

Procurement Report for Capitalize Albany Corporation

Fiscal Year Ending: 12/31/2018

Run Date: 03/28/2019

Status: CERTIFIED

Certified Date : 03/28/2019

**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?   | 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?   | 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"?  | No       |  |
| 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       |  |

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**Procurement Transactions Listing:**

|  |  |                                |                  |
|--|--|--------------------------------|------------------|
| <b>1. Vendor Name</b>  | Albany Convention Center Authority       | <b>Address Line1</b>           | 126 State Street |
| <b>Type of Procurement</b>                                       | Other Professional Services              | <b>Address Line2</b>           |                  |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | ALBANY           |
| <b>Award Date</b>  | 1/1/2018                                 | <b>State</b>                   | NY               |
| <b>End Date</b>  | 12/31/2018                               | <b>Postal Code</b>             | 12207            |
| <b>Fair Market Value</b>   | \$35,315.24                              | <b>Plus 4</b>                  |                  |
| <b>Amount</b>  | \$35,315.24                              | <b>Province/Region</b>         |                  |
| <b>Amount Expended For Fiscal Year</b>                           | \$35,315.24                              | <b>Country</b>                 | United States    |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | License Fee      |

|  |   |                                |               |
|--|---|--------------------------------|---------------|
| <b>2. Vendor Name</b>  | Arthur J. Gallagher & Co.,              | <b>Address Line1</b>           | 677 Broadway  |
| <b>Type of Procurement</b>                                       | Other Professional Services             | <b>Address Line2</b>           | 4th Floor     |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | ALBANY        |
| <b>Award Date</b>  |   | <b>State</b>                   | NY            |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 12207         |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |               |
| <b>Amount</b>  |   | <b>Province/Region</b>         |               |
| <b>Amount Expended For Fiscal Year</b>                           | \$9,485.00                              | <b>Country</b>                 | United States |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Insurance     |

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|  |  |                                |                           |
|--|--|--------------------------------|---------------------------|
| <b>3. Vendor Name</b>  | BST & Co CPA, LLP                        | <b>Address Line1</b>           | c/o BST & Co; CPA's , LLP |
| <b>Type of Procurement</b>                                       | Financial Services                       | <b>Address Line2</b>           | 26 Computer Drive West    |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | ALBANY                    |
| <b>Award Date</b>  | 10/3/2016                                | <b>State</b>                   | NY                        |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 12205                     |
| <b>Fair Market Value</b>   | \$32,210.00                              | <b>Plus 4</b>                  |                           |
| <b>Amount</b>  | \$32,210.00                              | <b>Province/Region</b>         |                           |
| <b>Amount Expended For Fiscal Year</b>                           | \$32,210.00                              | <b>Country</b>                 | United States             |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Accounting Services       |

|  |  |                                |  |
|--|--|--------------------------------|--|
| <b>4. Vendor Name</b>  | CHA Consulting                           | <b>Address Line1</b>           | III Winners Circle   |
| <b>Type of Procurement</b>                                       | Consulting Services                      | <b>Address Line2</b>           | PO Box 5269  |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | ALBANY   |
| <b>Award Date</b>  | 11/28/2017                               | <b>State</b>                   | NY   |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 12205  |
| <b>Fair Market Value</b>   |  | <b>Plus 4</b>                  | 0269   |
| <b>Amount</b>  | \$28,800.00                              | <b>Province/Region</b>         |  |
| <b>Amount Expended For Fiscal Year</b>                           | \$16,542.00                              | <b>Country</b>                 | United States  |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Environmental review of various properties located in the City of Albany |

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|  |   |                                |                       |
|--|---|--------------------------------|-----------------------|
| <b>5. Vendor Name</b>  | Center for Economic Growth              | <b>Address Line1</b>           | 39 North Pearl Street |
| <b>Type of Procurement</b>                                       | Other Professional Services             | <b>Address Line2</b>           |                       |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | ALBANY                |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                    |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 12207                 |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                       |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                       |
| <b>Amount Expended For Fiscal Year</b>                           | \$7,500.00                              | <b>Country</b>                 | United States         |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Membership            |

|  |  |                                |  |
|--|--|--------------------------------|--|
| <b>6. Vendor Name</b>  | City of Albany                           | <b>Address Line1</b>           | 24 Eagle Street                            |
| <b>Type of Procurement</b>                                       | Other Professional Services              | <b>Address Line2</b>           |  |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | ALBANY                                     |
| <b>Award Date</b>  | 12/30/2014                               | <b>State</b>                   | NY   |
| <b>End Date</b>  | 12/31/2019                               | <b>Postal Code</b>             | 12207                                      |
| <b>Fair Market Value</b>   | \$53,484.00                              | <b>Plus 4</b>                  |  |
| <b>Amount</b>  | \$53,484.00                              | <b>Province/Region</b>         |  |
| <b>Amount Expended For Fiscal Year</b>                           | \$53,484.00                              | <b>Country</b>                 | United States                              |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Economic Development Professional Services |

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|  |  |                                |                               |
|--|--|--------------------------------|-------------------------------|
| <b>7. Vendor Name</b>  | D Hilton Associates Inc.                 | <b>Address Line1</b>           | 9450 Grogan's Mill Road       |
| <b>Type of Procurement</b>                                       | Consulting Services                      | <b>Address Line2</b>           | Suite 200                     |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | THE WOODLANDS                 |
| <b>Award Date</b>  | 8/22/2018                                | <b>State</b>                   | TX                            |
| <b>End Date</b>  | 8/21/2019                                | <b>Postal Code</b>             | 77380                         |
| <b>Fair Market Value</b>   | \$12,500.00                              | <b>Plus 4</b>                  |                               |
| <b>Amount</b>  | \$12,500.00                              | <b>Province/Region</b>         |                               |
| <b>Amount Expended For Fiscal Year</b>                           | \$6,250.00                               | <b>Country</b>                 | United States                 |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Executive Compensation Review |

|  |   |                                |                                       |
|--|---|--------------------------------|---------------------------------------|
| <b>8. Vendor Name</b>  | Frank Quackenbush                       | <b>Address Line1</b>           | 60 Amsterdam Ave                      |
| <b>Type of Procurement</b>                                       | Design and Construction/Maintenance     | <b>Address Line2</b>           |                                       |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | MENANDS                               |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                                    |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 12204                                 |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                                       |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                                       |
| <b>Amount Expended For Fiscal Year</b>                           | \$6,650.27                              | <b>Country</b>                 | United States                         |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Property Construction and Maintenance |

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|--|--|--------------------------------|----------------------------------|
| <b>9. Vendor Name</b>  | Guardian                                 | <b>Address Line1</b>           | PO Box 824404                    |
| <b>Type of Procurement</b>                                       | Other                                    | <b>Address Line2</b>           |                                  |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | PHILADELPHIA                     |
| <b>Award Date</b>  | 1/1/2017                                 | <b>State</b>                   | PA                               |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 19182                            |
| <b>Fair Market Value</b>   | \$9,332.75                               | <b>Plus 4</b>                  | 4404                             |
| <b>Amount</b>  | \$9,332.75                               | <b>Province/Region</b>         |                                  |
| <b>Amount Expended For Fiscal Year</b>                           | \$8,091.11                               | <b>Country</b>                 | United States                    |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Employee Dental/Vision Insurance |

|  |  |                                |                      |
|--|--|--------------------------------|----------------------|
| <b>10. Vendor Name</b>   | Intelligent Technology Solutions Inc           | <b>Address Line1</b>           | 11786 State Route 9W |
| <b>Type of Procurement</b>                                       | Technology - Consulting/Development or Support | <b>Address Line2</b>           |                      |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid       | <b>City</b>                    | WEST COXSACKIE       |
| <b>Award Date</b>  | 1/1/2018                                       | <b>State</b>                   | NY                   |
| <b>End Date</b>  | 12/31/2018                                     | <b>Postal Code</b>             | 12192                |
| <b>Fair Market Value</b>   | \$18,233.05                                    | <b>Plus 4</b>                  |                      |
| <b>Amount</b>  | \$18,233.05                                    | <b>Province/Region</b>         |                      |
| <b>Amount Expended For Fiscal Year</b>                           | \$18,233.05                                    | <b>Country</b>                 | United States        |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Computer Services    |

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|--|---|--------------------------------|---------------------|
| <b>11. Vendor Name</b>   | JMD Cleaning Services                   | <b>Address Line1</b>           | PO Box 291          |
| <b>Type of Procurement</b>                                       | Other                                   | <b>Address Line2</b>           |                     |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | RENSELAER           |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                  |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 12144               |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                     |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                     |
| <b>Amount Expended For Fiscal Year</b>                           | \$8,684.00                              | <b>Country</b>                 | United States       |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Janitorial Services |

|  |   |                                |                        |
|--|---|--------------------------------|------------------------|
| <b>12. Vendor Name</b>   | National Grid                           | <b>Address Line1</b>           | P.O. Box 11745         |
| <b>Type of Procurement</b>                                       | Commodities/Supplies                    | <b>Address Line2</b>           |                        |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | NEWARK                 |
| <b>Award Date</b>  |   | <b>State</b>                   | NJ                     |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 07101                  |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                        |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                        |
| <b>Amount Expended For Fiscal Year</b>                           | \$14,707.32                             | <b>Country</b>                 | United States          |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Electric & Gas Service |

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|  |   |                                |                    |
|--|---|--------------------------------|--------------------|
| <b>13. Vendor Name</b>   | Paychex                                 | <b>Address Line1</b>           | 94 New Karner Road |
| <b>Type of Procurement</b>                                       | Other Professional Services             | <b>Address Line2</b>           | Suite 101          |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | ALBANY             |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                 |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 12203              |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                    |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                    |
| <b>Amount Expended For Fiscal Year</b>                           | \$133,046.77                            | <b>Country</b>                 | United States      |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Payroll & Benefits |

|  |  |                                |                  |
|--|--|--------------------------------|------------------|
| <b>14. Vendor Name</b>   | Star Improvements, Inc.                  | <b>Address Line1</b>           | 20 Colvin Avenue |
| <b>Type of Procurement</b>                                       | Design and Construction/Maintenance      | <b>Address Line2</b>           |                  |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | ALBANY           |
| <b>Award Date</b>  | 8/21/2018                                | <b>State</b>                   | NY               |
| <b>End Date</b>  | 12/31/2018                               | <b>Postal Code</b>             | 12206            |
| <b>Fair Market Value</b>   | \$17,375.00                              | <b>Plus 4</b>                  |                  |
| <b>Amount</b>  | \$17,375.00                              | <b>Province/Region</b>         |                  |
| <b>Amount Expended For Fiscal Year</b>                           | \$17,375.00                              | <b>Country</b>                 | United States    |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | New Roof         |



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| <b>15. Vendor Name</b>   | Thomas M. Owens Esc.                     | <b>Address Line1</b>           | P.O. Box 307   |
| <b>Type of Procurement</b>                                       | Legal Services                           | <b>Address Line2</b>           |                |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | SLINGERLANDS   |
| <b>Award Date</b>  | 12/1/2009                                | <b>State</b>                   | NY             |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 12159          |
| <b>Fair Market Value</b>   |  | <b>Plus 4</b>                  |                |
| <b>Amount</b>  | \$85,919.89                              | <b>Province/Region</b>         |                |
| <b>Amount Expended For Fiscal Year</b>                           | \$85,919.89                              | <b>Country</b>                 | United States  |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Legal Services |

|  |   |                                |               |
|--|---|--------------------------------|---------------|
| <b>16. Vendor Name</b>   | Travelers                               | <b>Address Line1</b>           | PO Box 660317 |
| <b>Type of Procurement</b>                                       | Other                                   | <b>Address Line2</b>           |               |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | DALLAS        |
| <b>Award Date</b>  |   | <b>State</b>                   | TX            |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 75266         |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  | 0317          |
| <b>Amount</b>  |   | <b>Province/Region</b>         |               |
| <b>Amount Expended For Fiscal Year</b>                           | \$18,840.00                             | <b>Country</b>                 | United States |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Insurance     |

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|--|--|--------------------------------|-------------------------|
| <b>17. Vendor Name</b>   | UHY LLP                                  | <b>Address Line1</b>           | PO Box 8505             |
| <b>Type of Procurement</b>                                       | Other Professional Services              | <b>Address Line2</b>           |                         |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | CAROL STREAM            |
| <b>Award Date</b>  | 10/16/2018                               | <b>State</b>                   | IL                      |
| <b>End Date</b>  | 9/30/2019                                | <b>Postal Code</b>             | 60197                   |
| <b>Fair Market Value</b>   | \$42,000.00                              | <b>Plus 4</b>                  |                         |
| <b>Amount</b>  | \$42,000.00                              | <b>Province/Region</b>         |                         |
| <b>Amount Expended For Fiscal Year</b>                           | \$41,120.44                              | <b>Country</b>                 | United States           |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Auditing & Tax Services |

|  |   |                                |                          |
|--|---|--------------------------------|--------------------------|
| <b>18. Vendor Name</b>   | Usherwood Office Technolgy              | <b>Address Line1</b>           | 1005 West Fayette Street |
| <b>Type of Procurement</b>                                       | Technology - Hardware                   | <b>Address Line2</b>           |                          |
| <b>Award Process</b>   | Non Contract Procurement/Purchase Order | <b>City</b>                    | SYRACUSE                 |
| <b>Award Date</b>  |   | <b>State</b>                   | NY                       |
| <b>End Date</b>  |   | <b>Postal Code</b>             | 13204                    |
| <b>Fair Market Value</b>   |   | <b>Plus 4</b>                  |                          |
| <b>Amount</b>  |   | <b>Province/Region</b>         |                          |
| <b>Amount Expended For Fiscal Year</b>                           | \$9,783.00                              | <b>Country</b>                 | United States            |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |   | <b>Procurement Description</b> | Copier Maintenance       |

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