

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	www.capitalizealbany.com
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?	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?.	No	
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?	No	

Procurement Transactions Listing:

<p>1. Vendor Name: Albany Convention Center Authority</p> <p>Type of Procurement: Other Professional Services</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/01/2015</p> <p>End Date: 12/31/2015</p> <p>Amount: \$30,564.58</p> <p>Amount Expended for Fiscal Year: \$30,564.58</p> <p>Fair market value: \$30,564.58</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 386 Broadway</p> <p>Address Line2:</p> <p>City: ALBANY</p> <p>State: NY</p> <p>Postal Code: 12207</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: License Fee</p>	<p>2. Vendor Name: Capital District T&P Cleaning Services</p> <p>Type of Procurement: Design and Construction/Maintenance</p> <p>Award Process: Non Contract Procurement/Purchase Order</p> <p>Award Date:</p> <p>End Date:</p> <p>Amount: \$5,776</p> <p>Amount Expended for Fiscal Year:</p> <p>Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: PO Box 291</p> <p>Address Line2:</p> <p>City: RENSSELAER</p> <p>State: NY</p> <p>Postal Code: 12144</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Cleaning Services</p>
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Procurement Transactions Listing:

3. Vendor Name: Christine Stuto

Type of Procurement: Financial Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 10/05/2012
 End Date:
 Amount: \$62,088.75
 Amount Expended for Fiscal Year: \$62,088.75
 Fair market value: \$62,088.75

Explain why the fair market value is less than the amount:

Address Line1: 14 Pateman Circle
 Address Line2:
 City: MENANDS
 State: NY
 Postal Code: 12204
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Accounting Services

4. Vendor Name: City of Albany

Type of Procurement: Other Professional Services
 Award Process: Authority Contract - Non-Competitive Bid
 Award Date: 12/30/2014
 End Date: 12/31/2019
 Amount: \$80,113
 Amount Expended for Fiscal Year: \$80,113
 Fair market value: \$53,484

Explain why the fair market value is less than the amount: Paid City for monies due under contract that expired in December 2014.

Address Line1: 24 Eagle Street
 Address Line2:
 City: ALBANY
 State: NY
 Postal Code: 12207
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Economic Development Professional Services

Procurement Transactions Listing:

<p>5. Vendor Name: D. Hilton Associates, Inc.</p> <p>Type of Procurement: Consulting Services Award Process: Authority Contract - Non-Competitive Bid Award Date: 05/26/2015 End Date: 06/30/2015 Amount: \$7,500 Amount Expended for Fiscal Year: \$7,500 Fair market value: \$7,500</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 9450 Grogan's Mill Rd, #200 Address Line2: City: THE WOODLANDS State: TX Postal Code: 77380 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Consultation for Executive Compensation Program</p>	<p>6. Vendor Name: Frank Quackenbush</p> <p>Type of Procurement: Design and Construction/Maintenance Award Process: Non Contract Procurement/Purchase Order Award Date: End Date: Amount: Amount Expended for Fiscal Year: \$10,120 Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 60 Amsterdam Ave Address Line2: City: MENANDS State: NY Postal Code: 12204 Plus 4: Province Region: Country: USA</p> <p>Procurement Description: Property Construction and Maintenance</p>
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Procurement Transactions Listing:

7. Vendor Name: Fuller & O'brien

Type of Procurement: Other Professional Services
 Award Process: Non Contract Procurement/Purchase Order
 Award Date:
 End Date:
 Amount:
 Amount Expended for Fiscal Year: \$28,245
 Fair market value:
 Explain why the fair market value is less than the amount:

Address Line1: P.O. Box 1099
 Address Line2:
 City: ALBANY
 State: NY
 Postal Code: 12207
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Insurance Services

8. Vendor Name: Goody Clancy

Type of Procurement: Consulting Services
 Award Process: Authority Contract - Competitive Bid
 Award Date: 09/23/2013
 End Date: 09/30/2014
 Amount: \$568,900
 Amount Expended for Fiscal Year: \$139,910
 Fair market value:
 Explain why the fair market value is less than the amount:

Address Line1: 420 Boylston Street
 Address Line2:
 City: BOSTON
 State: MA
 Postal Code: 02116
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Consultant services for Impact Downtown Albany Revitalization plan

Procurement Transactions Listing:

<p>9. Vendor Name: Intelligent Technology Solutions Inc</p> <p>Type of Procurement: Technology - Consulting/Development or Sup</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/01/2015</p> <p>End Date: 12/31/2015</p> <p>Amount: \$17,505.71</p> <p>Amount Expended for Fiscal Year: \$17,505.71</p> <p>Fair market value: \$17,505.71</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 47 South River Street</p> <p>Address Line2:</p> <p>City: COXSACKIE</p> <p>State: NY</p> <p>Postal Code: 12051</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Computer Services</p>	<p>10. Vendor Name: National Grid</p> <p>Type of Procurement: Commodities/Supplies</p> <p>Award Process: Non Contract Procurement/Purchase Order</p> <p>Award Date:</p> <p>End Date:</p> <p>Amount:</p> <p>Amount Expended for Fiscal Year: \$14,156.54</p> <p>Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: P.O. Box 11745</p> <p>Address Line2:</p> <p>City: NEWARK</p> <p>State: NJ</p> <p>Postal Code: 07101</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Electric & Gas Service</p>
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Procurement Transactions Listing:

11. Vendor Name: Paychex

Type of Procurement: Other Professional Services
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$76,396.79
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 94 New Karner Road
Address Line2: Suite 101
City: ALBANY
State: NY
Postal Code: 12203
Plus 4:
Province Region:
Country: USA

Procurement Description: Payroll & Benefits

12. Vendor Name: Staples Business Advantage

Type of Procurement: Commodities/Supplies
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$5,008.33
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: PO Box 415256
Address Line2:
City: BOSTON
State: MA
Postal Code: 02241
Plus 4: 5256
Province Region:
Country: USA

Procurement Description: Office Supplies

Procurement Transactions Listing:

13. Vendor Name: Thomas M. Owens Esc.

Type of Procurement: Legal Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 12/01/2009
End Date:
Amount: \$54,854.2
Amount Expended for Fiscal Year: \$54,854.2
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: P.O. Box 307
Address Line2:
City: SLINGERLANDS
State: NY
Postal Code: 12159
Plus 4:
Province Region:
Country: USA
Procurement Description: Legal Services

14. Vendor Name: UHY LLP

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 09/10/2015
End Date: 08/31/2016
Amount: \$38,093
Amount Expended for Fiscal Year: \$38,093
Fair market value: \$38,093
Explain why the fair market value is less than the amount:

Address Line1: Dept. CH 16464
Address Line2:
City: PALATINE
State: IL
Postal Code: 60055
Plus 4:
Province Region:
Country: USA
Procurement Description: Auditing & Tax Services

Procurement Transactions Listing:

15. Vendor Name: Usherwood Office Technolgy

Type of Procurement: Technology - Hardware
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$10,781.53
Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 1005 West Fayette Street
Address Line2:
City: SYRACUSE
State: NY
Postal Code: 13204
Plus 4:
Province Region:
Country: USA
Procurement Description: Copier Maintenance

Procurement Transactions Listing:

Additional Comments: