

Procurement Report for Port Chester Industrial Development Agency

Fiscal Year Ending: 05/31/2023

Run Date: 08/23/2023

Status: CERTIFIED

Certified Date : 08/23/2023

**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="https://www.portchesternyida.org/">https://www.portchesternyida.org/</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?	Yes	

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**Procurement Transactions Listing:**

<b>1. Vendor Name</b>	Anthony Siligato	<b>Address Line1</b>	222 Grace Church Street
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PORT CHESTER
<b>Award Date</b>	6/1/2019	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10573
<b>Fair Market Value</b>	\$9,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$9,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$9,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	To perform financial functions of PCIDA.

<b>2. Vendor Name</b>	Christopher Steers	<b>Address Line1</b>	222 Grace Church Street
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PORT CHESTER
<b>Award Date</b>	6/1/2016	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10573
<b>Fair Market Value</b>	\$18,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$18,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$18,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	To oversee administrative functions of PCIDA

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<b>3. Vendor Name</b>	Harris Beach, PLLC	<b>Address Line1</b>	677 Broadway
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	Suite 1101
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	4/5/2010	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12207
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$18,693.50	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$18,693.50	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Economic Development Legal Services, based on hourly rate

<b>4. Vendor Name</b>	Rosalind Cimino	<b>Address Line1</b>	222 Grace Church Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PORT CHESTER
<b>Award Date</b>	9/1/2021	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10573
<b>Fair Market Value</b>	\$12,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$12,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$12,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	To perform IT and clerical functions of PCIDA

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<b>5. Vendor Name</b>	Scube Inc.	<b>Address Line1</b>	1462 Erie Blvd.
<b>Type of Procurement</b>	Technology - Software	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	SCHENECTADY
<b>Award Date</b>	6/1/2022	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12305
<b>Fair Market Value</b>	\$29,810.00	<b>Plus 4</b>	
<b>Amount</b>	\$29,810.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$29,810.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Software

<b>6. Vendor Name</b>	Storrs Associates, LLC	<b>Address Line1</b>	170 Orchard St.
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	DELMAR
<b>Award Date</b>	6/1/2022	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12054
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$6,575.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,575.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Economic development consulting services

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<b>7. Vendor Name</b>	Village of Port Chester	<b>Address Line1</b>	222 Grace Church Street
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PORT CHESTER
<b>Award Date</b>	6/1/2021	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10573
<b>Fair Market Value</b>	\$6,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$6,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	License Agreement for office space, website maintenance and video & television services for broadcast of public meetings.

**Additional Comments**