

Procurement Report for Hamburg Industrial Development Agency

Fiscal Year Ending: 12/31/2023

Run Date: 03/28/2024

Status: CERTIFIED

Certified Date : 03/28/2024

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.hamburgida.com/application/files/5916/7940/5462/Procurement_Policy_re-adopted_as_written_3-15-2023.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"?	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	

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Procurement Transactions Listing:

1. Vendor Name	Complete Payroll	Address Line1	505 Ellicott Street
Type of Procurement	Financial Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	BUFFALO
Award Date		State	NY
End Date		Postal Code	14203
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$14,153.80	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Outsourced payroll processing company for Hamburg IDA - This expense includes employer paid payroll taxes of \$12,505.23 and \$1,648.57 paid to the vendor for their 2023 payroll services.

2. Vendor Name	Invest Buffalo Niagara	Address Line1	257 West Genesee Street
Type of Procurement	Other	Address Line2	Suite 600
Award Process	Non Contract Procurement/Purchase Order	City	BUFFALO
Award Date		State	NY
End Date		Postal Code	14203
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$5,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Regional economic development company sponsorship

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3. Vendor Name	Upstate National Bank	Address Line1	300 State Street, Suite 201
Type of Procurement	Financial Services	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	ROCHESTER
Award Date		State	NY
End Date		Postal Code	14614
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$250,000.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Funding to open 12 month CD - Bank offered best available rate

Additional Comments