

Procurement Report for Putnam County Industrial Development Agency

Fiscal Year Ending: 12/31/2023

Run Date: 04/01/2025

Status: CERTIFIED

Certified Date : 06/06/2024

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://putnamida.com/wp-content/uploads/2016/05/PCProcurementPolicy2017cd.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	BRIM & BRAND LLC	Address Line1	47 ROUTE 311
Type of Procurement	Technology - Consulting/Development or Support	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	CARMEL
Award Date	5/1/2021	State	NY
End Date		Postal Code	10512
Fair Market Value		Plus 4	
Amount	\$7,300.00	Province/Region	
Amount Expended For Fiscal Year	\$7,300.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	IT SUPPORT SERVICES

2. Vendor Name	NY Capital Technologies	Address Line1	99 Wall St suite 512
Type of Procurement	Telecommunication Equipment or Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	NEW YORK
Award Date	1/1/2023	State	NY
End Date		Postal Code	10001
Fair Market Value	\$9,000.00	Plus 4	
Amount	\$8,248.78	Province/Region	
Amount Expended For Fiscal Year	\$8,248.78	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	IT, server services

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3. Vendor Name	PKF O'CONNOR DAVIES	Address Line1	500 MAMARONECK AVENUE
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	HARRISON
Award Date	12/16/2019	State	NY
End Date	1/31/2023	Postal Code	10528
Fair Market Value	\$13,000.00	Plus 4	
Amount	\$13,000.00	Province/Region	
Amount Expended For Fiscal Year	\$13,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount	set fee each year	Procurement Description	AUDIT OF FINANCIAL STATEMENTS

4. Vendor Name	Shilling & Smith, PC	Address Line1	1961 Route 6
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	CARMEL
Award Date	1/1/2022	State	NY
End Date		Postal Code	10512
Fair Market Value		Plus 4	
Amount	\$6,495.00	Province/Region	
Amount Expended For Fiscal Year	\$6,495.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	General Legal services

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5. 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	\$12,250.00	Plus 4	3054
Amount	\$12,250.00	Province/Region	
Amount Expended For Fiscal Year	\$12,250.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	IDA COMPLIANCE & CONSULTING SERVICES

Additional Comments