

Procurement Report for Putnam County Industrial Development Agency

Fiscal Year Ending: 12/31/2018

Run Date: 04/11/2019

Status: CERTIFIED

Certified Date : 04/11/2019

Procurement Information:

| Question | Response | URL (If Applicable) |
|--|----------|---|
| 1. Does the Authority have procurement guidelines? | Yes | http://www.putnamcountyny.com/PutnamIDA/wp-content/uploads/2016/05/Procurement-Policy.pdf |
| 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? | 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? | 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 | PKF O'CONNOR DAVIES | Address Line1 | 500 MAMARONECK AVENUE |
| Type of Procurement | Other Professional Services | Address Line2 | |
| Award Process | Authority Contract - Competitive Bid | City | HARRISON |
| Award Date | 12/16/2017 | State | NY |
| End Date | 3/31/2020 | Postal Code | 10528 |
| Fair Market Value | | Plus 4 | |
| Amount | \$12,000.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$12,000.00 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | AUDIT OF FINANCIAL STATEMENTS |

| | | | |
|--|--|--------------------------------|--------------------------------------|
| 2. Vendor Name | THERESA WAIVADA | Address Line1 | 171 ROUTE 9D |
| Type of Procurement | Consulting Services | Address Line2 | |
| Award Process | Authority Contract - Non-Competitive Bid | City | GARRISON |
| Award Date | 10/6/2016 | State | NY |
| End Date | | Postal Code | 10524 |
| Fair Market Value | | Plus 4 | |
| Amount | \$0.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$0.00 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | IDA COMPLIANCE & CONSULTING SERVICES |

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| 3. Vendor Name | William A. Shilling, Jr. P.C. | Address Line1 | 122 Old Route 6 |
| Type of Procurement | Legal Services | Address Line2 | |
| Award Process | Authority Contract - Competitive Bid | City | CARMEL |
| Award Date | 5/25/2018 | State | NY |
| End Date | | Postal Code | 10512 |
| Fair Market Value | | Plus 4 | |
| Amount | \$7,249.00 | Province/Region | |
| Amount Expended For Fiscal Year | \$7,249.00 | Country | United States |
| Explain why the Fair Market Value is Less than the Amount | | Procurement Description | legal services |

Additional Comments