

Procurement Report for Utica Urban Renewal Agency

Fiscal Year Ending: 03/31/2022

Run Date: 06/03/2022

Status: CERTIFIED

Certified Date : 06/03/2022

**Procurement Information:**

| Question   | Response | URL (If Applicable)  |
|--|----------|--|
| 1. Does the Authority have procurement guidelines?   | Yes      | <a href="http://www.cityofutica.com">www.cityofutica.com</a> |
| 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?  | Yes      |  |
| 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?   | No       |  |
| 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:**

|  |  |                                |                      |
|--|--|--------------------------------|----------------------|
| <b>1. Vendor Name</b>  | Bonadio & Co.                            | <b>Address Line1</b>           | 7936 Seneca Turnpike |
| <b>Type of Procurement</b>                                       | Other Professional Services              | <b>Address Line2</b>           |                      |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | CLINTON              |
| <b>Award Date</b>  | 3/24/2021                                | <b>State</b>                   | NY                   |
| <b>End Date</b>  | 6/30/2021                                | <b>Postal Code</b>             | 13323                |
| <b>Fair Market Value</b>   | \$5,100.00                               | <b>Plus 4</b>                  |                      |
| <b>Amount</b>  | \$5,100.00                               | <b>Province/Region</b>         |                      |
| <b>Amount Expended For Fiscal Year</b>                           | \$5,100.00                               | <b>Country</b>                 | United States        |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | audit services       |

|  |   |                                |                  |
|--|---|--------------------------------|------------------|
| <b>2. Vendor Name</b>  | Delta Engineering                       | <b>Address Line1</b>           | 4873 NYS Route 5 |
| <b>Type of Procurement</b>                                       | Other Professional Services             | <b>Address Line2</b>           |                  |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | VERNON           |
| <b>Award Date</b>  |   | <b>State</b>                   | NY               |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13476            |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                  |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                  |
| <b>Amount Expended For Fiscal Year</b>                           | \$17,710.00                             | <b>Country</b>                 | United States    |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | survey services  |

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|--|---|--------------------------------|----------------------------------|
| <b>3. Vendor Name</b>  | Donato Real Estate Appraisal            | <b>Address Line1</b>           | 641 James Street                 |
| <b>Type of Procurement</b>                                       | Other Professional Services             | <b>Address Line2</b>           |                                  |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | UTICA                            |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                               |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13501                            |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                                  |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                                  |
| <b>Amount Expended For Fiscal Year</b>                           | \$18,100.00                             | <b>Country</b>                 | United States                    |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | real property appraisal services |

|  |  |                                |   |
|--|--|--------------------------------|---|
| <b>4. Vendor Name</b>  | E. Stewart Jones Hacker Murphy, LLP      | <b>Address Line1</b>           | 28 2nd Street                                 |
| <b>Type of Procurement</b>                                       | Legal Services                           | <b>Address Line2</b>           |   |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | TROY  |
| <b>Award Date</b>  | 5/6/2021                                 | <b>State</b>                   | NY  |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 12180   |
| <b>Fair Market Value</b>   | \$44,472.00                              | <b>Plus 4</b>                  |   |
| <b>Amount</b>  | \$44,472.00                              | <b>Province/Region</b>         |   |
| <b>Amount Expended For Fiscal Year</b>                           | \$44,472.00                              | <b>Country</b>                 | United States                                 |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | advance payment for eminent domain settlement |

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| <b>5. Vendor Name</b>  | Gardenia Design                         | <b>Address Line1</b>           | 10703 Miller Road    |
| <b>Type of Procurement</b>                                       | Design and Construction/Maintenance     | <b>Address Line2</b>           |                      |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | UTICA                |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                   |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13502                |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                      |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                      |
| <b>Amount Expended For Fiscal Year</b>                           | \$9,600.00                              | <b>Country</b>                 | United States        |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Landscaping services |

|  |                                   |                                |                    |
|--|-----------------------------------|--------------------------------|--------------------|
| <b>6. Vendor Name</b>  | Marshall & Sterling Upstate, Inc. | <b>Address Line1</b>           | 113 Saratoga Road  |
| <b>Type of Procurement</b>                                       | Other Professional Services       | <b>Address Line2</b>           |                    |
| <b>Award Process</b>   | Purchased Under State Contract    | <b>City</b>                    | GLENVILLE          |
| <b>Award Date</b>  |                                   | <b>State</b>                   | NY                 |
| <b>End Date</b>  |                                   | <b>Postal Code</b>             | 12302              |
| <b>Fair Market Value</b>   |                                   | <b>Plus 4</b>                  |                    |
| <b>Amount</b>  |                                   | <b>Province/Region</b>         |                    |
| <b>Amount Expended For Fiscal Year</b>                           | \$17,576.29                       | <b>Country</b>                 | United States      |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |                                   | <b>Procurement Description</b> | Insurance coverage |

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|--|---|--------------------------------|--------------------------------|
| <b>7. Vendor Name</b>  | National Grid                           | <b>Address Line1</b>           | 300 Erie Boulevard             |
| <b>Type of Procurement</b>                                       | Commodities/Supplies                    | <b>Address Line2</b>           |                                |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | SYRACUSE                       |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                             |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13202                          |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  | 4250                           |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                                |
| <b>Amount Expended For Fiscal Year</b>                           | \$24,629.41                             | <b>Country</b>                 | United States                  |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Utilities for owned structures |

|  |   |                                |                                   |
|--|---|--------------------------------|-----------------------------------|
| <b>8. Vendor Name</b>  | Oneida-Herkimer Solid Waste Authority   | <b>Address Line1</b>           | 1600 Genesee Street               |
| <b>Type of Procurement</b>                                       | Other                                   | <b>Address Line2</b>           |                                   |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | UTICA                             |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                                |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13502                             |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                                   |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                                   |
| <b>Amount Expended For Fiscal Year</b>                           | \$11,762.80                             | <b>Country</b>                 | United States                     |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | trash/demolition material removal |

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|  |                                      |                                |                         |
|--|--------------------------------------|--------------------------------|-------------------------|
| <b>9. Vendor Name</b>  | WFXV/WPNY                            | <b>Address Line1</b>           | 201 Humboldt Street     |
| <b>Type of Procurement</b>                                       | Other Professional Services          | <b>Address Line2</b>           |                         |
| <b>Award Process</b>   | Authority Contract - Competitive Bid | <b>City</b>                    | UTICA                   |
| <b>Award Date</b>  | 4/1/2016                             | <b>State</b>                   | NY                      |
| <b>End Date</b>  |                                      | <b>Postal Code</b>             | 13501                   |
| <b>Fair Market Value</b>   |                                      | <b>Plus 4</b>                  |                         |
| <b>Amount</b>  | \$14,995.27                          | <b>Province/Region</b>         |                         |
| <b>Amount Expended For Fiscal Year</b>                           | \$14,995.27                          | <b>Country</b>                 | United States           |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |                                      | <b>Procurement Description</b> | City Limits advertising |

|  |  |                                |                  |
|--|--|--------------------------------|------------------|
| <b>10. Vendor Name</b>   | Whiteman, Osteman and Hanna              | <b>Address Line1</b>           | 1 Commerce Plaza |
| <b>Type of Procurement</b>                                       | Legal Services                           | <b>Address Line2</b>           | 19th floor       |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | ALBANY           |
| <b>Award Date</b>  | 4/15/2019                                | <b>State</b>                   | NY               |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 12260            |
| <b>Fair Market Value</b>   | \$7,581.22                               | <b>Plus 4</b>                  |                  |
| <b>Amount</b>  | \$7,581.22                               | <b>Province/Region</b>         |                  |
| <b>Amount Expended For Fiscal Year</b>                           | \$7,581.22                               | <b>Country</b>                 | United States    |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Legal Services   |

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**Additional Comments**