award Date	6/12/2023	State	NY
End Date	5/15/2027	Postal Code	14604
Fair Market Value	\$41,500.00	Plus 4	1702
Amount	\$41,500.00	Province/Region	
Amount Expended For Fiscal Year	\$8,300.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Annual independent audit

2. Vendor Name	Plan First Technologies, Inc.	Address Line1	17 Main Street
Type of Procurement	Technology - Consulting/Development or Support	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	CORTLAND
Award Date		State	NY
End Date		Postal Code	13045
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$7,422.42	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	IT services

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3. Vendor Name	Timmons Painting LLC	Address Line1	3656 Page Green Road
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	CORTLAND
Award Date		State	NY
End Date		Postal Code	13045
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$12,400.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Hired to fix damaged walls, doors, trim and paint office interior walls

4. Vendor Name	Wells Fargo Vendor Financial Svcs LLC	Address Line1	PO Box 070241
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	PHILADELPHIA
Award Date		State	PA
End Date		Postal Code	19176
Fair Market Value		Plus 4	0241
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,194.92	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Equipment

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Additional Comments