

Procurement Report for Riverhead Industrial Development Agency

Fiscal Year Ending: 12/31/2023

 Run Date: 05/30/2024
 Status: CERTIFIED
 Certified Date : 04/10/2024

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	www.riverheadida.org
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	Camoin Associates, Inc.	Address Line1	PO Box 3547
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	SARATOGA SPRINGS
Award Date	10/12/2023	State	NY
End Date		Postal Code	12866
Fair Market Value	\$17,500.00	Plus 4	
Amount	\$17,500.00	Province/Region	
Amount Expended For Fiscal Year	\$17,500.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Professional services including reasonableness reports for project applicants.

2. Vendor Name	Denise M. Cooper, CPA, P.C.	Address Line1	8 Sandpiper Lane
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	EAST QUOGUE
Award Date	1/1/2022	State	NY
End Date	12/31/2022	Postal Code	11942
Fair Market Value	\$17,981.00	Plus 4	
Amount	\$17,981.00	Province/Region	
Amount Expended For Fiscal Year	\$17,981.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Accounting Services

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3. Vendor Name	J. Petrocelli Development Associates, LLC	Address Line1	100 Comac Street
Type of Procurement	Other	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	RONKONKOMA
Award Date	9/1/2022	State	NY
End Date	8/31/2027	Postal Code	11779
Fair Market Value	\$12,300.02	Plus 4	
Amount	\$12,300.02	Province/Region	
Amount Expended For Fiscal Year	\$12,300.02	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Rent for office

4. Vendor Name	Jones, Little & Co.	Address Line1	348 Main Street
Type of Procurement	Financial Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	EAST SETAUKEET
Award Date	1/1/2023	State	NY
End Date	12/31/2023	Postal Code	11733
Fair Market Value	\$9,600.00	Plus 4	
Amount	\$9,600.00	Province/Region	
Amount Expended For Fiscal Year	\$9,600.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Auditing services

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5. Vendor Name	PhillipsLytle LLP	Address Line1	620 Eighth Avenue, 38th Floor
Type of Procurement	Legal Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	NEW YORK
Award Date	1/1/2023	State	NY
End Date		Postal Code	10018
Fair Market Value	\$330,054.00	Plus 4	
Amount	\$330,054.00	Province/Region	
Amount Expended For Fiscal Year	\$330,054.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Legal services - Agency's Transaction Counsel

Additional Comments