

Procurement Report for Port Chester Industrial Development Agency

Fiscal Year Ending: 05/31/2019

Run Date: 08/27/2019

Status: CERTIFIED

Certified Date : 08/27/2019

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	www.portchesterny.com/home/industrial-development-agency/pages/corporate-documents
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 Report for Port Chester Industrial Development Agency

Fiscal Year Ending: 05/31/2019

Run Date: 08/27/2019

Status: CERTIFIED

Certified Date : 08/27/2019

Procurement Transactions Listing:

1. Vendor Name	Christopher Steers	Address Line1	20 Hillcrest Avenue
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	PORT CHESTER
Award Date	6/1/2016	State	NY
End Date		Postal Code	10573
Fair Market Value	\$18,000.00	Plus 4	
Amount	\$18,000.00	Province/Region	
Amount Expended For Fiscal Year	\$18,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	To oversee administrative functions of PCIDA

2. Vendor Name	Harris Beach, PLLC	Address Line1	677 Broadway
Type of Procurement	Consulting Services	Address Line2	Suite 1101
Award Process	Authority Contract - Competitive Bid	City	ALBANY
Award Date	4/5/2010	State	NY
End Date		Postal Code	12207
Fair Market Value		Plus 4	
Amount	\$30,696.16	Province/Region	
Amount Expended For Fiscal Year	\$30,696.16	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Economic Development Legal Services, based on hourly rate

Procurement Report for Port Chester Industrial Development Agency

Fiscal Year Ending: 05/31/2019

Run Date: 08/27/2019
 Status: CERTIFIED
 Certified Date : 08/27/2019

3. Vendor Name	Leonie Douglas	Address Line1	2Canfield Avenue
Type of Procurement	Consulting Services	Address Line2	Apt 822
Award Process	Authority Contract - Non-Competitive Bid	City	WHITE PLAINS
Award Date	6/1/2016	State	NY
End Date		Postal Code	10601
Fair Market Value	\$7,800.00	Plus 4	
Amount	\$7,800.00	Province/Region	
Amount Expended For Fiscal Year	\$7,800.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	To perform financial function of PCIDA Contract is renewed yearly by PCIDA Board

4. Vendor Name	Transpo Industries	Address Line1	20 Jones Street
Type of Procurement	Commodities/Supplies	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	NEW ROCHELLE
Award Date	10/3/2018	State	NY
End Date		Postal Code	10801
Fair Market Value		Plus 4	
Amount	\$10,413.00	Province/Region	
Amount Expended For Fiscal Year	\$10,413.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	materials for installation of bicycle lanes

Procurement Report for Port Chester Industrial Development Agency

Fiscal Year Ending: 05/31/2019

Run Date: 08/27/2019

Status: CERTIFIED

Certified Date : 08/27/2019

5. Vendor Name	Urbanomics	Address Line1	115 5th Avenue
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	NEW YORK
Award Date	5/24/2018	State	NY
End Date		Postal Code	10003
Fair Market Value	\$15,800.00	Plus 4	
Amount	\$15,800.00	Province/Region	
Amount Expended For Fiscal Year	\$15,800.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Update to demographic study

Additional Comments