

Procurement-Information:

Question	Response	URL (if applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.troycommunitylandbank.org/wp-content/uploads/2016/10/Procurement-Policy.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?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	Yes	
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	

Procurement Transactions Listing:

1. Vendor Name: Brown and Brown

Type of Procurement: Other Professional Services
 Award Process: Authority Contract - Competitive Bid
 Award Date: 02/18/2015
 End Date:
 Amount: \$35,000
 Amount Expended for Fiscal Year: \$32,366
 Fair market value:
 Explain why the fair market value is less than the amount:

Address Line1: 500 Plum Street
 Address Line2:
 City: SYRACUSE
 State: NY
 Postal Code: 13204
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Insurance

2. Vendor Name: Marvin and Company

Type of Procurement: Financial Services
 Award Process: Non Contract Procurement/Purchase Order
 Award Date:
 End Date:
 Amount:
 Amount Expended for Fiscal Year: \$5,400
 Fair market value:
 Explain why the fair market value is less than the amount:

Address Line1: 11 British American Boulevard
 Address Line2:
 City: LATHAM
 State: NY
 Postal Code: 12110
 Plus 4:
 Province Region:
 Country: USA
 Procurement Description: Auditing Services

Procurement Report for Troy Community Land Bank Corporation

Run Date: 08/23/2018

Fiscal Year Ending: 12/31/2016

Status: CERTIFIED

Procurement Transactions Listing:

Additional Comments: