

Procurement Report for Auburn Industrial Development Agency

Fiscal Year Ending: 12/31/2022

Run Date: 03/30/2023

Status: CERTIFIED

Certified Date : 03/30/2023

Procurement Information:

Question		Response	URL (If Applicable)
1.	Does the Authority have procurement guidelines?	Yes	https://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	Buffington & Hoatland CPAs	Address Line1	213 North Street
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	AUBURN
Award Date	8/17/2022	State	NY
End Date	12/31/2022	Postal Code	13021
Fair Market Value		Plus 4	
Amount	\$6,500.00	Province/Region	
Amount Expended For Fiscal Year	\$6,650.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Independent Audit for FY 2022 Contract for audits FYs 2021-2022

2. 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	\$20,134.85	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.

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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	\$53,435.61	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