

Procurement Report for City of Utica Industrial Development Agency

Fiscal Year Ending: 12/31/2024

 Run Date: 03/21/2025
 Status: CERTIFIED
 Certified Date : 03/21/2025

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?	Yes	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
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:

1. Vendor Name	Bonadio & Co.	Address Line1	6 Wembley Court
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ALBANY
Award Date	2/1/2023	State	NY
End Date	3/31/2023	Postal Code	12205
Fair Market Value		Plus 4	
Amount	\$7,875.00	Province/Region	
Amount Expended For Fiscal Year	\$7,875.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	audit payment

2. Vendor Name	Bond Schoeneck and King	Address Line1	501 Main Street
Type of Procurement	Legal Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	UTICA
Award Date		State	NY
End Date		Postal Code	13501
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$19,068.11	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Legal Services

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3. Vendor Name	Eastern Energy Solutions	Address Line1	PO Box 37
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	AFTON
Award Date	8/15/2024	State	NY
End Date	9/19/2024	Postal Code	13730
Fair Market Value		Plus 4	
Amount	\$6,410.12	Province/Region	
Amount Expended For Fiscal Year	\$6,410.12	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Purchase and installation of EV chargers located at City Hall

4. Vendor Name	Fisher Associates	Address Line1	180 Charlotte Street
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	ROCHESTER
Award Date	10/2/2023	State	NY
End Date	8/31/2024	Postal Code	14607
Fair Market Value		Plus 4	
Amount	\$385,600.00	Province/Region	
Amount Expended For Fiscal Year	\$166,215.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Consultants for St. Elizabeth's redevelopment plan. UIDA is expecting to pay for 1/2 of study.

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Additional Comments