

Procurement Report for Bolton Local Development Corporation

Fiscal Year Ending: 12/31/2020

Run Date: 06/05/2023

Status: CERTIFIED

Certified Date : 10/29/2021

**Procurement Information:**

| Question   | Response | URL (If Applicable)   |
|--|----------|---|
| 1. Does the Authority have procurement guidelines?   | Yes      | <a href="https://www.boltonldc.com/policies/">https://www.boltonldc.com/policies/</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?  | 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:**

|  |  |                                |  |
|--|--|--------------------------------|--|
| <b>1. Vendor Name</b>  | Kerry V. Girard (KVG), CPA               | <b>Address Line1</b>           | 138 Quaker Rd.                                   |
| <b>Type of Procurement</b>                                       | Financial Services                       | <b>Address Line2</b>           |  |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | QUEENSBURY                                       |
| <b>Award Date</b>  | 8/3/2016                                 | <b>State</b>                   | NY   |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 12804  |
| <b>Fair Market Value</b>   | \$7,550.00                               | <b>Plus 4</b>                  |  |
| <b>Amount</b>  | \$7,550.00                               | <b>Province/Region</b>         |  |
| <b>Amount Expended For Fiscal Year</b>                           | \$7,550.00                               | <b>Country</b>                 | United States                                    |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Accounting, payroll and Tax preparation Services |

|  |  |                                |                   |
|--|--|--------------------------------|-------------------|
| <b>2. Vendor Name</b>  | Marvin and Company PC                    | <b>Address Line1</b>           | 111 Everts Avenue |
| <b>Type of Procurement</b>                                       | Financial Services                       | <b>Address Line2</b>           |                   |
| <b>Award Process</b>   | Authority Contract - Non-Competitive Bid | <b>City</b>                    | QUEENSBURY        |
| <b>Award Date</b>  | 12/15/2015                               | <b>State</b>                   | NY                |
| <b>End Date</b>  |  | <b>Postal Code</b>             | 12804             |
| <b>Fair Market Value</b>   | \$15,125.00                              | <b>Plus 4</b>                  |                   |
| <b>Amount</b>  | \$15,125.00                              | <b>Province/Region</b>         |                   |
| <b>Amount Expended For Fiscal Year</b>                           | \$15,125.00                              | <b>Country</b>                 | United States     |
| <b>Explain why the Fair Market Value is Less than the Amount</b> |  | <b>Procurement Description</b> | Auditing services |

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**Additional Comments**