

Procurement Report for Tompkins County Industrial Development Agency

Fiscal Year Ending: 12/31/2018

Run Date: 04/29/2019

Status: CERTIFIED

Certified Date : 03/25/2019

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	http://www.tompkinsida.org/administration/
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	No	
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?	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"?	No	
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	Harris Beech, PLLC	Address Line1	99 Garnsey Road
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	PITTSFORD
Award Date	1/1/2018	State	NY
End Date	12/31/2018	Postal Code	14534
Fair Market Value		Plus 4	
Amount	\$21,578.12	Province/Region	
Amount Expended For Fiscal Year	\$21,578.12	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Attorney Services

2. Vendor Name	Insero & Co	Address Line1	401 E State Street
Type of Procurement	Financial Services	Address Line2	Suite 500
Award Process	Authority Contract - Competitive Bid	City	ITHACA
Award Date	1/1/2018	State	NY
End Date	12/31/2018	Postal Code	14850
Fair Market Value		Plus 4	
Amount	\$7,500.00	Province/Region	
Amount Expended For Fiscal Year	\$7,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Accounting

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3. Vendor Name	TCAD	Address Line1	401 E State Street
Type of Procurement	Other Professional Services	Address Line2	Suite 402B
Award Process	Authority Contract - Non-Competitive Bid	City	ITHACA
Award Date	1/1/2018	State	NY
End Date	12/31/2018	Postal Code	14850
Fair Market Value		Plus 4	
Amount	\$343,747.00	Province/Region	
Amount Expended For Fiscal Year	\$343,747.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Administrative Services

Additional Comments