

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?	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: Marshall & Sterling Upstate, Inc.

2. Vendor Name: Marshall Sterling Upstate, Inc.

Type of Procurement: Other Professional Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 11/08/2011
 End Date: 12/08/2012
 Amount: \$17,723.34
 Amount Expended for Fiscal Year: \$17,723.34
 Fair market value: \$17,723.34

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

Type of Procurement: Other Professional Services
 Award Process: Authority Contract - Competitive Bid
 Award Date: 11/08/2012
 End Date: 11/08/2013
 Amount: \$13,625.31
 Amount Expended for Fiscal Year: \$13,625.31
 Fair market value:

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

Address Line1: 113 Saratoga Road, Socha Plaz S.
 Address Line2:
 City: GLENVILLE
 State: NY
 Postal Code: 12302
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Commercial General Liability Insurance Policy

Address Line1: PO Box 2909
 Address Line2:
 City: GLENVILLE
 State: NY
 Postal Code: 12325
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Liability insurance

Procurement Report for Utica Urban Renewal Agency

Run Date: 10/31/2013

Fiscal Year Ending: 03/31/2013

Status: CERTIFIED

Procurement Transactions Listing:

Additional Comments: