

Procurement Report for Auburn Industrial Development Agency

Fiscal Year Ending: 12/31/2023

Run Date: 04/03/2024

Status: CERTIFIED

Certified Date : 04/03/2024

Procurement Information:

| Question | Response | URL (If Applicable) |
|--|----------|---|
| 1. Does the Authority have procurement guidelines? | Yes | https://www.takerootinauburn.org/about-us/#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 | |

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Procurement Transactions Listing:

| | | | |
|--|--|--------------------------------|---|
| 1. Vendor Name | Cayuga Economic Development Agency | Address Line1 | 2 State Street |
| Type of Procurement | Staffing Services | Address Line2 | |
| Award Process | Authority Contract - Non-Competitive Bid | City | AUBURN |
| Award Date | 1/1/2021 | State | NY |
| End Date | 12/31/2023 | Postal Code | 13021 |
| Fair Market Value | \$60,000.00 | Plus 4 | |
| Amount | \$60,000.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$20,002.40 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | Staffing Administrative services 2021-2023- \$20,000 flat fee per year plus revenue share if certain conditions are met. |

| | | | |
|--|--------------------------------------|--------------------------------|-------------------------------|
| 2. Vendor Name | Dannible & McKee | Address Line1 | 221 S. Warren St |
| Type of Procurement | Financial Services | Address Line2 | #500 |
| Award Process | Authority Contract - Competitive Bid | City | SYRACUSE |
| Award Date | 8/15/2022 | State | NY |
| End Date | | Postal Code | 13202 |
| Fair Market Value | | Plus 4 | |
| Amount | \$8,700.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$8,700.00 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | Independent Audit for FY 2022 |

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| 3. Vendor Name | TGW Studio | Address Line1 | 210 South Ave |
| Type of Procurement | Other Professional Services | Address Line2 | Suite 130 |
| Award Process | Authority Contract - Competitive Bid | City | ROCHESTER |
| Award Date | 2/1/2022 | State | NY |
| End Date | 1/31/2023 | Postal Code | 14644 |
| Fair Market Value | | Plus 4 | |
| Amount | \$57,000.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$6,750.00 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | Brand development and launch of Auburn place-based brand (2022) |

Additional Comments