

Procurement Report for Bolton Local Development Corporation

Fiscal Year Ending: 12/31/2022

Run Date: 06/08/2023

Status: CERTIFIED

Certified Date : 06/08/2023

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.boltonldc.com/policies/
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	Brenda Powell	Address Line1	PO Box 166
Type of Procurement	Staffing Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BOLTON LANDING
Award Date	1/1/2022	State	NY
End Date		Postal Code	12814
Fair Market Value	\$0.00	Plus 4	
Amount	\$825.00	Province/Region	
Amount Expended For Fiscal Year	\$825.00	Country	United States
Explain why the Fair Market Value is Less than the Amount	Brenda is paid by the hour for her assistance when needed throughout the year and receives a 1099 for the total (\$825 in this case).	Procurement Description	Administrative and Clerical Staff

2. Vendor Name	Elaine Chiovarou-Brown	Address Line1	919 Trout Lake Rd.
Type of Procurement	Staffing Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BOLTON LANDING
Award Date	1/1/2022	State	NY
End Date		Postal Code	12814
Fair Market Value	\$0.00	Plus 4	
Amount	\$2,834.75	Province/Region	
Amount Expended For Fiscal Year	\$2,834.75	Country	United States
Explain why the Fair Market Value is Less than the Amount	Elaine is paid by the hour for her assistance when needed throughout the year and receives a 1099 for the total (\$2,834.75 in this case).	Procurement Description	Administrative and Clerical Staff

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3. Vendor Name	Marvin and Company PC	Address Line1	111 Everts Avenue
Type of Procurement	Financial Services	Address Line2	P.O. Box 4750
Award Process	Authority Contract - Non-Competitive Bid	City	QUEENSBURY
Award Date	12/15/2015	State	NY
End Date		Postal Code	12804
Fair Market Value	\$21,550.00	Plus 4	
Amount	\$21,550.00	Province/Region	
Amount Expended For Fiscal Year	\$21,550.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Auditing services

Additional Comments