

**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?	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?	No	

Procurement Transactions Listing:

1. Vendor Name: 1500 Whitesboro St (dba Cobblestone Construction)

Type of Procurement: Design and Construction/Maintenance  
 Award Process: Purchased Under State Contract  
 Award Date:  
 End Date:  
 Amount:  
 Amount Expended for Fiscal Year: \$26,258.57  
 Fair market value:

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

Address Line1: 2145 Dwyer Street  
 Address Line2:  
 City: UTICA  
 State: NY  
 Postal Code: 13501  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Roof repairs to URA properties

2. Vendor Name: Callanen, Foley & Hobika

Type of Procurement: Legal Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 04/01/2015  
 End Date: 03/31/2016  
 Amount: \$25,443.75  
 Amount Expended for Fiscal Year: \$25,443.75  
 Fair market value: \$25,443.75

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

Address Line1: 1417 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: \$23,012.16  
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: Jay-K Lumber

Type of Procurement: Commodities/Supplies  
Award Process: Purchased Under State Contract  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$5,214  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: 8448 Seneca Turnpike  
Address Line2:  
City: NEW HARTFORD  
State: NY  
Postal Code: 13413  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Procurement of plywood

Procurement Transactions Listing:

5. Vendor Name: Marshall & Sterling Upstate, Nc

Type of Procurement: Other Professional Services  
 Award Process: Purchased Under State Contract  
 Award Date:  
 End Date:  
 Amount:  
 Amount Expended for Fiscal Year: \$23,534.97  
 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

6. Vendor Name: Power Line Constructors

Type of Procurement: Design and Construction/Maintenance  
 Award Process: Purchased Under State Contract  
 Award Date:  
 End Date:  
 Amount:  
 Amount Expended for Fiscal Year: \$5,811.41  
 Fair market value:

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

Address Line1: 24 Robinson Road  
 Address Line2: PO BOX 385  
 City: CLINTON  
 State: NY  
 Postal Code: 13323  
 Plus 4:  
 Province Region:  
 Country: USA

Procurement Description: Repair lights in the Utica Business Park

Procurement Transactions Listing:

7. Vendor Name: WFXV/WPNY

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 04/01/2015  
End Date:  
Amount: \$13,800  
Amount Expended for Fiscal Year: \$13,800  
Fair market value:

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

Address Line1: 201 Humboldt Srtreet  
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: 05/10/2016

Fiscal Year Ending: 03/31/2016

Status: CERTIFIED

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Procurement Transactions Listing:

Additional Comments: