

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.cityofutica.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?	No	
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 Transactions Listing:

1. Vendor Name: AECC

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 09/02/2016
End Date: 11/16/2016
Amount: \$10,300
Amount Expended for Fiscal Year: \$10,300
Fair market value:

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

Address Line1: 6308 Fly Road
Address Line2:
City: EAST SYRACUSE
State: NY
Postal Code: 13057
Plus 4:
Province Region:
Country: USA

Procurement Description: Environment study

2. Vendor Name: Callanen, Foley & Hobika

Type of Procurement: Legal Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 04/01/2017
End Date: 12/31/2018
Amount: \$23,937.5
Amount Expended for Fiscal Year: \$23,937.5
Fair market value: \$23,937.5

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

Address Line1: 14517 Genesee Street
Address Line2:
City: UTICA
State: NY
Postal Code: 13501
Plus 4:
Province Region:
Country: USA

Procurement Description: Legal Services

Procurement Transactions Listing:

3. Vendor Name: Excellus BC/BS Group

Type of Procurement: Other
Award Process: Purchased Under State Contract
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$16,164.37
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: PO Box 5266
Address Line2:
City: BINGHAMTON
State: NY
Postal Code: 13902
Plus 4:
Province Region:
Country: USA

Procurement Description: Health insurance plans premium charges

4. Vendor Name: Marshall & Sterling Upstate, Inc.

Type of Procurement: Other Professional Services
Award Process: Purchased Under State Contract
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$26,517.5
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 113 Saratoga Road
Address Line2:
City: GLENVILLE
State: NY
Postal Code: 12302
Plus 4:
Province Region:
Country: USA

Procurement Description: Insurance coverage

Procurement Transactions Listing:

<p>5. Vendor Name: National Grid</p> <p>Type of Procurement: Commodities/Supplies Award Process: Non Contract Procurement/Purchase Order Award Date: End Date: Amount: Amount Expended for Fiscal Year: \$20,760.51 Fair market value: Explain why the fair market value is less than the amount:</p> <p>Address Line1: 300 Erie Boulevard Address Line2: City: SYRACUSE State: NY Postal Code: 13202 Plus 4: 4250 Province Region: Country: USA</p> <p>Procurement Description: Utilities for owned structures</p>	<p>6. Vendor Name: Starr Mechanical</p> <p>Type of Procurement: Other Award Process: Non Contract Procurement/Purchase Order Award Date: End Date: Amount: Amount Expended for Fiscal Year: \$17,619 Fair market value: Explain why the fair market value is less than the amount:</p> <p>Address Line1: 11006 Bell Hill Road Address Line2: City: UTICA State: NY Postal Code: 13502 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Emergency services used for broken pipes/flooding. Contractor is used by City of Utica for similar situations.</p>
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Procurement Transactions Listing:

7. Vendor Name: WFXV/WPNY

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 04/01/2016
End Date:
Amount: \$12,450
Amount Expended for Fiscal Year: \$12,450
Fair market value:

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

Address Line1: 201 Humboldt Street
Address Line2:
City: UTICA
State: NY
Postal Code: 13501
Plus 4:
Province Region:
Country: USA
Procurement Description: City Limits advertising

Procurement Report for Utica Urban Renewal Agency

Run Date: 06/27/2018

Fiscal Year Ending: 03/31/2018

Status: CERTIFIED

Procurement Transactions Listing:

Additional Comments: