

Procurement Report for Batavia Development Corporation

Fiscal Year Ending: 03/31/2020

Run Date: 06/29/2020

Status: CERTIFIED

Certified Date : 06/29/2020

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	http://bataviadevelopmentcorp.org/wp-content/uploads/2020/06/Procurement-Policy-adopted-final-1-23-2020.pdf
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:

1. Vendor Name	In Site Architecture	Address Line1	2 Borden Ave.
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Competitive Bid	City	PERRY
Award Date	1/23/2019	State	NY
End Date	1/23/2021	Postal Code	14530
Fair Market Value		Plus 4	
Amount	\$45,000.00	Province/Region	
Amount Expended For Fiscal Year	\$29,257.04	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Architecture and Administrative services competitively bid and selected to aid the Batavia Development Corporation (BDC) administer the Batavia DRI- Building Improvement Fund.

2. Vendor Name	LaBella Associates,PC	Address Line1	300 Pearl St - Suite 130
Type of Procurement	Consulting Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	BUFFALO
Award Date	7/25/2019	State	NY
End Date		Postal Code	14202
Fair Market Value		Plus 4	
Amount	\$10,000.00	Province/Region	
Amount Expended For Fiscal Year	\$7,380.25	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	LaBella to provide assistance to the BDC with administering the DRI Building Improvement Fund. The proposal would include General Program Management and Administration of Individual Building Projects. The proposal would not exceed \$10,000.

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Additional Comments