

Procurement Report for Putnam County Industrial Development Agency

Fiscal Year Ending: 12/31/2024

Run Date: 03/25/2026

Status: CERTIFIED

Certified Date : 06/24/2025

**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://putnamida.com/wp-content/uploads/2025/05/PCIDA-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?	Yes	
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:**

<b>1. Vendor Name</b>	Advance Technologies & Communications	<b>Address Line1</b>	21 Warwick Road
<b>Type of Procurement</b>	Telecommunication Equipment or Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	CARMEL
<b>Award Date</b>	1/1/2023	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10512
<b>Fair Market Value</b>	\$9,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$10,078.50	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,078.50	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>	One-time additional equipment and upgrades needed to maintain office needs.	<b>Procurement Description</b>	IT, server services

<b>2. Vendor Name</b>	BRIM & BRAND LLC	<b>Address Line1</b>	170 Kent Shore Drive
<b>Type of Procurement</b>	Technology - Consulting/Development or Support	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	CARMEL
<b>Award Date</b>	5/1/2021	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10512
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$18,875.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$18,875.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	IT SUPPORT SERVICES

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<b>3. Vendor Name</b>	Heidi Ferrara	<b>Address Line1</b>	10 Valley Road
<b>Type of Procurement</b>	Staffing Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	CARMEL
<b>Award Date</b>	2/18/2024	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10512
<b>Fair Market Value</b>	\$30.00	<b>Plus 4</b>	
<b>Amount</b>	\$30.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,827.22	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Admin-Bookkeeping Services

<b>4. Vendor Name</b>	Huson Valley Trust LLC	<b>Address Line1</b>	P.O. Box 563
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PATTERSON
<b>Award Date</b>	4/1/2024	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12563
<b>Fair Market Value</b>	\$12,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$10,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Office Space Rental

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<b>5. Vendor Name</b>	PKF O'CONNOR DAVIES	<b>Address Line1</b>	500 MAMARONECK AVENUE
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	HARRISON
<b>Award Date</b>	12/16/2019	<b>State</b>	NY
<b>End Date</b>	1/31/2023	<b>Postal Code</b>	10528
<b>Fair Market Value</b>	\$13,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$13,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$13,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>	set fee each year	<b>Procurement Description</b>	AUDIT OF FINANCIAL STATEMENTS

<b>6. Vendor Name</b>	Shilling & Smith, PC	<b>Address Line1</b>	1961 Route 6
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	CARMEL
<b>Award Date</b>	1/1/2022	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10512
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$8,250.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$8,250.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	General Legal services

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<b>7. Vendor Name</b>	THERESA WAIVADA	<b>Address Line1</b>	171 ROUTE 9D
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	GARRISON
<b>Award Date</b>	10/6/2016	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10524
<b>Fair Market Value</b>	\$14,500.00	<b>Plus 4</b>	3054
<b>Amount</b>	\$14,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$14,500.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	IDA COMPLIANCE & CONSULTING SERVICES

Additional Comments