

Procurement Report for Auburn Industrial Development Agency

Fiscal Year Ending: 12/31/2020

Run Date: 03/29/2021  
 Status: CERTIFIED  
 Certified Date : 03/29/2021

**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="https://takerootinauburn.org/about-us/#documents">https://takerootinauburn.org/about-us/#documents</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>	Buffington & Hoatland CPAs	<b>Address Line1</b>	213 North Street
<b>Type of Procurement</b>	Financial Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	AUBURN
<b>Award Date</b>	7/18/2018	<b>State</b>	NY
<b>End Date</b>	6/1/2021	<b>Postal Code</b>	13021
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$19,200.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,850.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Independent Audit for FY 2018 (contract for 2018-2020 audits)

<b>2. Vendor Name</b>	Cayuga Economic Development Agency	<b>Address Line1</b>	2 State Street
<b>Type of Procurement</b>	Staffing Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	AUBURN
<b>Award Date</b>	1/1/2018	<b>State</b>	NY
<b>End Date</b>	12/31/2020	<b>Postal Code</b>	13021
<b>Fair Market Value</b>	\$60,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$60,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$38,386.23	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Staffing Administrative services 2018-2020 - \$20,000 flat fee per year plus revenue share if certain conditions are met.

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<b>3. Vendor Name</b>	TGW Studio	<b>Address Line1</b>	210 South Ave
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	Suite 130
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	ROCHESTER
<b>Award Date</b>	10/26/2020	<b>State</b>	NY
<b>End Date</b>	6/30/2021	<b>Postal Code</b>	14644
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$89,750.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$56,250.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Brand development and launch of Auburn place-based brand (2020-2021)

Additional Comments