

**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?	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?	No	

Procurement Transactions Listing:

1. Vendor Name: 253 New Century, LLC

2. Vendor Name: AECC

Type of Procurement: Design and Construction/Maintenance  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 03/02/2017  
 End Date: 03/17/2017  
 Amount: \$23,000  
 Amount Expended for Fiscal Year: \$23,000  
 Fair market value: \$23,000

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: 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: Building repairs

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

Procurement Transactions Listing:

3. Vendor Name: Callanen, Foley & Hobika

4. Vendor Name: Excellus BC/BS Group

Type of Procurement: Legal Services  
 Award Process: Authority Contract - Non-Competitive Bid  
 Award Date: 04/01/2016  
 End Date: 03/31/2017  
 Amount: \$25,552.14  
 Amount Expended for Fiscal Year: \$25,552.14  
 Fair market value: \$25,552.14

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

Type of Procurement: Other  
 Award Process: Purchased Under State Contract  
 Award Date:  
 End Date:  
 Amount:  
 Amount Expended for Fiscal Year: \$30,442.92  
 Fair market value:

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

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

Procurement Transactions Listing:

5. Vendor Name: Hartgen Archeological Associates

Type of Procurement: Consulting Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 04/13/2016  
End Date: 10/06/2016  
Amount: \$24,795  
Amount Expended for Fiscal Year: \$24,795  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: 1744 Washington Ave  
Address Line2:  
City: RENSSELAER  
State: NY  
Postal Code: 12144  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Historic designation

6. 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: \$30,147.96  
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:

7. Vendor Name: NYS DEC

Type of Procurement: Design and Construction/Maintenance  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$13,175  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: 317 Washington St.  
Address Line2:  
City: WATERTOWN  
State: NY  
Postal Code: 13601  
Plus 4: 3787  
Province Region:  
Country: USA

Procurement Description: Remediation of agency owned site

8. Vendor Name: National Grid

Type of Procurement: Commodities/Supplies  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$5,294.95  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: 300 Erie Boulevard  
Address Line2:  
City: SYRACUSE  
State: NY  
Postal Code: 13202  
Plus 4: 4250  
Province Region:  
Country: USA

Procurement Description: Utilities for owned structures

Procurement Transactions Listing:

9. Vendor Name: WFXV/WPNY

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Competitive Bid  
Award Date: 04/01/2016  
End Date:  
Amount: \$12,900  
Amount Expended for Fiscal Year: \$12,900  
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: 05/16/2017

Fiscal Year Ending: 03/31/2017

Status: CERTIFIED

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Procurement Transactions Listing:

Additional Comments: