

**Procurement-Information:**

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="http://www.capitalizealbany.com">www.capitalizealbany.com</a>
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:

1. Vendor Name: Albany Convention Center Authority

Type of Procurement: Other Professional Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 01/01/2015  
End Date: 12/31/2016  
Amount: \$33,846.23  
Amount Expended for Fiscal Year: \$30,564.58  
Fair market value: \$33,846.23

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

Address Line1: 386 Broadway  
Address Line2:  
City: ALBANY  
State: NY  
Postal Code: 12207  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: License Fee

2. Vendor Name: Arthur J. Gallagher & Co.,

Type of Procurement: Other Professional Services  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$19,724  
Fair market value:

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

Address Line1: 677 Broadway  
Address Line2: 4th Floor  
City: ALBANY  
State: NY  
Postal Code: 12207  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Insurance

Procurement Transactions Listing:

3. Vendor Name: CFO for Hire

Type of Procurement: Financial Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 10/03/2016  
End Date:  
Amount: \$8,571.5  
Amount Expended for Fiscal Year: \$8,571.5  
Fair market value: \$8,571.5

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

Address Line1: c/o BST & Co; CPA's , LLP  
Address Line2: 26 Computer Drive West  
City: ALBANY  
State: NY  
Postal Code: 12205  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Accounting Services

4. Vendor Name: Christine Stuto

Type of Procurement: Financial Services  
Award Process: Authority Contract - Non-Competitive Bid  
Award Date: 10/05/2012  
End Date: 09/30/2016  
Amount: \$46,811.25  
Amount Expended for Fiscal Year: \$46,811.25  
Fair market value: \$46,811.25

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

Procurement Transactions Listing:

5. 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: \$53,484  
Amount Expended for Fiscal Year: \$53,484  
Fair market value: \$53,484

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

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

6. Vendor Name: Frank Quackenbush

Type of Procurement: Design and Construction/Maintenance  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$8,070  
Fair market value:

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

Address Line1: 60 Amsterdam Ave  
Address Line2:  
City: MENANDS  
State: NY  
Postal Code: 12204  
Plus 4:  
Province Region:  
Country: USA

Procurement Description: Property Construction and Maintenance

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: \$43,645  
 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: Guardian</p> <p>Type of Procurement: Other</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/01/2016</p> <p>End Date:</p> <p>Amount: \$7,302</p> <p>Amount Expended for Fiscal Year: \$7,302</p> <p>Fair market value: \$7,302</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: PO Box 824404</p> <p>Address Line2:</p> <p>City: PHILADELPHIA</p> <p>State: PA</p> <p>Postal Code: 19182</p> <p>Plus 4: 4404</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Employee Dental/Vision Insurance</p>	<p>10. 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: 01/01/2016</p> <p>End Date: 12/31/2016</p> <p>Amount: \$9,718.65</p> <p>Amount Expended for Fiscal Year: \$9,718.65</p> <p>Fair market value: \$9,718.65</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>
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Procurement Transactions Listing:

11. Vendor Name: JMD Cleaning Services

Type of Procurement: Other  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$8,692  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: PO Box 291  
Address Line2:  
City: RENSSELAER  
State: NY  
Postal Code: 12144  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Janitorial Services

12. Vendor Name: National Grid

Type of Procurement: Commodities/Supplies  
Award Process: Non Contract Procurement/Purchase Order  
Award Date:  
End Date:  
Amount:  
Amount Expended for Fiscal Year: \$13,461.29  
Fair market value:  
Explain why the fair market value is less than the amount:

Address Line1: P.O. Box 11745  
Address Line2:  
City: NEWARK  
State: NJ  
Postal Code: 07101  
Plus 4:  
Province Region:  
Country: USA  
Procurement Description: Electric & Gas Service

Procurement Transactions Listing:

<p>13. Vendor Name: Paychex</p> <p>Type of Procurement: Other Professional Services  Award Process: Non Contract Procurement/Purchase Order  Award Date:  End Date:  Amount:  Amount Expended for Fiscal Year: \$88,091.57  Fair market value:    Explain why the fair market value is less than the amount:</p>   <p>Address Line1: 94 New Karner Road  Address Line2: Suite 101  City: ALBANY  State: NY  Postal Code: 12203  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: Payroll &amp; Benefits</p>	<p>14. Vendor Name: Thomas M. Owens Esc.</p> <p>Type of Procurement: Legal Services  Award Process: Authority Contract - Non-Competitive Bid  Award Date: 12/01/2009  End Date:  Amount: \$54,837.5  Amount Expended for Fiscal Year: \$54,837.5  Fair market value:    Explain why the fair market value is less than the amount:</p>   <p>Address Line1: P.O. Box 307  Address Line2:  City: SLINGERLANDS  State: NY  Postal Code: 12159  Plus 4:  Province Region:  Country: USA</p> <p>Procurement Description: Legal Services</p>
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Procurement Transactions Listing:

<p>15. Vendor Name: Travelers</p> <p>Type of Procurement: Other</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: \$7,245.3</p> <p>Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: PO Box 660317</p> <p>Address Line2:</p> <p>City: DALLAS</p> <p>State: TX</p> <p>Postal Code: 75266</p> <p>Plus 4: 0317</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Insurance</p>	<p>16. Vendor Name: UHY LLP</p> <p>Type of Procurement: Other Professional Services</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 10/05/2015</p> <p>End Date: 08/31/2017</p> <p>Amount: \$42,000</p> <p>Amount Expended for Fiscal Year: \$36,500</p> <p>Fair market value: \$42,000</p> <p>Explain why the fair market value is less than the amount:</p>  <p>Address Line1: Dept. CH 16464</p> <p>Address Line2:</p> <p>City: PALATINE</p> <p>State: IL</p> <p>Postal Code: 60055</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Auditing &amp; Tax Services</p>
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Procurement Transactions Listing:

17. 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: \$8,018.82  
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 Report for Capitalize Albany Corporation

Run Date: 03/30/2017

Fiscal Year Ending: 12/31/2016

Status: CERTIFIED

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Procurement Transactions Listing:

Additional Comments: