



Roosevelt Island Operating Corporation

ANDREW M. CUOMO
Governor

SHELTON J. HAYNES
President & CEO

BOARD OF DIRECTORS

RuthAnne Visnauskas, Chair, Commissioner of NYSHCR
Robert F. Mujica Jr., Director of BUDGET
Conway S. Ekpo
Jeffrey R. Escobar
David Kapell
David Kraut
Howard Polivy
Michael Shinozaki

Agenda Item V, 3. June 24, 2021

PROPOSED RESOLUTION

APPROVAL OF REPORT ON PROCUREMENT CONTRACTS FOR FISCAL YEAR ENDING MARCH 31, 2021

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York, as follows:

- Section 1. that the report of procurement contracts for fiscal year ending March 31, 2021 (the “Procurement Contract Report”) and the Guidelines Regarding the Use, Awarding, Monitoring and Reporting of Procurement Contracts, annexed hereto, are hereby approved, and the Procurement Contract Report may be submitted to the Division of the Budget, the Department of Audit and Control, the Senate Finance Committee, the Assembly Ways and Means Committee, and the Department of Economic Development, and any other governmental entity as required by law;
- Section 2. that the President/Chief Executive Officer or his designee is hereby authorized to take such actions and execute such instruments as deemed necessary to effectuate the foregoing;
- Section 3. that this resolution shall take effect immediately.



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MEMO

TO: Shelton J. Haynes, President/CEO and Board of Directors

FROM: Muneshwar Jagdharry, Asst. CFO/Comptroller 

DATE: June 22, 2021

RE: **Public Authority Annual Procurement Report – Fiscal Year 2020-2021**

Pursuant to § 2879 of the Public Authority Law, attached is the Annual Report of Procurement Contracts for the Fiscal Year April 2020 to March 2021, for your approval.

Also, please find a copy of the Guidelines regarding the use, awarding, monitoring, and reporting of Procurement Contracts for your approval.

Procurement Transactions Bulk Load Worksheet

Version 1.8

Procurement Transaction

In accordance with Sections 2879 AND 2824(e) of the Public Authorities Law, please provide the following information on each procurement contract that was active (open) at any time during the reporting period:

Columns whose names contain "*" are required AND must have values for each record to be loaded. Do not enter blank lines, as a blank line (a line with no information) will be regarded as the end of the file.

This worksheet must be saved as type "csv" in order to be uploaded to PARIS. Select "Save As" from the "File" menu above AND select "CSV (comma delimited)" as the file type.

Note: Most cells have some level of validation, however, validation in Excel only functions when you actually type data in the cell. It is recommended that you selectively check validation in rows that you have copied data into.

* Vendor Name	Transaction Number	* Procurement Description	* Status	* Type of Procurement	* Award Process	Award Date	Begin Date	Renewal Date	Does the contract have an end Date?	End Date	Amount	* Amount Expended For Fiscal Year	Amount Expended For Life To Date	Current or Outstanding Balance
54th St. AUTO BODY SHOP Corp	37020	NUMEROUS DAMAGES TO GROUNDS R	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	03/25/2020	03/25/2020		Y	03/31/2021	8408.00	8408.00	8408.00	
54th St. AUTO BODY SHOP Corp		NUMEROUS DAMAGES TO GROUNDS R	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							8237.00		
AAL Construction Services	36976	ROOSEVELT ISLAND'S LIGHTHOUSE P	Open	Other	Authority Contract - Competitive Bid	02/20/2020	02/20/2020		Y	03/31/2021	32968.00	32968.00	32968.00	
ABEL BAINSON BUTZ, LLP	34697	LANDSCAPE DESIGN FOR OCTAGON F	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	06/01/2018	06/01/2018		Y	05/31/2019	384460.73	16062.50	375323.23	9137.50
ACCOUNTEMPS A ROBERT HALF CO.	35417	TEMPORARY ASSISTANCE FOR ADMIN	Open	Staffing Services	Authority Contract - Non-Competitive Bid	08/20/2018	08/20/2018		Y	03/31/2020	735645.54	318662.70	718069.00	17576.54
ACCOUNTEMPS A ROBERT HALF CO.		TEMPORARY ASSISTANCE FOR ADMIN	Completed	Staffing Services	Non Contract Procurement/Purchase Order							6137.11		
ACTIVE FIRE EXTINGUISHER CO.	30583	FIRE EXTINGUISHER SERVICES	Open	Other Professional Services	Authority Contract - Competitive Bid	01/05/2015	01/05/2015		Y	01/04/2018	33160.89	3226.23	33160.89	
ADMIRAL ELEVATOR CORP	37362	Extension of Elevator Contract from Janua	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	02/16/2021	03/31/2021		Y	03/31/2021	17310.00	14425.00	14425.00	2885.00
ADMIRAL ELEVATOR CORP	35747	ELEVATOR TESTING CATEGORY 1 AND	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	11/26/2018	11/26/2018		Y	03/31/2020	7975.00	0.00	7975.00	
ADMIRAL ELEVATOR CORP	36919	EXTENSION OF ELEVATOR CONTRACT	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	01/28/2020	01/28/2020		Y	03/31/2021	17310.00	14425.00	17310.00	
ADMIRAL ELEVATOR CORP	37140	EMERGENCY ELEVATOR REPAIR	Completed	Other Professional Services	Authority Contract - Non-Competitive Bid	08/05/2020	08/05/2020		Y	08/12/2020	6180.00	6180.00	6180.00	
ADMIRAL ELEVATOR CORP	37188	ELEVATOR MODERNIZATION TO COMP	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	09/14/2020	09/14/2020		Y	03/31/2021	17575.00	17575.00	17575.00	
ADMIRAL ELEVATOR CORP	37189	ELEVATOR MODERNIZATION TO COMP	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	09/14/2020	09/14/2020		Y	03/31/2021	17575.00	17575.00	17575.00	
ADMIRAL ELEVATOR CORP	37210	ELEVATOR MODERNIZATION TO COMP	Completed	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	09/24/2020	09/24/2020		Y	03/31/2021	17575.00	17575.00	17575.00	
ADMIRAL ELEVATOR CORP	37285	Extension of Elevator Contract from Octob	Completed	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	12/08/2020	12/08/2020		Y	03/31/2021	8655.00	8655.00	8655.00	
ADMIRAL ELEVATOR CORP	37286	Yearly Elevator Inspections CAT-1 (2020)	Completed	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	12/08/2020	12/08/2020		Y	03/31/2021	5850.00	5850.00	5850.00	
ADMIRAL ELEVATOR CORP		EMERGENCY ELEVATOR REPAIR	Completed	Design and Construction/Maintenance	Non Contract Procurement/Purchase Order							27225.00		
ADVENTURES IN ADVERTISING CORP.	35450	UNIFORMS FOR ALL RIOCI DEPARTMEN	Open	Commodities/Supplies	Authority Contract - Competitive Bid	08/31/2018	08/31/2018		Y	03/31/2020	17692.77	0.00	17692.77	
ADVENTURES IN ADVERTISING CORP.	36086	UNIFORMS FOR ALL RIOCI STAFF	Open	Commodities/Supplies	Authority Contract - Competitive Bid	03/07/2019	03/07/2019		Y	03/31/2020	7695.61	0.00	7695.61	
ADVENTURES IN ADVERTISING CORP.		SPECIAL EVENTS PURCHASE (WBE)	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							7270.92		
AFL CONSTRUCTION CO INC.	36316	BLACKWELL HOUSE RAIL REPAIRS	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	05/22/2019	05/22/2019		Y	03/31/2021	67915.00	0.00	61123.50	6791.50
AFL CONSTRUCTION CO INC.	33176	INTERIOR RESTORATION BLACKWEL	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	08/10/2017	08/10/2017		Y	05/28/2018	2742798.77	0.00	2523789.59	219009.18
AIR & POWER TRANSMISSION INC	36555	AVAC - CYLINDERS, HOUSES & VALVES	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	08/19/2019	08/19/2019		Y	03/31/2021	9165.99	0.00	8756.09	409.90
AIR & POWER TRANSMISSION INC	37021	AVAC - AIR ACTUATOR AND SWIVEL R	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	03/25/2020	03/25/2020		Y	03/31/2021	5589.60	5589.60	5589.60	
AIR & POWER TRANSMISSION INC	37100	AVAC - BEAM CLAMPS, BRASSBRONZE	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	07/13/2020	07/13/2020		Y	03/31/2021	8147.20	8147.20	8147.20	
AIR & POWER TRANSMISSION INC		AVAC - BEAM CLAMPS, BRASSBRONZE	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							15083.89		
AKRF INC	32875	BICYCLE RAMP PROJECT	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	10/13/2016	10/13/2016		Y	03/31/2018	10000.00	0.00	7570.00	2430.00
ALL LOCK AND GLASS SERVICES INC.		MOTORGATE DOOR REPAIR	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							9762.00		
ALMSTEAD TREE & SHRUB CARE COMPANY LLC	37078	TREE REMOVAL AND PRUNING	Open	Other Professional Services	Authority Contract - Competitive Bid	06/16/2020	06/16/2020		Y	08/31/2021	11148.00	11148.00	11148.00	
ARCHITECTURAL PRESERVATION STUDIO, PC	31783	TRAM STATION PLATFORM REPAIR	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	01/08/2016	01/08/2016		Y	09/15/2016	76774.89	0.00	76774.89	
ARCHITECTURE AND ENGINEERING GROUP PC	30147	DESIGN OF MOTORGATE REPAIRS	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	08/27/2014	08/27/2014		Y	03/31/2017	277357.00	111245.00	258357.00	19000.00
ARES TACTICAL & EMERGENCY MANAGEMENT SOLUTION LLC	37005	INITIAL PEACE OFFICER TRAINING FOR	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	03/04/2020	03/04/2020		Y	04/15/2020	20085.00	20085.00	20085.00	
ASCENDHIRE	35770	TEMPORARY ASSISTANCE FOR CEO P	Open	Staffing Services	Authority Contract - Non-Competitive Bid	12/03/2018	12/03/2018		Y	03/31/2020	68091.82	17886.96	67215.78	876.04
ASM SECURITY, INC	35743	ON-CALL SERVICES FOR BLACKWELL	Open	Other Professional Services	Authority Contract - Competitive Bid	11/26/2018	11/26/2018		Y	03/31/2020	9416.50	4479.00	7473.00	1943.50
ASSA ABLOY ENTRANCE SYSTEMS US INC.	36926	MOTOR GATE SLIDING DOORS INSTAL	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	01/29/2020	01/29/2020		Y	03/31/2021	18450.00	18450.00	18450.00	
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	35877	THIRD PARTY INSPECTION IN RELATIO	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	01/07/2019	01/07/2019		Y	03/31/2021	8359.00	0.00	6914.00	1445.00
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	36377	AEL NY THIRD PARTY INSPECTION FO	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	06/11/2019	06/11/2019		Y	12/30/2019	40806.74	25160.74	39056.74	1750.00
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	35390	SPECIAL INSPECTIONS FOR BLACKWE	Open	Other Professional Services	Authority Contract - Competitive Bid	08/10/2018	08/10/2018		Y	03/31/2020	9320.00	2220.00	6405.00	2915.00
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	37213	AEL TO PERFORM THE THIRD PARTY I	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	09/25/2020	09/25/2020		Y	03/31/2022	8778.00	4440.00	4440.00	4338.00
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	34690	MANHATTAN TRAM ELEVATOR SPECIA	Open	Other Professional Services	Authority Contract - Competitive Bid	02/08/2018	02/08/2018		Y	03/31/2019	44448.00	30477.00	34327.00	10121.00
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	34862	HELIX RAMP AND FLAT PLAZA REPAIR	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	03/23/2018	03/23/2018		Y	03/31/2019	40000.00	12003.62	12003.62	27996.38
ATLANTIC SALT INC		ANNUAL ROAD SALT SUPPLY	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							5324.59		
ATLANTIC UNIFORM CO., INC	37194	REPLACEMENT OF EXPIRED PROTECT	Completed	Commodities/Supplies	Authority Contract - Non-Competitive Bid	09/15/2020	09/15/2020		Y	03/31/2021	20212.50	20212.50	20212.50	
ATTRI ENTERPRISES INC.	29050	REHABILITATION OF R.I. BUS WAREHO	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	03/31/2014	07/15/2014		Y	03/31/2017	4444031.88	407965.44	4330616.81	113415.07
BEATTY'S SERVICES, INC	35602	TEMPORARY ASSISTANCE FOR WARE	Open	Other Professional Services	Authority Contract - Competitive Bid	10/05/2018	10/05/2018		Y	03/31/2020	13627.24	0.00	13627.24	
BELSON OUTDOORS, LLC	37261	TRASH CANS RECEPTACLES FOR THE	Open	Commodities/Supplies	Authority Contract - Competitive Bid	11/10/2020	11/10/2020		Y	03/31/2021	8066.00	8066.00	8066.00	
BLACKBAUD	37260	FE NXT CLOUD LICENSE FEES (10 USE	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	11/10/2020	11/10/2020		Y	03/31/2024	118167.00	23982.39	23982.39	94184.61
BLIND LOVE PICTURES LLC	36902	MANDATED BOARD MEETING RECORD	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	01/21/2020	01/21/2020		Y	03/31/2021	8625.00	0.00	875.00	7750.00
BLIND LOVE PICTURES LLC	35922	BOARD MEETING RECORDINGS	Open	Other Professional Services	Authority Contract - Competitive Bid	01/23/2019	01/23/2019		Y	03/31/2020	5650.00	0.00	5650.00	
BOND, SCHOENECK & KING, PLLC		LEGAL FEES	Completed	Legal Services	Non Contract Procurement/Purchase Order							5745.00		
BRACCI FENCE & IRONWORKS, INC.	37231	PSD BACK ENTRANCE STEEL SECURIT	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	10/19/2020	10/19/2020		Y	03/31/2021	5912.00	5912.00	5912.00	
BRACCI FENCE & IRONWORKS, INC.	37264	MOTOR POOL GATE REPAIRS	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	11/16/2020	11/16/2020		Y	03/31/2021	6460.00	6460.00	6460.00	
BRACCI FENCE & IRONWORKS, INC.		WAREHOUSE FENCING GATE PURCHA	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							10315.00		
CAMERON ENGINEERING AND ASSOCIATES,LLP	35363	CONSULTING SERVICES FOR WATERL	Open	Consulting Services	Authority Contract - Competitive Bid	08/02/2018	08/02/2018		Y	03/31/2020	26146.00	0.00	25341.38	804.62
CAMERON ENGINEERING AND ASSOCIATES,LLP	35694	BACKFLOW PREVENTION DESIGN WA	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	11/06/2018	11/06/2018		Y	03/31/2020	88907.00	0.00	52034.06	36872.94
CAMERON ENGINEERING AND ASSOCIATES,LLP	36315	DESIGN TASK ORDER/ 250- SPORTS PA	Open	Consulting Services	Authority Contract - Competitive Bid	05/21/2019	05/21/2019		Y	03/31/2021	1275861.00	529231.50	1066890.78	208970.22
CAMERON ENGINEERING AND ASSOCIATES,LLP	35599	DESIGN SERVICES FOR LIGHTHOUSE	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	10/05/2018	10/05/2018		Y	03/31/2020	103302.68	0.00	103302.68	
CAMERON ENGINEERING AND ASSOCIATES,LLP	35982	EXHIBIT SERVICES FOR BLACKWELL H	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	02/07/2019	02/07/2019		Y	03/31/2020	49550.00	0.00	49550.00	
CAMERON ENGINEERING AND ASSOCIATES,LLP	36143	SURVEY SERVICES OF COLER HOSPIT	Open	Other Professional Services	Authority Contract - Competitive Bid	03/20/2019	03/20/2019		Y	03/31/2020	30902.30	0.00	30902.30	
CARTER LEDYARD & MILBURN LLP	36643	LEGAL SERVICES	Open	Legal Services	Authority Contract - Competitive Bid	09/19/2019	09/19/2019		Y	03/31/2021	61110.65	5983.60	61110.65	
CARTER LEDYARD & MILBURN LLP	37175	SERVICES RENDERED REGARDING OC	Completed	Legal Services	Authority Contract - Non-Competitive Bid	08/28/2020	08/28/2020		Y	09/01/2020	8975.00	8975.00	8975.00	
CARTER LEDYARD & MILBURN LLP	37418	Services rendered regarding Steam Tunne	Open	Legal Services	Authority Contract - Non-Competitive Bid	03/16/2021	03/16/2021		Y	03/31/2021	14242.15	14242.15	14242.15	
CARTER LEDYARD & MILBURN LLP	37421	Services rendered regarding Rivercross Fe	Open	Legal Services	Authority Contract - Non-Competitive Bid	03/19/2021	03/19/2021		Y	03/31/2021	9675.00	9675.00	9675.00	
CARTER LEDYARD & MILBURN LLP		LEGAL FEES	Completed	Legal Services	Non Contract Procurement/Purchase Order							8997.24		
CENTRAL SQUARE/TritechSoftwareSystems	37171	IMPACTRMS - PSD RECORDS MANAGE	Completed	Other Professional Services	Authority Contract - Non-Competitive Bid	08/27/2020	08/27/2020		Y	08/28/2020	6044.33	6044.33	6044.33	
CERDANT INC.	35610	SONICWALL FIREWALLS	Open	Technology - Software	Authority Contract - Non-Competitive Bid	10/15/2018	10/15/2018		Y	03/31/2020	18804.60	2096.25	14825.85	3978.75
CERDANT INC.	37046	CERDANT MANAGE GATEWAY MAINTEN	Completed	Other Professional Services	Authority Contract - Non-Competitive Bid	05/11/2020								

Procurement Transactions Bulk Load Worksheet

Version 1.8

Procurement Transaction

In accordance with Sections 2879 AND 2824(e) of the Public Authorities Law, please provide the following information on each procurement contract that was active (open) at any time during the reporting period:

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* Vendor Name	Transaction Number	* Procurement Description	* Status	* Type of Procurement	* Award Process	Award Date	Begin Date	Renewal Date	Does the contract have an end Date?	End Date	Amount	* Amount Expended For Fiscal Year	Amount Expended For Life To Date	Current or Outstanding Balance
DELL MARKETING LP (TX)	37293	RIOC Backup Appliance for Data Backups N	Completed	Other Professional Services	Purchased Under State Contract							6775.95		
DERIVE TECHNOLOGIES LLC	37017	IT SERVICES FOR OCCIFE RELOCATIONS	Completed	Other Professional Services	Purchased Under State Contract							24692.75		
DERIVE TECHNOLOGIES LLC		591 RELOCATION SERVICES	Completed	Other Professional Services	Non Contract Procurement/Purchase Order							7113.00		
DESIGN 2147 LTD.	37035	LIGHTHOUSE TOWER RESTORATION F	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	04/06/2020	04/06/2020		Y	03/31/2021	7125.00	5200.00	5200.00	1925.00
DEVO & ASSOCIATES, LLC	36836	4G MODEM KIT WITH ANTENNA,NEW S	Open	Technology - Consulting/Development or Support	Authority Contract - Non-Competitive Bid	12/18/2019	12/18/2019		Y	03/31/2021	13473.49	8640.00	10950.91	2522.58
DEVO & ASSOCIATES, LLC	37077	PARKFOLIO AIR TIME P & D/ PARKING	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	06/09/2020	06/09/2020		Y	03/31/2021	14078.00	9315.00	9315.00	4763.00
DEVO & ASSOCIATES, LLC	33610	INSTALLATION OF MULTI SPACE PARK	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	05/22/2017	05/22/2017		Y	12/12/2017	119220.00	1860.00	119220.00	
DEVO & ASSOCIATES, LLC	36435	PARKFOLIO AIRTIME P&D FOR THE YE	Completed	Technology - Consulting/Development or Support	Authority Contract - Non-Competitive Bid	07/08/2019	07/08/2019		Y	03/31/2021	14490.00	3105.00	14490.00	
DEWBERRY ENGINEERS INC.	34724	ROOSEVELT ISLAND BIKE RAMP AND	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	07/23/2018	07/23/2018		Y	07/22/2023	2007538.31	131638.45	589696.57	1417841.74
DI GROUP-ARCHITECTURE, LLC	35314	TASK ORDER FOR YOUTH CENTER RE	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	07/18/2018	07/18/2018		Y	03/31/2020	155804.00	7150.00	144619.00	11185.00
DI GROUP-ARCHITECTURE, LLC	35621	PROFESSIONAL SERVICES FOR TRAM	Open	Other Professional Services	Authority Contract - Competitive Bid	10/19/2018	10/19/2018		Y	03/31/2020	15550.00	2060.00	15550.00	
DIVA COMMUNICATIONS, INC.	37159	ZOOM MEETINGS REMAINING FY 1920	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	08/18/2020	08/18/2020		Y	03/31/2021	28212.50	24635.00	24635.00	3577.50
DIVA COMMUNICATIONS, INC.		BOARD MEETING RECORDING AND HC	Completed	Other Professional Services	Non Contract Procurement/Purchase Order							8912.50		
DUDE SOLUTIONS, INC	34995	CMMS SOFTWARE	Open	Technology - Software	Authority Contract - Competitive Bid	04/26/2018	04/26/2018		Y	03/31/2020	21319.39	0.00	21319.39	
DYNAMIC PEST CONTROL INC	37056	WEEKLY PEST CONTROL SERVICES F	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	05/18/2020	05/18/2020		Y	03/31/2021	10073.00	6273.00	6273.00	3800.00
EAST COAST MECHANICAL CONTRACTING CORP.	37242	SPORTSPARK FULTON BOILERS	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	03/22/2021	03/22/2022		Y	03/21/2022	11522.01	0.00	0.00	11522.01
EASTERN COMMUNICATION, LTD		UPGRADE PSD REPEATER	Completed	Other Professional Services	Non Contract Procurement/Purchase Order							8653.20		
EFPR GROUP, CPA'S, PLLC	32464	AUDITING SERVICES	Open	Financial Services	Authority Contract - Competitive Bid	10/10/2016	10/10/2016		Y	10/09/2019	171500.00	46500.00	142500.00	29000.00
EIA NETWORKED TECHNOLOGIES	37221	EIA COMPLETE CAMERA AND CARD RE	Completed	Commodities/Supplies	Authority Contract - Non-Competitive Bid	10/06/2020	10/06/2020		Y	03/31/2021	19864.77	19864.77	19864.77	
EIA NETWORKED TECHNOLOGIES	35470	(New IDF - 520 Main St - Youth Center IDR	Completed	Other Professional Services	Purchased Under State Contract							32666.39		
EIA NETWORKED TECHNOLOGIES	37287	New S2 Card reader for 680 Break Room	Completed	Other Professional Services	Purchased Under State Contract							7370.83		
ELAN ENGINEERING	32125	SEAWALL RAILINGS	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	09/22/2016	09/22/2016		Y	12/31/2017	216087.60	11387.60	215916.54	171.06
ELATE MOVING	37439	591 MAIN ST OFFICE MOVE	Open	Other Professional Services	Authority Contract - Competitive Bid	03/31/2021	03/31/2021		Y	03/31/2021	19500.00	0.00	0.00	19500.00
EMCOR SERVICES NEW YORK/NEW JERSEY, INC.	35957	HVAC ON-CALL REPAIRS	Open	Other Professional Services	Authority Contract - Competitive Bid	12/01/2018	12/01/2018		Y	11/30/2021	250000.00	8004.00	82885.75	167114.25
EMCOR SERVICES NEW YORK/NEW JERSEY, INC.	36017	REPAIR CIRCULATING PUMP AT SPOR	Open	Other Professional Services	Authority Contract - Competitive Bid	02/20/2019	02/20/2019		Y	03/31/2020	0.00	0.00	0.00	
ENVAC IBERIA S.A	31785	ON-CALL AVAC EMERGENCY REPAIRS	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	01/08/2016	01/08/2016		Y	03/31/2021	605000.00	48172.35	467774.02	137225.98
ENVAC IBERIA S.A	35725	AVAC- CONTROLS UPGRADE	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	11/19/2018	11/19/2018		Y	03/31/2020	1753475.25	222297.82	1367396.34	386078.91
ENVAC IBERIA S.A	29988	AVAC GARBAGE PIPE REPAIRS ON CA	Completed	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	07/16/2014	07/16/2014		Y	03/31/2018	92132.73	0.00	92132.73	
EVERBRIDGE, INC.	37119	EVERBRIDGE NOTIFICATION SYSTEM I	Completed	Other Professional Services	Authority Contract - Non-Competitive Bid	07/21/2020	07/21/2020		Y	07/27/2020	10050.00	10050.00	10050.00	
FORITAS, INC	35611	WAVE TELEPHONE SYSTEM FOR THE	Open	Technology - Software	Authority Contract - Non-Competitive Bid	10/15/2018	10/15/2018		Y	03/31/2020	14389.94	0.00	0.00	14389.94
GALLS	36917	PSD UNIFORM BOOTS & TRAFFIC VES	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	01/24/2020	01/24/2020		Y	03/31/2021	7059.61	6199.54	6199.54	860.07
GALLS	36959	UNIFORMS FOR NEW OFFICERS	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	02/12/2020	02/12/2020		Y	03/31/2021	6177.00	5105.18	5105.18	1071.82
GALLS	36921	NEW UNIFORM & EQUIPMENT FOR ALL	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	01/28/2020	01/28/2020		Y	03/31/2021	49955.35	25593.07	46928.96	3026.39
GALLS	36320	REPLACEMENT OF BODY ARMOR FOR	Open	Other	Authority Contract - Non-Competitive Bid	05/22/2019	05/22/2019		Y	03/31/2021	29116.00	0.00	16180.00	12936.00
GANDHI ENGINEERING INC	28374	HELIX RENOVATION A AND E DESIGN	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	08/15/2013	09/02/2013		Y	03/31/2018	441262.82	0.00	374462.83	66799.99
GARDINER ANDTHEOBALD, INC.	34575	OWNER'S REPRESENTATIVE	Open	Other Professional Services	Authority Contract - Competitive Bid	04/19/2018	04/19/2018		Y	04/18/2021	536455.11	0.00	536455.11	
GC ENG ANDASSOCIATES, PC	31781	DESIGN OF ELEVATOR FOR MANHATT	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	01/08/2016	01/08/2016		Y	03/31/2018	277844.00	0.00	276929.25	914.75
GERALD SORGENTE	34219	CONSULTANT FOR THE AVAC SYSTEM	Open	Consulting Services	Authority Contract - Non-Competitive Bid	10/24/2017	10/24/2017		Y	03/31/2019	13900.00	0.00	13900.00	
GLOBAL FUELING SYSTEMS Inc.(Henrich)	33585	TANK TIGHTNESS TESTING	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	05/18/2017	05/18/2017		Y	03/31/2019	11700.00	2535.00	9555.00	2145.00
GLOBAL FUELING SYSTEMS Inc.(Henrich)		OGS FUEL CONTRACTOR	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							13433.52		
GRAINGER	37278	SUPPLIES FOR THE LIBRARY RENOVA	Completed	Commodities/Supplies	Purchased Under State Contract							8689.00		
GRAINGER	37328	Street Light post LED retrofit lights - Island	Completed	Commodities/Supplies	Purchased Under State Contract							2584.86		
GRAINGER		WAREHOUSE SUPPLIUES	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							68549.77		
GREEN ENERGY TECHNOLOGY BV JGM LLC	37135	ELECTRICAL SERVICE AND INFRASTRU	Open	Other Professional Services	Authority Contract - Competitive Bid	08/03/2020	08/03/2020		Y	03/21/2021	70545.00	70545.00	70545.00	
GRIDIUM, INC.	37423	Gridium - Tikkit Annual Renewal	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	03/19/2021	03/19/2021		Y	03/31/2021	11520.00	0.00	0.00	11520.00
GRIDIUM, INC.		TIKKIT ANNUAL SERVICE	Completed	Other Professional Services	Non Contract Procurement/Purchase Order							11758.85		
H.O. PENN MACHINERY COMPANY, INC	36233	PREVENTATIVE MAINTENANCE FOR PS	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	04/22/2019	04/22/2019		Y	05/31/2020	7662.24	0.00	6523.28	1138.96
H.O. PENN MACHINERY COMPANY, INC	37329	H.O. Penn - PREVENTATIVE MAINTENANC	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	01/19/2021	01/19/2021		Y	03/31/2021	10371.45	0.00	0.00	10371.45
H.O. PENN MACHINERY COMPANY, INC	35102	PSD EMERGENCY GENERATOR AND A	Open	Commodities/Supplies	Authority Contract - Non-Competitive Bid	05/29/2018	05/29/2018		Y	03/31/2020	14182.09	0.00	14182.09	
HARDESTY AND HANOVER LLC	33709	ENGINEERING CONSULTANT FOR AER	Open	Consulting Services	Authority Contract - Competitive Bid	02/20/2018	02/20/2018		Y	03/31/2022	200000.00	0.00	74470.00	125530.00
HAWKINS WEBB JAEGER	32486	TEMPORARY DIRECTOR OF ENGINEER	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	06/30/2016	06/30/2016		Y	06/23/2017	358070.01	0.00	358070.01	
Hempstead Lincoln Mercury Motors	36963	VEHICLES FOR PSD	Open	Commodities/Supplies	Authority Contract - Competitive Bid	02/13/2020	02/13/2020		Y	03/31/2021	61754.82	61754.82	61754.82	
HERC RENTALS INC.		WAREHOUSE SUPPLIES	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							7098.50		
INFINITY CONTRACTING SERVICES, CORP	37103	SPORTPARK TEMPORARY PORTABLE	Open	Other Professional Services	Authority Contract - Competitive Bid	07/14/2020	07/14/2020		Y	03/31/2021	63400.00	62898.22	62898.22	501.78
INFINITY CONTRACTING SERVICES, CORP	36472	TO PROVIDE PORTABLE AC UNIT FOR	Open	Commodities/Supplies	Authority Contract - Competitive Bid	07/19/2019	07/19/2019		Y	03/31/2021	76375.00	260.94	60635.94	15739.06
INFINITY CONTRACTING SERVICES, CORP	35959	HVAC ON CALL REPAIRS	Open	Other Professional Services	Authority Contract - Competitive Bid	02/04/2019	02/04/2019		Y	03/31/2020	250000.00	0.00	37433.82	212566.18
INNOVATORS SERVICE COMPANY, LLC	36923	PAINTING OF PSD FACILITY	Open	Commodities/Supplies	Authority Contract - Competitive Bid	01/28/2020	01/28/2020		Y	03/31/2021	49921.47	49921.47	49921.47	
INTERMEDIA.NET, INC.		IT SERVICES	Completed	Other Professional Services	Non Contract Procurement/Purchase Order							9402.36		
J & V LOCKS AND DOORS INC.	36629	KEY PROJECT - SUPPLY & INSTALLATI	Open	Commodities/Supplies	Authority Contract - Competitive Bid	09/17/2019	09/17/2019		Y	03/31/2021	46812.00	25747.00	46812.00	
J & V LOCKS AND DOORS INC.	37317	Key Project - Supply & Installation of Cylind	Completed	Commodities/Supplies	Authority Contract - Non-Competitive Bid	12/30/2020	12/30/2020		Y	03/31/2021	13830.00	13830.00	13830.00	
J & V LOCKS AND DOORS INC.		WAREHOUSE LOCKS RESET	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							6917.93		
JACKSON LEWIS, P.C.	37357	Services rendered regarding Local 210 Neg	Completed	Legal Services	Authority Contract - Non-Competitive Bid	02/09/2021	02/09/2021		Y	03/31/2021	5319.88	0.00	0.00	5319.88
JACKSON LEWIS, P.C.	36845	OUTSIDE COUNSEL SERVICE	Completed	Legal Services	Authority Contract - Non-Competitive Bid	12/27/2019	12/27/2019		Y	03/31/2021	31774.15	0.00	31774.15	
JACKSON LEWIS, P.C.	37050	LEGAL SERVICE - EMPLOYMENT CASE	Completed	Legal Services	Authority Contract - Non-Competitive Bid	05/13/2020	05/13/2020		Y	05/15/2020	6860.00	6860.00	6860.00	
JACKSON LEWIS, P.C.	37106	SERVICE RANDED REGARDING EMP	Completed	Legal Services	Authority Contract - Non-Competitive Bid	07/14/2020	07/14/2020		Y	07/14/2020	13182.68	13182.68	13182.68	
JACKSON LEWIS, P.C.	37314	Services rendered regarding Local 210 Neg	Completed	Legal Services	Authority Contract - Non-Competitive Bid	12/29/2020	12/29/2020		Y	03/31/2021	14143.00	14143.00	14143.00	
JACKSON LEWIS, P.C.	37407	Services rendered regarding Local 210 Neg	Completed	Legal Services	Authority Contract - Non-Competitive Bid	03/10/2021	03/10/2021		Y	03/31/2021	7153.50	7153.50	7153.50	
JACKSON LEWIS, P.C.		LEGAL PROFESSIONAL SERVICES	Completed	Legal Services	Non Contract Procurement/Purchase Order							20961.48		
JFA INSURANCE BROKERAGE & ASSOCIATES INC	37110	INSURANCE PREMIUM APRIL 2020 - MA	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	07/15/2020	07/15/2020		Y	07/15/2021	3323184.0			

Procurement Transactions Bulk Load Worksheet

Version 1.8

Procurement Transaction

In accordance with Sections 2879 AND 2824(e) of the Public Authorities Law, please provide the following information on each procurement contract that was active (open) at any time during the reporting period:

Columns whose names contain "*" are required AND must have values for each record to be loaded. Do not enter blank lines, as a blank line (a line with no information) will be regarded as the end of the file.

This worksheet must be saved as type "csv" in order to be uploaded to PARIS. Select "Save As" from the "File" menu above AND select "CSV (comma delimited)" as the file type.

Note: Most cells have some level of validation, however, validation in Excel only functions when you actually type data in the cell. It is recommended that you selectively check validation in rows that you have copied data into.

* Vendor Name	Transaction Number	* Procurement Description	* Status	* Type of Procurement	* Award Process	Award Date	Begin Date	Renewal Date	Does the contract have an end date?	End Date	Amount	* Amount Expended For Fiscal Year	Amount Expended For Life To Date	Current or Outstanding Balance
LANGAN ENGINEERING AND ENVIRONMENTAL SERVICE INC.	27836	SOUTHPOINT PARK SEAWALL SURVEY	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	12/12/2012	12/12/2012		Y	03/31/2018	1196300.00	263669.24	1090072.63	106227.37
LEAF CAPITAL FUNDING, LLC	37243	5-YEAR LEASE FOR 7 IMC3500 AND 3000	Open	Other Professional Services	Purchased Under State Contract							6233.17		
LEAF CAPITAL FUNDING, LLC	31084	REPLACEMENT OF MULTI FUCNTION C	Open	Commodities/Supplies	Authority Contract - Competitive Bid	09/02/2015	09/02/2015		Y	05/05/2022	62951.80	8261.78	62951.80	
LED SOLUTIONS	35289	LED LIGHTING REPLACEMENT FOR OC	Open	Other Professional Services	Authority Contract - Competitive Bid	07/10/2018	07/10/2018		Y	03/31/2020	178350.00	0.00	178350.00	
LED SOLUTIONS	35544	FIREFIGHTER'S FIELD TEMPORARY LIQ	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	09/25/2018	09/25/2018		Y	03/31/2020	26700.00	0.00	26700.00	
LEITNER POMA OF AMERICA O AND M INC.	30748	TRAM OPERATING MANAGEMENT FEE	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	03/01/2017	03/01/2017		Y	03/01/2022	21928942.85	4457301.06	18862124.69	3066818.16
LILYPAD EV, LLC	37146	SUPPLY, INSTALL & FIVE-YEAR MAINT	Open	Other Professional Services	Authority Contract - Competitive Bid	08/11/2020	08/11/2020		Y	03/31/2021	37539.00	37539.00	37539.00	
LIRO ENGINEERS INC.	34576	CONTRACT VALUE= \$ 2,073,880.00/ OW	Open	Consulting Services	Authority Contract - Competitive Bid	03/15/2019	03/15/2019		Y	03/31/2021	5605200.00	2035540.00	3283977.50	2321222.50
LOCAL OFFICE LANDSCAPE AND URBAN DESIGN LLC	37415	Blackwell Pavers Design Services	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	03/15/2021	03/15/2021		Y	03/31/2021	22000.00	0.00	0.00	22000.00
LOVELL SAFETY MANAGEMENT CO. LLC		SITE SAFETY SERVICES	Completed	Other Professional Services	Non Contract Procurement/Purchase Order							16922.90		
LPC INC.	37385	LPC INC dark fiber data infrastructure	Open	Design and Construction/Maintenance	Purchased Under State Contract							0.00		
MARJAM SUPPLY CO., INC.		WAREHOUSE SUPPLIUES	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							5707.85		
MBAF CERTIFIED PUBLIC ACCOUNTANTS, LLP	37274	PAPERSAVE MAINTENANCE RENEWAL	Open	Other Professional Services	Purchased Under State Contract							5100.00		
MIDTOWN NY DOCTORS URGENT CARE	36703	MEDICAL TESTING FOR EMPLOYEES	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	10/15/2019	10/15/2019		Y	03/31/2021	9345.00	2990.00	8540.00	805.00
MJH ENERGY CONSULTING Inc.	35319	ON-CALL PLUMBING SERVICES	Open	Other Professional Services	Authority Contract - Competitive Bid	12/17/2018	12/17/2018		Y	12/16/2019	400000.00	92648.56	171783.98	228216.02
MOTOROLA SOLUTIONS INC.	37361	Ally - PSD Records Management Software	Open	Other Professional Services	Purchased Under State Contract							0.00		
MP ENGINEERS AND ARCHITECTS P.C.	33232	FIREFIGHTERS FIELD DESIGN FEE+ CO	Open	Consulting Services	Authority Contract - Competitive Bid	02/01/2017	02/01/2017		Y	03/31/2021	218740.00	35015.58	175924.00	42816.00
MP ENGINEERS AND ARCHITECTS P.C.	36163	FIRE FIGHTERS FIELD PROJECT DESIG	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	03/27/2019	03/27/2019		Y	03/31/2020	157100.00	0.00	0.00	157100.00
MUNICIPAL TESTING LABORATORY INC	33979	CONCRETE TESTING TRAM STATION P	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	08/31/2017	08/31/2017		Y	03/31/2019	7000.00	0.00	2030.00	4970.00
NATIONAL OFFICE FURNITURE, INC.	36688	YOUTH CENTER FURNITURE	Completed	Commodities/Supplies	Purchased Under State Contract							46380.47		
NATIONAL OFFICE FURNITURE, INC.	36903	PSD FURNITURE	Completed	Commodities/Supplies	Purchased Under State Contract							6006.00		
NELSON ANDPOPE ENGINEERS AND SURVEYORS	32041	ENGINEERING SERVICES (BUS GARAG	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	03/17/2016	03/17/2016		Y	03/31/2018	50700.00	4650.00	41025.00	9675.00
NELSON ANDPOPE ENGINEERS AND SURVEYORS	30863	REVIEW MEP SUBMITTALS AND INSP	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	04/01/2015	04/01/2015		Y	03/31/2018	38480.00	0.00	17316.00	21164.00
NELSON ANDPOPE ENGINEERS AND SURVEYORS	36021	DESIGN ENGINEERING SERVICES PE	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	02/21/2019	02/21/2019		Y	03/31/2020	132970.00	0.00	0.00	132970.00
NORTH EAST WELDING (Cancel)	33268	FABRICATION AND INSTALLATION OF S	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	02/13/2017	02/13/2017		Y	03/31/2018	0.00	0.00	0.00	0.00
NORTH EASTERN BUS REBUILDERS, INC.	36965	HYBRID SYSTEM REPAIR BUS#3	Open	Other	Authority Contract - Non-Competitive Bid	02/19/2020	02/19/2020		Y	03/31/2021	500.00	500.00	500.00	
NORTH EASTERN BUS REBUILDERS, INC.	37268	RED HEV LIGHTS FOR BUS 6	Completed	Other	Authority Contract - Non-Competitive Bid	11/16/2020	11/16/2020		Y	03/31/2021	6642.78	6642.78	6642.78	
NORTHEASTERN OFFICE EQUIPMENT INC.		PRINTER COPIER SERVICES	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							9802.92		
NYC TRANSIT AUTHORITY	34883	AGREEMENT TO REMOVE AND INSTAL	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	03/27/2018	03/27/2018		Y	03/31/2019	215485.09	0.00	215485.09	
NYS INDUSTRIES FOR THE DISABLED INC	33193	PROVIDE CLEANING SERVICE FOR EN	Completed	Other Professional Services	Purchased Under State Contract							0.00		
NYS INDUSTRIES FOR THE DISABLED INC	37057	COVID CLEANING	Open	Other Professional Services	Purchased Under State Contract							54296.21		
NYS INDUSTRIES FOR THE DISABLED INC	37062	CUSTODIAL CONTRACT FOR INDOOR R	Open	Other Professional Services	Purchased Under State Contract							252535.20		
NYS INDUSTRIES FOR THE DISABLED INC	37297	COVID 524Main Cleaning - NYSID	Open	Other Professional Services	Purchased Under State Contract							2295.75		
NYS INDUSTRIES FOR THE DISABLED INC		WAREHOUSE SUPPLIUES	Completed	Commodities/Supplies	Purchased Under State Contract							4854.30		
NYS INDUSTRIES FOR THE DISABLED INC	36161	CUSTODIAL SERVICES RENEWAL	Open	Other Professional Services	Purchased Under State Contract							149233.35		
PAT CORSETTI , INC.	32239	INSTALL PARTS AND RESURFACING PI	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	05/03/2016	05/03/2016		Y	03/31/2018	5590.00	0.00	5590.00	
PAUL'S POLICE UNIFORMS & EQUIPMENT		PSD UNIFORMS	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							9218.50		
PENN EMBLEM COMPANY	37001	PATCHES FOR ALL PSD UNIFORMS SH	Completed	Commodities/Supplies	Authority Contract - Non-Competitive Bid	03/03/2020	03/03/2020		Y	04/13/2020	5661.20	565.67	5661.20	
PHILADELPHIA INSURANCE COMPANIES	37273	YESENIA MORALES SETTLEMENT-CLA	Completed	Other Professional Services	Authority Contract - Non-Competitive Bid	11/17/2020	11/17/2020		Y	03/31/2021	13000.00	13000.00	13000.00	
PHILADELPHIA INSURANCE COMPANIES	37305	Pia Doane Settlement-Claim# PRRH17021	Completed	Other Professional Services	Authority Contract - Non-Competitive Bid	12/21/2020	12/21/2020		Y	03/31/2021	50000.00	50000.00	50000.00	
PHILIBERT ENGINEERING, PC	32743	RI TRAM STATION ROOF AND STAIRC	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	09/07/2016	09/07/2016		Y	03/31/2018	9000.00	0.00	5250.00	3750.00
PHILIBERT ENGINEERING, PC	35383	YOUTH CENTER RENOVATION INSPEC	Open	Other Professional Services	Authority Contract - Competitive Bid	08/10/2018	08/10/2018		Y	03/31/2020	6450.00	2050.00	6450.00	
PHILIBERT ENGINEERING, PC	35875	SPECIAL INSPECTIONS FOR BUS GAR	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	01/07/2019	01/07/2019		Y	03/31/2020	14170.00	520.00	14170.00	
PKF O'CONNOR DAVIES, LLP	35974	INTERNAL CONTROL CONSULTING SER	Open	Other Professional Services	Authority Contract - Competitive Bid	01/07/2019	01/07/2019		Y	03/31/2022	175000.00	47158.00	47158.00	127842.00
PSI AGENCY INC.	37090	SPECIAL INSPECTIONS NEEDED FOR T	Open	Other Professional Services	Authority Contract - Competitive Bid	06/25/2020	06/25/2020		Y	03/31/2021	188380.00	62650.00	62650.00	125730.00
R&R GENERAL SUPPLY CO., INC.		WAREHOUSE SUPPLIES	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							7530.54		
R.J. GREENE CONSTRUCTION CORP	30694	RI TRAM STATION ROOF AND STAIRCA	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	01/15/2016	02/08/2016		Y	03/31/2018	752230.00	0.00	752230.00	
RAL BAR ELECTRIC, INC	37441	Ral-Bar to complete conduit replacement	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	03/31/2021	03/31/2021		Y	03/31/2021	6245.00	0.00	0.00	6245.00
RAL BAR ELECTRIC, INC	34964	ON-CALL ELECTRICAL SERVICES (RFP	Open	Other Professional Services	Authority Contract - Competitive Bid	06/27/2018	07/09/2018		Y	07/08/2021	600000.00	114101.84	507846.97	92153.03
RAL BAR ELECTRIC, INC	37014	LIGHT POLES REPAIRS	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	03/11/2020	03/11/2020		Y	03/31/2021	59999.57	59999.57	59999.57	
RAL BAR ELECTRIC, INC	37084	MOTOR GATE CONDUIT REPLACEMENT	Completed	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	06/22/2020	06/22/2020		Y	08/13/2020	20465.00	20465.00	20465.00	
RAL BAR ELECTRIC, INC	37085	ELECTRIC POWER SUPPLY FOR CAT H	Completed	Other Professional Services	Authority Contract - Non-Competitive Bid	06/22/2020	06/22/2020		Y	08/13/2020	6590.00	6590.00	6590.00	
RAL BAR ELECTRIC, INC	37339	Ral-Bar to perform electrical work on 680	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	02/01/2021	02/01/2021		Y	03/31/2021	9675.00	9675.00	9675.00	
RAL BAR ELECTRIC, INC		ELECTRIC WORK	Completed	Design and Construction/Maintenance	Non Contract Procurement/Purchase Order							11045.00		
REDEYE, INC	37123	ANNUAL SUPPORT SERVICES	Completed	Other Professional Services	Authority Contract - Non-Competitive Bid	07/28/2020	07/28/2020		Y	08/26/2020	14523.84	14523.84	14523.84	
REGIMENTAL CONTRACTING LLC	33968	LABOR TO INSTALL ADDITIONAL WATE	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	08/31/2017	08/31/2017		Y	03/31/2019	7137.84	0.00	7137.84	
ROOFTOP FILMS, INC.	36980	AUDIO VISUAL SERVICES FOR THE 202	Open	Other Professional Services	Authority Contract - Competitive Bid	02/24/2020	02/24/2020		Y	08/26/2020	24336.00	0.00	0.00	24336.00
ROOSEVELT ISLAND CLEANERS INC	37083	CLEANERS SERVICES FOR THE MONT	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	06/22/2020	06/22/2020		Y	03/31/2021	26507.54	20350.54	20350.54	6157.00
ROSEMAR CONTRACTING INC	36513	MAIN STREET CROSSWALKS RE-PAINT	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	08/01/2019	08/01/2019		Y	03/31/2021	64763.00	0.00	46348.50	18414.50
ROSEMAR CONTRACTING INC	35103	ON-CALL SERVICE ROADWAY REPAIR	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	08/13/2018	08/13/2018		Y	08/12/2019	800000.00	0.00	455521.06	344478.94
ROSEMAR CONTRACTING INC.	37321	Emergency Road repairs: Storm drain, cav	Completed	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	01/07/2021	01/07/2021		Y	03/31/2021	20850.69	20850.69	20850.69	
SAFE TECH USA, LTD	36259	EMERGENCY TRAM FIRE PANEL UPGR	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	05/02/2019	05/02/2019		Y	05/31/2020	35960.00	0.00	34100.00	1860.00
SAFE TECH USA, LTD	37148	FIRE ALARM MONITORING AUGUST 20	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	08/11/2020	08/11/2020		Y	03/31/2021	15000.00	11210.04	11210.04	3789.96
SAFE TECH USA, LTD	35943	ANNUAL FIRE ALARM MONITORING SE	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	01/30/2019	01/30/2019		Y	03/31/2020	5220.00	0.00	5220.00	
SAFE TECH USA, LTD	36518	543 MAIN STREET GOOD SHEPHERD C	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	08/01/2019	08/01/2019		Y	07/01/2020	4185.00	1395.00	4185.00	
SAFE TECH USA, LTD		WAREHOUSE SUPPLIUES	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							7227.77		
SEA CREST CONSTRUCTION CORP	36126	OCATGON COMFORT STATION RENOV	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	03/18/2019	03/18/2019		Y	03/31/2021	5453180.01	2273416.37	3676482.52	1776697.49
SEA CREST CONSTRUCTION CORP	33574	ELEVATOR CONSTRUCTION FOR THE	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	12/12/2017	12/12/2017		Y	12/12/2018	6940505.99	2247254.44	4118849.24	2821656.75
SEA CREST CONSTRUCTION CORP	35465	FDR HOPE MEMORIAL	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	11/15/2019	11/15/2019		Y	03/31/2021	681577.59	535696.59	681577.59	
SEWA CONSTRUCTION CORP	37091	CAT HOUSE SANTUARY CONSTRUCTIO	Completed	Design and Construction/Maintenance	Authority Contract - Competitive Bid	06/25/2020	06/25/2020		Y					

Procurement Transactions Bulk Load Worksheet

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Procurement Transaction

In accordance with Sections 2879 AND 2824(e) of the Public Authorities Law, please provide the following information on each procurement contract that was active (open) at any time during the reporting period:

Columns whose names contain "*" are required AND must have values for each record to be loaded. Do not enter blank lines, as a blank line (a line with no information) will be regarded as the end of the file.

This worksheet must be saved as type "csv" in order to be uploaded to PARIS. Select "Save As" from the "File" menu above AND select "CSV (comma delimited)" as the file type.

Note: Most cells have some level of validation, however, validation in Excel only functions when you actually type data in the cell. It is recommended that you selectively check validation in rows that you have copied data into.

* Vendor Name	Transaction Number	* Procurement Description	* Status	* Type of Procurement	* Award Process	Award Date	Begin Date	Renewal Date	Does the contract have an end Date?	End Date	Amount	* Amount Expended For Fiscal Year	Amount Expended For Life To Date	Current or Outstanding Balance
TALL GIRLS DESIGN	36319	GRAPHIC DESIGN SERVICES RENEWA	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	05/22/2019	05/22/2019		Y	03/31/2021	44545.00	16175.00	29340.00	15205.00
THE LANDTEK GROUP, INC	35944	OCTAGON FIELD TURF REPLACEMENT	Open	Other Professional Services	Authority Contract - Competitive Bid	04/08/2019	04/08/2019		Y	07/08/2019	1189711.46	0.00	1143197.59	46513.87
THE LAWRENCE GROUP, INC	35853	HOPE MEMORIAL- ARCHITECT OF REC	Open	Other Professional Services	Authority Contract - Competitive Bid	01/03/2019	01/03/2019		Y	03/31/2020	50650.00	2861.48	44758.71	5891.29
THE LAWRENCE GROUP, INC	35854	BIKE RAMP DESIGN	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	01/03/2019	01/03/2019		Y	03/31/2020	11200.00	0.00	3980.50	7219.50
THE LAWRENCE GROUP, INC	36162	MOTORGATE GARAGE ASSESSMENT	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	03/27/2019	03/27/2019		Y	03/31/2020	102627.00	0.00	54410.95	48216.05
THE LAWRENCE GROUP, INC	35692	BLACKWELL PARK DESIGN CONSULTA	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	11/06/2018	11/06/2018		Y	03/31/2020	298020.00	0.00	208650.00	89370.00
THE NORTH CAROLINA GRANITE CORPORATION	35344	HOPE MEMORIAL SCULPTURE PROJE	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	07/24/2018	07/24/2018		Y	03/31/2020	300000.00	13528.72	188616.72	111383.28
THOMAS A. FENNIMAN ARCHITECT	35901	LIGHTHOUSE RESTORATION (DESIGN	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	01/15/2019	01/15/2019		Y	03/31/2021	101353.80	16603.80	50353.80	51000.00
TOTAL MACHINE SOLUTIONS		GATE REPAIR MOTORGATE	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							5465.00		
TREVCON CONSTRUCTION COMPANY INC.	36983	SOUTHPOINST OPEN SPACE RENOVAT	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	02/25/2020	02/25/2020		Y	11/28/2021	11243248.00	6333742.80	6333742.80	4909505.20
T-SQUARE DESIGN INC	34443	SPORT SPARK SIGNAGE ASSESSMENT	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	12/12/2017	12/12/2017		Y	03/31/2019	5460.00	0.00	5460.00	
TURTLE & HUGHES INC	34838	PARTS TO REPAIR AVAC EXHAUSTERS	Open	Commodities/Supplies	Authority Contract - Competitive Bid	03/15/2018	03/15/2018		Y	03/31/2019	0.00	0.00	0.00	
TURTLE & HUGHES INC	36073	LED BULBS FOR STREET LAMPS	Open	Commodities/Supplies	Authority Contract - Competitive Bid	03/06/2019	03/06/2019		Y	03/31/2020	0.00	0.00	0.00	
TURTLE & HUGHES INC		SUPPLIES LED LIGHTS	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							8887.13		
U.ARIAS CORPORATION	35620	RFP ISLAND WIDE LANDSCAPE SERVIC	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	04/01/2019	04/01/2019		Y	03/31/2021	671190.00	330994.54	669491.77	1698.23
U.ARIAS CORPORATION	34977	ISLANDWIDE LAWNCARE	Open	Other Professional Services	Authority Contract - Competitive Bid	04/19/2018	04/19/2018		Y	03/31/2020	47916.00	0.00	47916.00	
UNITED PRECISION MANAGEMENT, INC.	37038	ASBESTOS REMOVAL	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	04/08/2020	04/08/2020		Y	03/31/2021	21500.00	0.00	0.00	21500.00
UNITED PRECISION MANAGEMENT, INC.	37093	ASBESTOS REMOVAL WORK WILL NEE	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	07/01/2020	07/01/2020		Y	03/31/2021	36960.00	36960.00	36960.00	
UNIVERSAL TESTING & INSPECTION SERVICES, INC.	37356	Universal Testing to perform Special Inspe	Open	Other Professional Services	Authority Contract - Competitive Bid	02/09/2021	02/09/2021		Y	03/31/2021	11030.00	0.00	0.00	11030.00
VALLEY VAN & SPORT UTILITIES INC (NAC VAN & TRUCK)	37154	PURCHASE AND INSTALLATION OF EM	Open	Design and Construction/Maintenance	Authority Contract - Non-Competitive Bid	08/17/2020	08/17/2020		Y	03/31/2021	24756.12	24756.12	24756.12	
VANGUARD CONSTRUCTION & DEVELOPMENT CO. INC	35926	RI YOUTH CENTER RENOVATION PROJ	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	01/29/2019	01/29/2019		Y	03/31/2021	2186947.96	136670.66	2102817.79	84130.17
WALDNER'S BUSINESS ENVIRONMENTS, INC.	36711	YOUTH CENTER RENOVATION PROJEC	Open	Other Professional Services	Authority Contract - Non-Competitive Bid	10/18/2019	10/18/2019		Y	03/31/2021	11110.00	11110.00	11110.00	
WALDNER'S BUSINESS ENVIRONMENTS, INC.		OFFICE FURNITURE	Completed	Commodities/Supplies	Non Contract Procurement/Purchase Order							8515.01		
WALTER B. MELVIN ARCHITECTS, LLC	35466	SMALLPOX HOSPITAL RENOVATION	Open	Design and Construction/Maintenance	Authority Contract - Competitive Bid	11/01/2018	11/01/2018		Y	03/31/2020	642948.00	166284.16	317813.50	325134.50
WEST GROUP PAYMENT CENTER	34044	ON LINE WESTLAW SERVICES	Completed	Legal Services	Authority Contract - Non-Competitive Bid	09/13/2017	09/13/2017		Y	03/31/2019	38575.80	3765.53	38575.80	
WEST GROUP PAYMENT CENTER	37158	THOMSON REUTERS INVOICE-ANNUAL	Completed	Legal Services	Purchased Under State Contract							13080.00		
ZINO NURSERIES ANDS LANDSCAPING, INC.	37039	PLANT MATERIALS NEEDED (TREES, S	Open	Commodities/Supplies	Authority Contract - Competitive Bid	04/13/2020	04/13/2020		Y	03/31/2021	8999.80	8999.80	8999.80	

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In accordance with Sections 2879 AND 2824(e) of the Public Authorities Law

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Note: Most cells have some level of validation, however, validation in Excel is not perfect

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54th St. AUTO BODY SHOP Corp		NYS	N	N	0	Y	<\$50,000	8408.00		59-25 54TH STREET		MASPETH	NY	11378			USA	
54th St. AUTO BODY SHOP Corp		NYS	N	N	0	Y				59-25 54TH STREET		MASPETH	NY	11378			USA	
AAL Construction Services	2	NYS	Y	Y	1	N				OAK POINT AVENUE		BRONX	NY	10474			USA	
ABEL BAINSON BUTZ, LLP	3	NYS	N	Y	0	N				80 8TH AVENUE		NEW YORK	NY	10011			USA	
ACCOMTEMP A ROBERT HALF CO.		Foreign	N	N	0	Y	Continuation of existing serv	735645.54		12400 COLLECTION CENTER DR		CHICAGO	IL	60693			USA	
ACCOMTEMP A ROBERT HALF CO.		Foreign	N	N	0	Y				12400 COLLECTION CENTER DR		CHICAGO	IL	60693			USA	
ACTIVE FIRE EXTINGUISHER CO.	2	NYS	Y	Y	1	Y	<\$50,000			PO BOX 1977		LONG ISLAND CITY	NY	11101	1977		USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000	17310.00		260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000	7975.00		260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000	17310.00		260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000	6180.00		260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000	17575.00		260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000	17575.00		260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000	8655.00		260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000	5850.00		260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADMIRAL ELEVATOR CORP		NYS	N	N	0	Y	<\$50,000			260 WEST 35TH STREET		NEW YORK	NY	10001			USA	
ADVENTURES IN ADVERTISING CORP.	3	Foreign	Y	Y	1	Y	<\$50,000			8148 SOLUTIONS CENTER		CHICAGO	IL	60677			USA	
ADVENTURES IN ADVERTISING CORP.	3	Foreign	Y	Y	1	Y	<\$50,000			8148 SOLUTIONS CENTER		CHICAGO	IL	60677			USA	
ADVENTURES IN ADVERTISING CORP.		Foreign	Y	Y	1	Y				8148 SOLUTIONS CENTER		CHICAGO	IL	60677			USA	
AFL CONSTRUCTION CO INC.	2	NYS	Y	Y	1	N				106-11 NORTHERN BLVD		CORONA	NY	11368			USA	
AFL CONSTRUCTION CO INC.	5	NYS	Y	Y	1	N				106-11 NORTHERN BLVD		CORONA	NY	11368			USA	
AIR & POWER TRANSMISSION INC		NYS	N	N	0	Y	<\$50,000	9165.99		81 GAZZA BOULEVARD		FARMINGDALE	NY	11735			USA	
AIR & POWER TRANSMISSION INC		NYS	N	N	0	Y	<\$50,000	5589.60		81 GAZZA BOULEVARD		FARMINGDALE	NY	11735			USA	
AIR & POWER TRANSMISSION INC		NYS	N	N	0	Y	<\$50,000	8147.20		81 GAZZA BOULEVARD		FARMINGDALE	NY	11735			USA	
AIR & POWER TRANSMISSION INC		NYS	N	N	0	Y	<\$50,000			81 GAZZA BOULEVARD		FARMINGDALE	NY	11735			USA	
AKRF INC		NYS	N	N	0	Y	<\$50,000	10000.00		440 PARK AVENUE SOUTH	7TH FL.	NEW YORK	NY	10016			USA	
ALL LOCK AND GLASS SERVICES INC.		NYS	N	N	0	Y	<\$50,000			9-11 38TH AVENUE		LONG ISLAND CITY	NY	11101			USA	
ALMSTEAD TREE & SHRUB CARE COMPANY LLC	3	NYS	N	N	1	Y	<\$50,000			58 BEACHWOOD AVENUE		NEW ROCHELLE	NY	10801			USA	
ARCHITECTURAL PRESERVATION STUDIO, PC	3	NYS	N	N	0	Y	Continuation of existing services			740 BROADWAY	SUITE 1001	NEW YORK	NY	10003			USA	
ARCHITECTURE AND ENGINEERING GROUP PC	4	NYS	Y	Y	1	Y	Continuation of existing services			315 MADISON AVENUE	SUITE 901	NEW YORK	NY	10017			USA	
ARES TACTICAL & EMERGENCY MANAGEMENT SOLUTION LLC		NYS	N	N	0	Y	<\$50,000	20085.00		1903 RADCLIFF AVE. 1F		BRONX	NY	10462			USA	
ASCENDHIRE		NYS	N	N	0	Y	Continuation of existing serv	68091.82		321 WEST 44TH Street		NEW YORK	NY	10036			USA	
ASM SECURITY, INC	2	NYS	N	N	0	Y	<\$50,000			8003 MYRTLE AVENUE		GLENDALE	NY	11385			USA	
ASSA ABLOY ENTRANCE SYSTEMS US INC.	3	Foreign	N	Y	0	Y	<\$50,000			PO BOX 827375		PHILADELPHIA	PA	19182	7375		USA	
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC		Foreign	N	N	0	Y	<\$50,000	8359.00		21 RANDOLPH AVENUE		AVENEL	NJ	07001			USA	
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	3	Foreign	N	Y	1	Y	<\$50,000			21 RANDOLPH AVENUE		AVENEL	NJ	07001			USA	
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	3	Foreign	N	N	0	Y	<\$50,000			21 RANDOLPH AVENUE		AVENEL	NJ	07001			USA	
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	3	Foreign	N	N	0	Y	<\$50,000	8778.00		21 RANDOLPH AVENUE		AVENEL	NJ	07001			USA	
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	3	Foreign	N	Y	1	Y	<\$50,000			21 RANDOLPH AVENUE		AVENEL	NJ	07001			USA	
ATLANTIC ENGINEERING LABORATORIES OF NEW YORK INC	3	Foreign	N	Y	1	Y	<\$50,000			21 RANDOLPH AVENUE		AVENEL	NJ	07001			USA	
ATLANTIC SALT INC		Foreign	N	N	0	Y	<\$50,000	20212.50		134 MIDDLE ST	SUITE 210	LOWELL	MA	01852			USA	
ATLANTIC UNIFORM CO., INC		Foreign	N	N	0	Y	<\$50,000			468 WASHINGTON AVENUE		BELLEVILLE	NJ	07109			USA	
ATTRI ENTERPRISES INC.	7	NYS	Y	Y	2	N				892 METROPOLITAN AVE		BROOKLYN	NY	11211			USA	
BEATTY'S SERVICES, INC	3	Foreign	N	N	0	Y	OGS VENDOR			1200 LAKESHORE AVENUE		OAKLAND	CA	94606			USA	
BELSON OUTDOORS, LLC	3	Foreign	N	N	0	Y	<\$50,000			627 AMERSALE DRIVE		NAPERVILLE	IL	60563			USA	
BLACKBAUD		Foreign	N	N	0	Y	Continuation of existing serv	118167.00		PO BOX 930256		ATLANTA	GA	31193	256		USA	
BLIND LOVE PICTURES LLC		NYS	N	N	0	Y	<\$50,000	8625.00		19 BEDFORD AVE		BREEZY POINT	NY	11697			USA	
BLIND LOVE PICTURES LLC	3	NYS	N	N	0	Y	<\$50,000			19 BEDFORD AVE		BREEZY POINT	NY	11697			USA	
BOND, SCHOENECK & KING, PLLC		NYS	N	N	0	Y	<\$50,000			1010 FRANKLIN AVE	SUITE 200	GARDEN CITY	NY	11530	2900		USA	
BRACCI FENCE & IRONWORKS, INC.		NYS	N	N	0	Y	<\$50,000	5912.00		1440 UTICA AVENUE		BROOKLYN	NY	11203			USA	
BRACCI FENCE & IRONWORKS, INC.		NYS	N	N	0	Y	<\$50,000	6460.00		1440 UTICA AVENUE		BROOKLYN	NY	11203			USA	
BRACCI FENCE & IRONWORKS, INC.		NYS	N	N	0	Y	<\$50,000			1440 UTICA AVENUE		BROOKLYN	NY	11203			USA	
CAMERON ENGINEERING AND ASSOCIATES,LLP	21	NYS	N	N	0	Y	<\$50,000			177 CROSSWAYS PARK DRIVE		WOODBURY	NY	11797			USA	
CAMERON ENGINEERING AND ASSOCIATES,LLP	21	NYS	N	N	0	Y	Continuation of existing services			177 CROSSWAYS PARK DRIVE		WOODBURY	NY	11797			USA	
CAMERON ENGINEERING AND ASSOCIATES,LLP	21	NYS	N	Y	7	N				177 CROSSWAYS PARK DRIVE		WOODBURY	NY	11797			USA	
CAMERON ENGINEERING AND ASSOCIATES,LLP	21	NYS	N	N	0	N				177 CROSSWAYS PARK DRIVE		WOODBURY	NY	11797			USA	
CAMERON ENGINEERING AND ASSOCIATES,LLP	21	NYS	N	N	0	Y	<\$50,000			177 CROSSWAYS PARK DRIVE		WOODBURY	NY	11797			USA	
CAMERON ENGINEERING AND ASSOCIATES,LLP	21	NYS	N	N	0	Y	<\$50,000			177 CROSSWAYS PARK DRIVE		WOODBURY	NY	11797			USA	
CARTER LEDYARD & MILBURN LLP	5	NYS	N	N	0	Y	Continuation of existing services			2 WALL STREET		NEW YORK	NY	10005	2072		USA	
CARTER LEDYARD & MILBURN LLP		NYS	N	N	0	Y	<\$50,000	8975.00		2 WALL STREET		NEW YORK	NY	10005	2072		USA	
CARTER LEDYARD & MILBURN LLP		NYS	N	N	0	Y	<\$50,000	14242.15		2 WALL STREET		NEW YORK	NY	10005	2072		USA	
CARTER LEDYARD & MILBURN LLP		NYS	N	N	0	Y	<\$50,000	9675.00		2 WALL STREET		NEW YORK	NY	10005	2072		USA	
CARTER LEDYARD & MILBURN LLP		NYS	N	N	0	Y	<\$50,000			2 WALL STREET		NEW YORK	NY	10005	2072		USA	
CENTRAL SQUARE/TritechSoftwareSystems		Foreign	N	N	0	Y	<\$50,000	6044.33		1000 BUSINESS CENTER DRIVE		LAKE MARY	FL	32746			USA	
CERDANT INC.		Foreign	N	N	0	Y	<\$50,000	18804.60		PO BOX 3204		DUBLIN	OH	43017			USA	
CERDANT INC.		Foreign	N	N	0	Y	OGS VENDOR	11970.00		PO BOX 3204		DUBLIN	OH	43017			USA	
CERDANT INC.		Foreign	N	N	0	Y	<\$50,000	5764.54		PO BOX 3204		DUBLIN	OH	43017			USA	
CERDANT INC.		Foreign	N	N	0	Y	<\$50,000			PO BOX 3204		DUBLIN	OH	43017			USA	
CHELSEA FLOOR COVERING ACQUISITION CORP	3	NYS	N	N	0	Y	<\$50,000			139 WEST 19TH STREET		NEW YORK	NY	10011			USA	
CITY STORE GATES MFG. CORP.		NYS	N	N	0	Y	<\$50,000			15-20 129th STREET		COLLEGE POINT	NY	11356			USA	
CIVICPLUS		Foreign	N	N	0	Y	OGS VENDOR	10688.74		PO BOX 1572		MANHATTAN	KS	66505			USA	
CIVICPLUS		Foreign	N	N	0	Y	OGS VENDOR	8303.78		PO BOX 1572		MANHATTAN	KS	66505			USA	
CNC CONSTRUCTION INC.	3	Foreign	Y	Y	1	N				4 CAMBRIDGE RD.		EAST HANOVER	NJ	07936			USA	
CON EDISON		NYS	N	N	0	Y	Utility	0.00		4 IRVING PLACE		NEW YORK	NY	10003			USA	
COOLING GUARD MECHANICAL CORP	4	NYS	N	Y	0	N				68-22 ELIOT AVE		MIDDLE VILLAGE	NY	11379			USA	
COOLING GUARD MECHANICAL CORP	4	NYS	N	Y	0	Y	<\$50,000											

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DELL MARKETING LP (TX)		Foreign	N							PO BOX 643561		PITTSBURGH	PA	15264	3561		USA		
DERIVE TECHNOLOGIES LLC		NYS	Y							116 JOHN ST	21 ST FLOOR	NEW YORK	NY	10038			USA		
DERIVE TECHNOLOGIES LLC		NYS	N							116 JOHN ST	21 ST FLOOR	NEW YORK	NY	10038			USA		
DESIGN 2147 LTD.		NYS	N	N	0	Y	<\$50.000	7125.00		52 DIAMOND STREET		BROOKLYN	NY	11222			USA		
DEVO & ASSOCIATES, LLC		Foreign	N	N	0	Y	<\$50.000	13473.49		1252 HADDONFIELD-BERLIN RD	UNIT 3	VOORHEES	NJ	08043			USA		
DEVO & ASSOCIATES, LLC		Foreign	N	N	0	Y		14078.00		1252 HADDONFIELD-BERLIN RD	UNIT 3	VOORHEES	NJ	08043			USA		
DEVO & ASSOCIATES, LLC	6	Foreign	N	N	0	Y	Continuation of Existing Services			1252 HADDONFIELD-BERLIN RD	UNIT 3	VOORHEES	NJ	08043			USA		
DEVO & ASSOCIATES, LLC		Foreign	N	N	0	Y	<\$50.000	14490.00		1252 HADDONFIELD-BERLIN RD	UNIT 3	VOORHEES	NJ	08043			USA		
DEWBERRY ENGINEERS INC.	7	NYS	N	Y	2	N				132 WEST 31ST STREET		NEW YORK	NY	10001			USA		
DI GROUP-ARCHITECTURE, LLC	21	Foreign	N	Y	7	Y				15 BETHANY STREET		NEW BRUNSWICK	NJ	08901			USA		
DI GROUP-ARCHITECTURE, LLC	21	Foreign	N	N	0	Y	<\$50.000			15 BETHANY STREET		NEW BRUNSWICK	NJ	08901			USA		
DIVA COMMUNICATIONS, INC.		NYS	Y	Y	1	Y	<\$50.000	28212.50		630 NINTH AVENUE	SUITE 304	NEW YORK	NY	10036			USA		
DIVA COMMUNICATIONS, INC.		NYS	Y							630 NINTH AVENUE	SUITE 304	NEW YORK	NY	10036			USA		
DUDE SOLUTIONS, INC	4	Foreign	N	N	0	Y	<\$50.000			11000 REGENECY PKWY	SUITE 110	CARY	NC	27518			USA		
DYNAMIC PEST CONTROL INC		NYS	Y	Y	1	Y	<\$50.000	10073.00		65 WEST MERRICK RD SUITE# 210		VALLEY STREAM	NY	11580			USA		
EAST COAST MECHANICAL CONTRACTING CORP.	3	NYS	N	N		Y	<\$50.000			340 JASCKSON AVE		BRONX	NY	10454			USA		
EASTERN COMMUNICATION, LTD		NYS	N							48-14 36TH STREET		LONG ISLAND CITY	NY	11101			USA		
EFPR GROUP, CPA'S, PLLC	4	NYS	N	Y	1	N				6390 MAIN STREET	SUITE 200	WILLIAMSVILLE	NY	14221			USA		
EIA NETWORKED TECHNOLOGIES		NYS	N	N	0	Y	<\$50.000	19864.77		34-07 37TH AVE		LONG ISLAND CITY	NY	11101			USA		
EIA NETWORKED TECHNOLOGIES		NYS	N							34-07 37TH AVE		LONG ISLAND CITY	NY	11101			USA		
EIA NETWORKED TECHNOLOGIES		NYS	N							34-07 37TH AVE		LONG ISLAND CITY	NY	11101			USA		
ELAN ENGINEERING		Foreign	N	N	0	Y	Continuation of existing service		216087.60	476 HEATH PLACE		HACKENSACK	NJ	07601			USA		
ELATE MOVING	4	NYS	N	N	0	Y	<\$50.000			305 BROADWAY									
EMCOR SERVICES NEW YORK/NEW JERSEY, INC.	4	Foreign	N	Y	0	N				210 WEST PARKWAY	FLOOR 7	NEW YORK	NY	10007			USA		
EMCOR SERVICES NEW YORK/NEW JERSEY, INC.	3	Foreign	N	N	0	Y	<\$50.000			210 WEST PARKWAY	UNIT 3-1	POMPTON PLAINS	NJ	07444			USA		
EMCOR SERVICES NEW YORK/NEW JERSEY, INC.		Foreign	N	N	0	Y	<\$50.000			210 WEST PARKWAY	UNIT 3-1	POMPTON PLAINS	NJ	07444			USA		
ENVAC IBERIA S.A		Foreign	N	N	0	Y	Sole Source	605000.00		BRYGGVAGEN 16-18	S-117 84	STOCKHOLM		00000		Other	SWEDEN		
ENVAC IBERIA S.A		Foreign	N	N	0	Y	Sole Source	1753475.25		BRYGGVAGEN 16-18	S-117 84	STOCKHOLM		00000		Other	SWEDEN		
ENVAC IBERIA S.A		Foreign	N	N	0	Y	Sole Source	92132.73		BRYGGVAGEN 16-18	S-117 84	STOCKHOLM		00000		Other	SWEDEN		
EVERBRIDGE, INC.		Foreign	N	N	0	Y	<\$50.000	10050.00		PO BOX 740745		LOS ANGELES	CA	90074	745		USA		
FORITAS, INC		NYS	N	N	0	Y	<\$50.000	14389.94		19 WEST 21ST STREET		NEW YORK	NY	10010			USA		
GALLS		Foreign	N	N	0	Y	<\$50.000	7059.61		24296 NETWORK PLACE		CHICAGO	IL	60673	1224		USA		
GALLS		Foreign	N	N	0	Y	<\$50.000	6177.00		24296 NETWORK PLACE		CHICAGO	IL	60673	1224		USA		
GALLS		Foreign	N	N	0	Y	<\$50.000	49955.35		24296 NETWORK PLACE		CHICAGO	IL	60673	1224		USA		
GALLS		Foreign	N	N	0	Y	<\$50.000	29116.00		24296 NETWORK PLACE		CHICAGO	IL	60673	1224		USA		
GANDHI ENGINEERING INC	10	NYS	Y	Y	1	N				111 JOHN STREET	3RD FL	NEW YORK	NY	10038			USA		
GARDINER ANDTHEOBALD, INC.	14	NYS	N	Y	3	N				535 5TH AVENUE		NEW YORK	NY	10017			USA		
GC ENG ANDASSOCIATES, PC	4	NYS	N	N	0	Y	Continuation Of Existing Services			141 WEST 28TH STREET		NEW YORK	NY	10001			USA		
GERALD SORGENTE		Foreign	N	N	0	Y	<\$50.000	13900.00		80 BAY STREET ,AMDONG 7A		STATEN ISLAND	NY	10301			USA		
GLOBAL FUELING SYSTEMS Inc.(Henrich)		NYS	N	N	0	Y	Continuation Of Existing Services		11700.00	42 FIELD STREET		WEST BABYLON	NY	11704			USA		
GLOBAL FUELING SYSTEMS Inc.(Henrich)		NYS	N							42 FIELD STREET		WEST BABYLON	NY	11704			USA		
GRAINGER		Foreign	N							DEPT . 876988486		PALATINE	IL	60038			USA		
GRAINGER		Foreign	N							DEPT . 876988486		PALATINE	IL	60038			USA		
GRAINGER		Foreign	N							DEPT . 876988486		PALATINE	IL	60038	1		USA		
GREEN ENERGY TECHNOLOGY BV JGM LLC	3	NYS	N	N	0	N				16 WEST 36TH STREET	SUITE 601	NEW YORK	NY	10018			USA		
GRIDIUM, INC.		Foreign	N	N	0	Y	<\$50.000	11520.00		405 EL CAMINO REAL	301	MENLO PARK	CA	94025	5240		USA		
GRIDIUM, INC.		Foreign	N	N	0	Y	<\$50.000	11520.00		405 EL CAMINO REAL	301	MENLO PARK	CA	94025	5240		USA		
H.O. PENN MACHINERY COMPANY, INC		NYS	N	N	0	Y	<\$50.000	7662.24		122 NOXON ROAD		POUGHKEEPSIE	NY	12603	2940		USA		
H.O. PENN MACHINERY COMPANY, INC		NYS	N	N	0	Y	<\$50.000	10371.45		122 NOXON ROAD		POUGHKEEPSIE	NY	12603	2940		USA		
H.O. PENN MACHINERY COMPANY, INC		NYS	N	N	0	Y		14182.09		122 NOXON ROAD		POUGHKEEPSIE	NY	12603	2940		USA		
HARDESTY AND HANOVER LLC	4	NYS	N	Y	0	N				1501 BROADWAY	ROOM 310	NEW YORK	NY	10036			USA		
HAWKINS WEBB JAEGER		NYS	N	N	0	Y				560 WALT WHITMAN ROAD		MELVILLE	NY	11747			USA		
Hempstead Lincoln Mercury Motors	12	NYS	N	N	0	N				301N FRANKLIN STREET		HEMPSTEAD	NY	11550			USA		
HERC RENTALS INC.		Foreign	N							PO BOX 936257		ATLANTA	GA	31193			USA		
INFINITY CONTRACTING SERVICES, CORP	4	NYS	Y	Y	1	N				112-20 14TH AVENUE		COLLEGE POINT	NY	11356			USA		
INFINITY CONTRACTING SERVICES, CORP	4	NYS	N	Y	0	N				112-20 14TH STREET		COLLEGE POINT	NY	11356			USA		
INFINITY CONTRACTING SERVICES, CORP	4	NYS	N	Y	0	N				112-20 14TH AVENUE		COLLEGE POINT	NY	11356			USA		
INNOVATORS SERVICE COMPANY, LLC	2	NYS	Y	Y	1	Y	<\$50.000			2504 OLINVILLE AVE	4E	BRONX	NY	10467			USA		
INTERMEDIA.NET, INC.		Foreign	N							825 EAST MIDDLEFIELD ROAD		MOUNTAIN VIEW	CA	94043			USA		
J & V LOCKS AND DOORS INC.	3	NYS	N	N	0	Y	<\$50.000			903 NEW YORK AVE	APT 2B	BROOKLYN	NY	11203			USA		
J & V LOCKS AND DOORS INC.		NYS	N	N	0	Y	<\$50.000	13830.00		903 NEW YORK AVE	APT 2B	BROOKLYN	NY	11203			USA		
J & V LOCKS AND DOORS INC.		NYS	N							903 NEW YORK AVE	APT 2B	BROOKLYN	NY	11203			USA		
JACKSON LEWIS, P.C.		Foreign	N	N	0	Y	<\$50.000	5319.88		BANK OF AMERICA LOCKBOX SE	BOX 416019,MA5-	DORCHESTER	MA	02125			USA		
JACKSON LEWIS, P.C.		Foreign	N	N	0	Y	<\$50.000	31774.15		BANK OF AMERICA LOCKBOX SE	BOX 416019,MA5-	DORCHESTER	MA	02125			USA		
JACKSON LEWIS, P.C.		Foreign	N	N	0	Y	<\$50.000	6860.00		BANK OF AMERICA LOCKBOX SE	BOX 416019,MA5-	DORCHESTER	MA	02125			USA		
JACKSON LEWIS, P.C.		Foreign	N	N	0	Y	<\$50.000	13182.68		BANK OF AMERICA LOCKBOX SE	BOX 416019,MA5-	DORCHESTER	MA	02125			USA		
JACKSON LEWIS, P.C.		Foreign	N	N	0	Y	<\$50.000	14143.00		BANK OF AMERICA LOCKBOX SE	BOX 416019,MA5-	DORCHESTER	MA	02125			USA		
JACKSON LEWIS, P.C.		Foreign	N	N	0	Y	<\$50.000	7153.50		BANK OF AMERICA LOCKBOX SE	BOX 416019,MA5-	DORCHESTER	MA	02125			USA		
JACKSON LEWIS, P.C.		Foreign	N							BANK OF AMERICA LOCKBOX SE	BOX 416019,MA5-	DORCHESTER	MA	02125			USA		
JFA INSURANCE BROKERAGE & ASSOCIATES INC		NYS	N	N	0	Y	<\$50.000	3323184.00		2531 FRANCIS LEWIS BLVD		FLUSHING	NY	11358			USA		
JFA INSURANCE BROKERAGE & ASSOCIATES INC		NYS	Y	Y	1	Y	Continuation of existing service		1826839.54	2531 FRANCIS LEWIS BLVD		FLUSHING	NY	11358			USA		
JLC ENVIRONMENTAL CONSULTANTS, INC		NYS	N	Y	0	Y	<\$50.000	6902.00		243W. 30TH STREET	SUITE 701	NEW YORK	NY	10001			USA		
JLC ENVIRONMENTAL CONSULTANTS, INC		NYS	N	N	0	Y	<\$50.000	5560.00		243W. 30TH STREET	SUITE 701	NEW YORK	NY	10001			USA		
JLC ENVIRONMENTAL CONSULTANTS, INC		NYS	N	N	0	Y	<\$50.000	5965.00		243W. 30TH STREET	SUITE 701	NEW YORK	NY	10001			USA		
JLC ENVIRONMENTAL CONSULTANTS, INC		NYS	N	N	0	Y	<\$50.000	5560.00		243W. 30TH STREET	SUITE 701	NEW YORK	NY	10001			USA		
JM ZONING, LLC		NYS	N	N	0	Y	<\$50.000	29500.00		225 BROADWAY	13fl.S								

Procurement Transactions Bulk Load Worksheet

Version 1.8

Procurement Transaction

In accordance with Sections 2879 AND 2824(e) of the Public Authorities Law

Columns whose names contain "***" are required AND must have values.

This worksheet must be saved as type "csv" in order to be uploaded to the system.

Note: Most cells have some level of validation, however, validation in Excel is not available for this file.

																	Vendor Address			
* Vendor Name	Number of Bids or Proposals Received Prior to Award of Contract	Is the Vendor a NYS or Foreign Business Enterprise?	Is the Vendor a Minority or Woman-Owned Business Enterprise?	Were MWBE firms solicited as part of this procurement process?	Number of bids or proposals received from MWBE firms.	Exempt from the publication requirements of Article 4c of the economic	Fair Market Value	Explain why the fair market value is less than the contract amount	*Address Line 1	Address Line 2	* City	State	* Postal Code	+ 4	Province/Region	* Country	Country Name if "Other"			
LANGAN ENGINEERING AND ENVIRONMENTAL SERVICE INC.		Foreign	N	N	0	Y	1196300.00		PO BOX 536403		PITTSBURGH	PA	15253	5906		USA				
LEAF CAPITAL FUNDING, LLC		Foreign	N	N	0	Y			PO BOX 5066		HARTFORD	CT	06102	5066		USA				
LEAF CAPITAL FUNDING, LLC	3	Foreign	N	N	0	Y		OGS VENDOR	PO BOX 644006		CINCINNATI	OH	45264	4006		USA				
LED SOLUTIONS	3	NYS	N	Y	1	N			80 URBAN AVENUE		WESTBURY	NY	11590			USA				
LED SOLUTIONS		NYS	N	N	0	Y	26700.00		80 URBAN AVENUE		WESTBURY	NY	11590			USA				
LEITNER POMA OF AMERICA O AND M INC.		Foreign	N	N	0	Y		Sole Source	2746 SEEBER DRIVE	BLDG A	GRAND JUNCTION	CO	81506			USA				
LILYPAD EV, LLC	3	Foreign	N	N	0	Y		<\$50,000	9801 W. 100TH TERR		OVERLAND PARK	KS	66212			USA				
LIRO ENGINEERS INC.	21	NYS	N	Y	7	N			111 BROADWAY, SUITE 501		NEW YORK	NY	10006			USA				
LOCAL OFFICE LANDSCAPE AND URBAN DESIGN LLC		NYS	N	N	0	Y	22000.00		200 10th STREET	FLOOR 4	BROOKLYN	NY	11215			USA				
LOVELL SAFETY MANAGEMENT CO. LLC		NYS	N	N	0	Y			110 WILLIAM STREET	FLOOR 12	NEW YORK	NY	10038			USA				
LPC INC.		Foreign	N	N	0	Y			7100 NEW HORIZONS BLVD.		AMITYVILLE	NY	11701			USA				
MARJAM SUPPLY CO., INC.		Foreign	N	N	0	Y			855T CONKLIN STREET		FARMINGDALE	NY	11735			USA				
MBAF CERTIFIED PUBLIC ACCOUNTANTS, LLP		Foreign	N	N	0	Y			3150 S W 38th AVENUE 12th FL		MIAMI	FL	33146			USA				
MIDTOWN NY DOCTORS URGENT CARE		NYS	N	N	0	Y	9345.00		484 TEMPLE HILL Road Suite 104		NEW WINDSOR	NY	12553			USA				
MJH ENERGY CONSULTING Inc.	3	NYS	N	Y	0	N			26-16 SKILLMAN AVENUE		LONG ISLAND CITY	NY	11101			USA				
MOTOROLA SOLUTIONS INC.		Foreign	N	N	0	Y			500 W. MONROE STREET		CHICAGO	IL	60661			USA				
MP ENGINEERS AND ARCHITECTS P.C.	21	NYS	Y	N	7	N			40 RECTOR STREET		NEW YORK	NY	10006			USA				
MP ENGINEERS AND ARCHITECTS P.C.	21	NYS	N	N	0	N			40 RECTOR STREET		NEW YORK	NY	10006			USA				
MUNICIPAL TESTING LABORATORY INC	2	NYS	N	N	0	Y	<\$50,000		375 RABRO DRIVE		HAUPPAUGE	NY	11788			USA				
NATIONAL OFFICE FURNITURE, INC.		Foreign	N	N	0	Y			PO BOX 93096		CHICAGO	IL	60673			USA				
NATIONAL OFFICE FURNITURE, INC.		Foreign	N	N	0	Y			PO BOX 93096		CHICAGO	IL	60673			USA				
NELSON ANDPOPE ENGINEERS AND SURVEYORS	2	NYS	N	N	0	Y		Continuation Of Existing Services	572 WALT WHITMAN ROAD		MELVILLE	NY	11747			USA				
NELSON ANDPOPE ENGINEERS AND SURVEYORS	2	NYS	N	N	0	Y		Continuation Of Existing Services	572 WALT WHITMAN ROAD		MELVILLE	NY	11747			USA				
NELSON ANDPOPE ENGINEERS AND SURVEYORS		NYS	N	N	0	N	132970.00		572 WALT WHITMAN ROAD		MELVILLE	NY	11747			USA				
NORTH EAST WELDING (Cancel)	3	NYS	N	N	0	Y	<\$50,000		10-02 33rd ROAD		LONG ISLAND CITY	NY	11106			USA				
NORTH EASTERN BUS REBUILDERS, INC.		NYS	N	N	0	Y	500.00		3025 VETERAN'S MEMORIAL HWY		RONKONKOMA	NY	11779			USA				
NORTH EASTERN BUS REBUILDERS, INC.		NYS	N	N	0	Y	6642.78		3025 VETERAN'S MEMORIAL HWY		RONKONKOMA	NY	11779			USA				
NORTHEASTERN OFFICE EQUIPMENT INC.		Foreign	N	N	0	Y			25 BANFI PLAZA NORTH		FARMINGDALE	NY	11735			USA				
NYC TRANSIT AUTHORITY		NYS	N	N	0	Y	215485.09	Sole Source	2 BROADWAY	Rm. #A1-09	NEW YORK	NY	10004			USA				
NYS INDUSTRIES FOR THE DISABLED INC		NYS	N	N	0	Y			11 COLUMBIA CIRCLE DRIVE		ALBANY	NY	12203			USA				
NYS INDUSTRIES FOR THE DISABLED INC		NYS	N	N	0	Y			11 COLUMBIA CIRCLE DRIVE		ALBANY	NY	12203			USA				
NYS INDUSTRIES FOR THE DISABLED INC		NYS	N	N	0	Y			11 COLUMBIA CIRCLE DRIVE		ALBANY	NY	12203			USA				
NYS INDUSTRIES FOR THE DISABLED INC		NYS	N	N	0	Y			11 COLUMBIA CIRCLE DRIVE		ALBANY	NY	12203			USA				
NYS INDUSTRIES FOR THE DISABLED INC		NYS	N	N	0	Y			11 COLUMBIA CIRCLE DRIVE		ALBANY	NY	12203			USA				
NYS INDUSTRIES FOR THE DISABLED INC		NYS	N	N	0	Y			11 COLUMBIA CIRCLE DRIVE		ALBANY	NY	12203			USA				
PAT CORSETTI, INC.	5	NYS	N	N	0	Y	<\$50,000		PO BOX 466		MAMARONECK	NY	10543			USA				
PAUL'S POLICE UNIFORMS & EQUIPMENT		Foreign	N	N	0	Y			2630 EAST TREMONT AVENUE		BRONX	NY	10461			USA				
PENN EMBLEM COMPANY		Foreign	N	N	0	Y	5661.20		PO BOX 824772		PHILADELPHIA	PA	19182	4772		USA				
PHILADELPHIA INSURANCE COMPANIES		Foreign	N	N	0	Y	13000.00	Continuation of existing service	PO BOX 3622		BALA CYNWYD	PA	19004			USA				
PHILADELPHIA INSURANCE COMPANIES		Foreign	N	N	0	Y	50000.00		PO BOX 3622		BALA CYNWYD	PA	19004			USA				
PHILIBERT ENGINEERING, PC	3	NYS	Y	Y	1	Y	<\$50,000		83-24 160TH STREET		JAMAICA	NY	11432			USA				
PHILIBERT ENGINEERING, PC	3	NYS	Y	Y	1	Y	<\$50,000		83-24 160TH STREET		JAMAICA	NY	11432			USA				
PHILIBERT ENGINEERING, PC		NYS	Y	Y	1	Y	<\$50,000	14170.00	83-24 160TH STREET		JAMAICA	NY	11432			USA				
PKF O'CONNOR DAVIES, LLP	4	Foreign	N	Y	0	N			300 TICE BOULEVARD	SUITE 315	WOODCLIFF LAKE	NJ	07677			USA				
PSI AGENCY INC.	4	NYS	Y	Y	1	N			67 BOND STREET		WESTBURY	NY	11590			USA				
R&R GENERAL SUPPLY CO., INC.		NYS	N	N	0	Y			18-07 ASTORIA BLVD		LONG ISLAND CITY	NY	11102			USA				
R.J. GREENE CONSTRUCTION CORP	5	NYS	Y	Y	3	N			814 CONEY ISLAND AVENUE		BROOKLYN	NY	11218			USA				
RAL BAR ELECTRIC, INC		NYS	N	N	0	Y	6245.00		34-09 45TH STREET		LONG ISLAND CITY	NY	11101			USA				
RAL BAR ELECTRIC, INC	3	NYS	N	Y	0	N			34-09 45TH STREET		LONG ISLAND CITY	NY	11101			USA				
RAL BAR ELECTRIC, INC	3	NYS	N	Y	0	N			34-09 45TH STREET		LONG ISLAND CITY	NY	11101			USA				
RAL BAR ELECTRIC, INC		NYS	N	N	0	Y	20465.00		34-09 45TH STREET		LONG ISLAND CITY	NY	11101			USA				
RAL BAR ELECTRIC, INC		NYS	N	N	0	Y	6590.00		34-09 45TH STREET		LONG ISLAND CITY	NY	11101			USA				
RAL BAR ELECTRIC, INC		NYS	N	N	0	Y	9675.00		34-09 45TH STREET		LONG ISLAND CITY	NY	11101			USA				
RAL BAR ELECTRIC, INC		NYS	N	N	0	Y			34-09 45TH STREET		LONG ISLAND CITY	NY	11101			USA				
REDEYE, INC		Foreign	N	N	0	Y	14523.84		1675 WHITEHORSE-MERCERVILLE ROAD		HAMILTON	NJ	08619			USA				
REGIMENTAL CONTRACTING LLC	2	NYS	N	N	0	Y		Discretionary Purchase SDVOB vendor	80 URBAN AVENUE		WESTBURY	NY	11590			USA				
ROOFTOP FILMS, INC.	3	NYS	N	N	0	N			232 THIRD STREET	SUITE E106	BROOKLYN	NY	11215			USA				
ROOSEVELT ISLAND CLEANERS INC		NYS	N	N	0	Y	26507.54		571 MAIN STREET		ROOSEVELT ISLAND	NY	10044			USA				
ROSEMAR CONTRACTING INC	3	NYS	N	N	0	N			PO BOX 16		PATCHOGUE	NY	11772			USA				
ROSEMAR CONTRACTING INC	3	NYS	N	Y	0	N			PO BOX 16		PATCHOGUE	NY	11772			USA				
ROSEMAR CONTRACTING INC.		NYS	N	N	0	Y	20850.69	<\$50,000	PO BOX 16		PATCHOGUE	NY	11772			USA				
SAFE TECH USA, LTD	3	NYS	N	Y	1	Y	<\$50,000		91 COMMERCIAL STREET		PLAINVIEW	NY	11803			USA				
SAFE TECH USA, LTD		NYS	N	N	0	Y	15000.00		91 COMMERCIAL STREET		PLAINVIEW	NY	11803			USA				
SAFE TECH USA, LTD		NYS	N	N	0	Y	5220.00		91 COMMERCIAL STREET		PLAINVIEW	NY	11803			USA				
SAFE TECH USA, LTD		NYS	N	N	0	Y	4185.00		91 COMMERCIAL STREET		PLAINVIEW	NY	11803			USA				
SAFE TECH USA, LTD		NYS	N	N	0	Y			91 COMMERCIAL STREET		PLAINVIEW	NY	11803			USA				
SEA CREST CONSTRUCTION CORP	4	NYS	N	Y	0	N			157 ALBANY AVENUE		FREEPORT	NY	11520			USA				
SEA CREST CONSTRUCTION CORP	2	NYS	N	Y	0	N			157 ALBANY AVENUE		FREEPORT	NY	11520			USA				
SEA CREST CONSTRUCTION CORP	2	NYS	N	N	0	N			157 ALBANY AVENUE		FREEPORT	NY	11520			USA				
SEWA CONSTRUCTION CORP	3	NYS	N	N	0	Y	<\$50,000		8726 129TH ST		RICHMOND HILL	NY	11418			USA				
SHAWN CONSTRUCTION INC.	10	NYS	Y	Y	8	Y		Continuation Of Existing Services	1088 FLUSHING AVENUE		BROOKLYN	NY	11237			USA				
SHI INTERNATIONAL Corp.	3	Foreign	N	N	0	Y	<\$50,000		PO BOX 952121		DALLAS	TX	75395	2121		USA				
SHI INTERNATIONAL Corp.	3	Foreign	N	N	0	Y	<\$50,000		PO BOX 952121		DALLAS	TX	75395	2121		USA				
SINGH LANDSCAPING AND LAWN SPRINKLER CORP	2	NYS	Y	Y	1	Y	<\$50,000		99-05 211 STREET		QUEENS VILLAGE	NY	11429			USA				
SOKOLOFF STERN LLP		NYS	N	N	0	Y	7256.50		179 WESTBURY AVENUE		CARLE PLACE	NY	11514			USA				
SOKOLOFF STERN LLP		NYS	N	N	0	Y			179 WESTBURY AVENUE		CARLE PLACE	NY	11514			USA				
SPECIALTY CONSTRUCTION SYSTEM	7	NYS	N	Y	0	N			100 PEARL STREET		MOUNT VERNON	NY	10550			USA				
STANTEC CONSULTING Services Inc.	20	NYS	N	Y	1	N			475 5TH AVE	12TH FLOOR	NEW YORK	NY	10017			USA				
STEELCASE, INC.		Foreign	N	N	0	Y	9282.80	OGS VENDOR	901 44TH STREET SE		GRAND RAPIDS	MI	49508			USA				
STRUCTURAL PRESERVATION SYSTEMS LLC	3	NYS	N	Y	0	N			35-21 VERNON BLVD		LONG ISLAND CITY	NY	11106			USA				
SWIFT EMERGENCY CARE P.C.	3	NYS	N	N	0	Y	<\$50,000		460 EAST 79th St.	2B	NEW YORK	NY	10075			USA				

Procurement Transactions Bulk Load Worksheet

Version 1.8

Procurement Transaction

In accordance with Sections 2879 AND 2824(e) of the Public Authorities Law

Columns whose names contain "*" are required AND must have values

This worksheet must be saved as type "csv" in order to be uploaded to the system

Note: Most cells have some level of validation, however, validation in Excel is not available

* Vendor Name	Number of Bids or Proposals Received Prior to Award of Contract	Is the Vendor a NYS or Foreign Business Enterprise?	Is the Vendor a Minority or Woman-Owned Business Enterprise?	Were MWBE firms solicited as part of this procurement process?	Number of bids or proposals received from MWBE firms.	Exempt from the publication requirements of Article 4c of the economic	If yes, basis for exemption	Fair Market Value	Explain why the fair market value is less than the contract amount	*Address Line 1	Address Line 2	* City	State	* Postal Code	+ 4	Province/Region	* Country	Country Name if "Other"
TALL GIRLS DESIGN		NYS	Y	Y	1	Y	<\$50,000	44545.00		6576 EAST QUAKER STREET	SUITE 2	ORCHARD PARK	NY	14127			USA	
THE LANDTEK GROUP, INC	2	NYS	N	Y	0	N				235 COUNTY LINE ROAD		AMITYVILLE	NY	11701			USA	
THE LAWRENCE GROUP, INC	21	Foreign	N	N	0	Y	Continuation Of Existing Services			319 N 4TH STREET		SAINT LOUIS	MO	63102			USA	
THE LAWRENCE GROUP, INC	21	Foreign	N	N	0	Y	<\$50,000			319 N 4TH STREET		SAINT LOUIS	MO	63102			USA	
THE LAWRENCE GROUP, INC	21	Foreign	N	N	0	N				319 N 4TH STREET		SAINT LOUIS	MO	63102			USA	
THE LAWRENCE GROUP, INC	21	Foreign	N	Y	1	N				319 N 4TH STREET		SAINT LOUIS	MO	63102			USA	
THE NORTH CAROLINA GRANITE CORPORATION		Foreign	N	N	0	Y	Sole Source	300000.00		151 GRANITE QUARRY TRAIL		MOUNT AIRY	NC	27030			USA	
THOMAS A. FENNIMAN ARCHITECT		NYS	N	N	0	N		101353.80		ONE UNION SQUARE WEST, STE 501		NEW YORK	NY	10003			USA	
TOTAL MACHINE SOLUTIONS		NYS	N							PO BOX 799		PLAINVIEW,	NY	11803			USA	
TREVCON CONSTRUCTION COMPANY INC.	12	Foreign	N	Y	0	N				30 CHURCH STREET	PO BOX 0811	LIBERTY CORNER	NJ	07938			USA	
T-SQUARE DESIGN INC	2	NYS	Y	Y	1	Y	<\$50,000			54 WEST 21 ST STREET	SUITE 906	NEW YORK	NY	10010			USA	
TURTLE & HUGHES INC	3	Foreign	Y	Y	1	Y	OGS VENDOR			1900 LOWER ROAD		LINDEN	NJ	07036			USA	
TURTLE & HUGHES INC	3	Foreign	Y	Y	1	Y	<\$50,000			1900 LOWER ROAD		LINDEN	NJ	07036			USA	
TURTLE & HUGHES INC		Foreign	Y							1900 LOWER ROAD		LINDEN	NJ	07036			USA	
U.ARIAS CORPORATION	4	NYS	Y	Y	1	N				1855 IMPERIAL AVE		NEW HYDE PARK	NY	11040			USA	
U.ARIAS CORPORATION	5	NYS	Y	Y	4	Y	<\$50,000			1855 IMPERIAL AVE		NEW HYDE PARK	NY	11040			USA	
UNITED PRECISION MANAGEMENT, INC.	3	NYS	N	N	0	Y	<\$50,000			82-109 COUNTRY POINT CIRCLE		QUEENS VILLAGE	NY	11247			USA	
UNITED PRECISION MANAGEMENT, INC.	3	NYS	N	N	0	Y	<\$50,000			82-109 COUNTRY POINT CIRCLE		QUEENS VILLAGE	NY	11247			USA	
UNIVERSAL TESTING & INSPECTION SERVICES, INC.	7	NYS	N	Y	3	Y	<\$50,000			73 OTIS STREET		WEST BABYLON	NY	11704			USA	
VALLEY VAN & SPORT UTILITIES INC (NAC VAN & TRUCK)		NYS	N	N	0	Y	<\$50,000	24756.12		590 W MERRICK RD		VALLEY STREAM	NY	11580			USA	
VANGUARD CONSTRUCTION & DEVELOPMENT CO. INC	7	NYS	N	Y	0	N				EMPIRE STATE BUILDING	350 5th AVENUE,	NEW YORK	NY	10118			USA	
WALDNER'S BUSINESS ENVIRONMENTS, INC.		NYS	N	N	0	Y	OGS VENDOR	11110.00		350 5th AVENUE	SUITE 5500	FARMINGDALE	NY	11735			USA	
WALDNER'S BUSINESS ENVIRONMENTS, INC.		NYS	N							350 5th AVENUE	SUITE 5500	FARMINGDALE	NY	11735			USA	
WALTER B. MELVIN ARCHITECTS, LLC	2	NYS	N	N	0	N				118 W 22ND STREET		NEW YORK	NY	10011			USA	
WEST GROUP PAYMENT CENTER		Foreign	Y	Y	1	Y	OGS VENDOR	38575.80		PO BOX 6292		CAROL STREAM	IL	60197	6292		USA	
WEST GROUP PAYMENT CENTER		Foreign	N							P.O BOX 6292		CAROL STREAM	IL	60197	6292		USA	
ZINO NURSERIES ANDS LANDSCAPING, INC.	3	NYS	N	N	0	Y	<\$50,000			45 HARDCRABBLE ROAD		NORTH SALEM	NY	10560			USA	

ROOSEVELT ISLAND OPERATING CORPORATION

Guidelines Regarding the Use, Awarding, Monitoring and Reporting of Procurement Contracts

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1. Procurement Contract: Overview and Requirements

The following guidelines (the "Guidelines") are applicable to the use, awarding, monitoring and reporting of procurement contracts of the Roosevelt Island Operating Corporation ("RIOC"). RIOC is required to adopt procurement guidelines by Article 9, Title 4 of the Public Authorities Law. The same law requires annual review and updating of the guidelines by the RIOC Board of Directors ("Board").

The Guidelines are modeled on the New York State Procurement Guidelines published by the State Procurement Council (the "SPC Guidelines"). The SPC Guidelines apply to all New York state agencies. While RIOC is not a state agency, as that term is defined in the SPC Guidelines, as best practices, RIOC used the SPC Guidelines as a model because they provide useful guidance for procurement for public authorities as well.

The SPC Guidelines cover some issues and procedures rarely encountered by RIOC, but should be consulted by staff if a situation arises that does not appear to be covered in these Guidelines, since useful guidance may thereby be obtained.

In these RIOC Guidelines, a person, firm or corporation who wishes to provide goods and/or services to RIOC may be called a "vendor" or "offerer" or, when responding to a public solicitation for qualified vendors or expressions of interest in becoming an RIOC vendor, a "respondent."

1.1. Contracts covered, and not covered, by the Guidelines

Pursuant to Public Authorities Law § 2879 (2), "Procurement Contracts" are any written agreements for the acquisition of goods or services of any kind in the actual or estimated amount of five thousand dollars (\$5,000) or more. For purposes of compliance with anti-lobbying laws contained in State Finance Law § 139-j and 139-k (see Section 8.1), Procurement Contracts also include the purchase, lease or grant of any other interest in real property which involves an estimated annualized expenditure in excess of fifteen thousand dollars (\$15,000).

Disposition of property (real or personal) by RIOC is not a procurement covered by these Guidelines, but is instead subject to RIOC's Property Disposition Guidelines. However, where a property disposition requires a competitive process, that process should be conducted in accordance with these Guidelines.

A *contract or memorandum of understanding* ("MOU") with a sister State agency or authority is not considered a Procurement Contract covered by these Guidelines. Note, however, that appropriate approval(s) as set out in these Guidelines (including Board approval based on the amount and/or duration of the agreement) may apply to such agreements.

Procurement Contracts *below \$175,000* may be handled by Purchase Order.

1.2. Types of Procurement Contracts

Procurement Contracts for personal services include legal, accounting, management consulting, investment banking, planning, training, statistical analysis, research, public relations, architectural, engineering, construction, surveying, appraisal, or other services of a consulting, professional or technical nature for a fee, commission or other compensation by a person or persons who are not providing such services as officers or employees of RIOC. The reasons for the use of personal services include:

- a. Requirements of special expertise or unusual qualifications;
- b. Nature, magnitude or complexity of services required;
- c. Lack of sufficient in-house resources, support staff, specialized facilities or equipment;
- d. Lower cost;
- e. Short-term or infrequent need for the services; and
- f. Distance of the location(s) where the services must be performed from RIOC offices or facilities.

The types of goods and services requiring Procurement Contracts include goods and services needed to proceed with a RIOC project, or to support the administrative needs of RIOC. The types of goods that may be procured cover the entire spectrum, ranging from paper and pens to motor vehicles.

1.3. General Procurement Principles

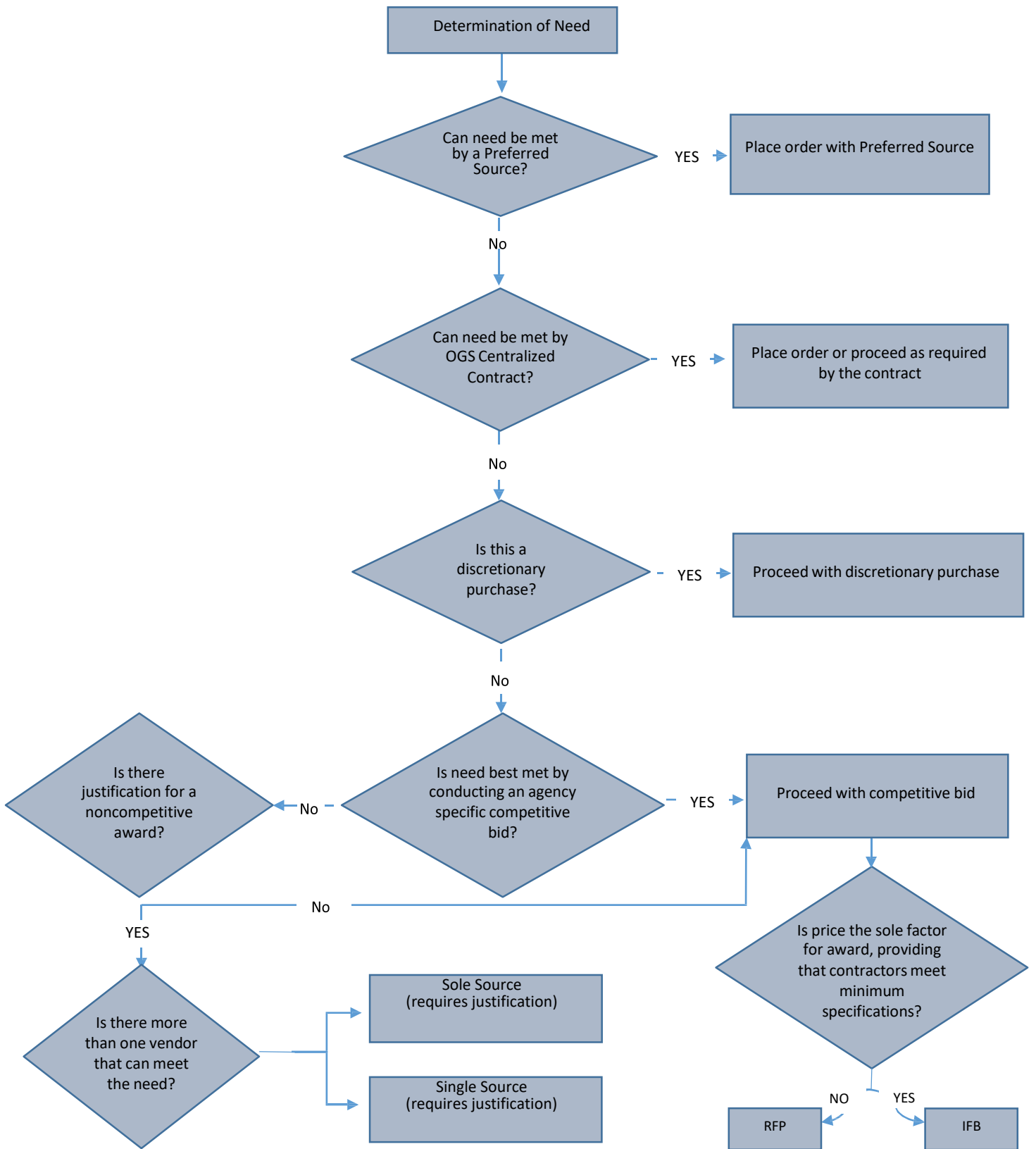
RIOC's procurement process is designed to:

- a. Ensure fair and open competition;
- b. Guard against favoritism, improvidence, extravagance, fraud and corruption;
- c. Ensure that the results meet agency needs;
- d. Provide checks and balances to regulate agency procurement activities; and
- e. Protect the interests of RIOC, the state and taxpayers.

Procurement Contracts are to be awarded on a competitive basis to the maximum extent practicable. Such awards are generally made after notice is published in the New York State Contract Reporter where the amount of the contract is equal to or greater than \$50,000 and, after the evaluation of proposals obtained, whenever practicable, from at least three qualified vendors or respondents. (See Section 7: Types of Solicitations).

Competition in the procurement process serves both RIOC and potential vendors by ensuring that the procurement process produces an optimal solution at a reasonable price; and allowing qualified vendors an opportunity to obtain RIOC business, while the process guards against inflated pricing, favoritism, fraud and collusion; and allows all qualified vendors an opportunity to obtain RIOC business.

The Procurement Process Guide



2. Procurement Vehicles

2.1 NYS Preferred Sources

Goods and services needed by RIOC may be available, without the need for competitive procurement from New York State Preferred Sources. If a Preferred Source has goods or services available in the form, function and utility required by RIOC, at a price not more than 15% above the prevailing market rate, the goods or services should be obtained through the Preferred Source in the following prioritized order: NYS Department of Correctional Services Correctional Industries Program (CORCRAFT); approved charitable non-profit agencies for the blind; and approved charitable non-profit agencies for the severely disabled, qualified programs for the mentally ill, and qualified veterans workshops. For information on these Preferred Sources, see State Finance Law § 162 and the Office of General Services' Preferred Sources Guide.

2.2. OGS Centralized Contracts

Goods and services needed by RIOC may be available, without the need for competitive procurement, through centralized statewide contracts held by the NYS Office of General Services ("OGS"). These centralized contracts are divided into three types: *commodity, service, and technology contracts*. Information about centralized contract offerings can be obtained from the list of approved state contractors maintained by OGS.

The OGS Procurement Services Group (PSG) establishes centralized contracts in the form, function and utility required by State entities, for a wide range of items commonly acquired by these entities. If commodities or services are available from a centralized contract in form, function and utility consistent with RIOC's need, they may be purchased from the centralized contract. However, RIOC may competitively procure items otherwise available on a centralized contract when the resultant price is less ("OGS or less"). Note that even if a OGS centralized contractor is available, it is recommended that staff obtain three price quotes from other OGS contractors or other vendors not on the OGS list, unless a compelling justification exists (e.g., experience with a particular project).

In addition, RIOC may conduct a formal mini-bid process by developing a project definition that outlines its specific requirements and solicits bids from qualified backdrop contractors to determine the best value solution. The best value may also be the lowest price. The exact processes to be followed are set forth either in the OGS backdrop contract or the guidelines associated with that contract on the OGS website.

2.3. Discretionary Purchases

RIOC may purchase commodities or services from small business enterprises, Minority and Women-Owned Businesses Enterprises ("M/WBE") certified pursuant to Article 15-A of the Executive Law, Service-Disabled Veteran-Owned Businesses ("SDVOB") certified pursuant to Article 17-B of the Executive Law, or commodities or technology products that are recycled or remanufactured, *in an amount not exceeding two hundred thousand dollars (\$200,000) without a formal competitive process.*

In such a case, three quotes should be obtained wherever practicable, and Contract Reporter advertising is advisable when time permits. The award of a discretionary purchase contract should be notified in the Contract Reporter. For more information on discretionary purchases see www.ogs.ny.gov.

3. Contract Reporter Exemptions

3.1. Reasons for Exemptions

Advertising a procurement in the Contract Reporter is generally required unless specific grounds exist that constitute a reason for exemption, A Contract Reporter exemption may be granted by the Chief Executive

Officer or Chief Financial Officer, only if any of the following circumstances can be demonstrated:

Sole Source. Only one source for the goods or services is available. Three examples of sole source procurements:

- (i) proprietary software compatible with RIOC operating systems that no one else offers;
- (ii) a printer's warranty requiring that only a toner cartridge supplied by the manufacturer could be used without voiding the warranty;
- (iii) a vendor has developed a proprietary system such as AVAC or the TRAM.

Single Source. The required goods or services are available from two or more vendors, but a particular vendor is preferable because of specific factors such as, without limitation, past experience with a particular issue; familiarity with RIOC's operations; experience with similar projects of RIOC, other agencies or at other levels of government; demonstrated expertise; or capacity and willingness to respond to the situation. An example would be an environmental consultant who worked on an EIS for a project and now a Supplemental EIS is required for the same project; many consultants could do the work, but the original consultant's familiarity with the project justifies selection as a single source.

Emergency Circumstances. Emergency circumstances exist when an urgent and unexpected situation arises which places public health or safety or the use or conservation of resources at risk and requires immediate action. Poor or late planning does not constitute an emergency. Contracts entered into as a result of an emergency situation should only cover the goods or services reasonably necessary to stabilize, ameliorate or remedy the situation. An example is an unforeseen hazardous condition at a building owned by RIOC: a contractor can be hired immediately to deal with the situation.

NOTE: Notwithstanding any Contract Reporter exemption that may be granted for any of the reasons set forth above, a reasonable attempt should be made wherever practicable to solicit at least three competitive bids, with written confirmation of the bids furnished within a reasonable time and maintained in the contract file. Also, any sole or single source contract awarded for the amount *equal to or greater than \$50,000* should be posted in the Contract Reporter (Economic Development Law, §143 (4)).

3.2. Authorization for Exemptions

RIOC must obtain a written Contract Reporter exemption authorization. The process of requesting such exemptions is described in/covered by *RIOC Standard Operating Procedures* pursuant to requirements established in Article 4-C of the Economic Development Law. Note that even if a Contract Reporter exemption is granted, compliance with SFL § 139-j and 139-k and State Tax Law § 5-a must still be satisfied (see Section 8.1).

At the time RIOC enters into a contract with a single or sole source provider for an amount *equal to or greater than \$50,000*, RIOC shall submit an announcement of the contract for inclusion in the Contract Reporter, and shall specify the recipient of the contract.

If the **proposed contract amount is equal to or greater than \$175,000**, or will last more than one year, the exemption authorization should be obtained before RIOC Board's approval.

4. Competitive Solicitation

The competitive solicitation process is described in detail/covered by *RIOC Standard Operating Procedures*.

- a) Project Manager prepares solicitation documents, forwards to Chief Executive Officer, Chief Operating Officer and Chief Financial Officer for their information and to Director of Procurement for review. Following review, Director of Procurement posts to Contract Reporter with a minimum of 15 business days for response with a corresponding posting of the solicitation on RIOC's website.
- b) When established bid due date has arrived, Director of Procurement sets up and conducts a bid

opening (see Section 9.2 for additional information on *Bid Openings* and *Public Works* contracts). Director of Procurement distributes package of pertinent materials for staff review and selection.

- c) After a vendor is selected, staff must obtain Board approval, where proposed contract amount is equal to or greater than \$175,000, or will last more than one year.

5. Advertising

Director of Procurement or his designee will review all solicitations and advertise using the various vehicles to publish procurement opportunity, including Requests for Proposals ("RFPs"), Requests for Statements of Qualifications ("RFQs") and Requests For Expression of Interest ("RFEIs") (See Section 7: Types of Solicitation).

6. Contents of ANY Procurement Solicitation

Whether the procurement is formal (such as an RFP, RFQ or RFEI) or informal (such as procurement for less than \$50,000, or a Discretionary Purchase from an M/WBE or SDVOB for up to \$200,000) the same basic information should be included in the solicitation:

- a. What goods are being sought or what scope of services is desired;
- b. What the length ("term") of the resultant contract will be;
- c. What criteria will be used in evaluating bids, and how those criteria are weighted? For example, price, bidders' expertise, past history of government contracts, references/testimonials;
- d. Where known, the maximum price that RIOC is prepared to pay for the goods or services;
- e. A schedule of relevant dates (When bid is due, when questions may be asked or briefing meetings held, etc);
- f. RIOC's insurance requirements;
- g. Minority and Women-Owned Business Enterprise and Service-Disabled Veteran-Owned Business participation goals (M/WBE and SDVOB);
- h. Disclosure to bidders that they must be able to demonstrate that they are responsible bidders, in good standing under the laws of New York and capable of fulfilling the requirements of the contract, and untainted by past non-performance or criminality;
- i. A copy of the contract that the successful vendor will be expected to agree to
- j. Vendor Responsibility Questionnaire ("VRQ") (See Sections 8.3 and 9.4);
- k. Encouragement of use of New York State businesses as sub-contractors or suppliers (See Section 8.6).

7. Types of Solicitations

7.1. General

There are a number of procurement vehicles available, including Request for Proposals ("RFP"), Invitation to Bid ("ITB"), Request for Statements of Qualifications ("RFQ") and, rarely, Requests for Expressions of Interest ("RFEI"). When selecting among these various approaches, the determining factors are:

- a. The importance of price or cost as a component in the review of incoming bids or proposals; and
- b. The ability to define specifications for goods or services being acquired, or to obtain those specifications from potential vendors (where the RFEI may be useful).

Generally, contracts for goods are to be awarded on the basis of "lowest price" and contracts for services are to be awarded on the basis of "best value" among responsive and responsible vendors. "Best value" is the basis for awarding service and technology contracts to the vendor that optimizes quality, cost and efficiency, among responsive and responsible vendors. The basis for a "best value" contract award must

be, wherever possible, quantifiable. However, all procurement solicitations issued by RIOC are to be guided by the same basic principles:

- **Clarity:** Procurement documents should clearly convey to vendors what it is RIOC wants to buy;
- **Fairness:** No vendor should be advantaged over another. All information concerning the solicitation shall be conveyed in writing to all vendors participating in the process, including but not limited to process rules and evaluation criteria;
- **Openness:** All relevant vendors should have an equal opportunity to respond to the offering.
- **Disclosure of Selection Criteria:** The criteria for awards should be developed before bids/proposals are received. Vendors should know generally the basis upon which their offers are being judged. Note that if cost is weighted below 20%, a written justification for such weighting should be prepared and included in the Procurement record;
- **Efficiency:** The process should be efficient, fair and able to withstand public scrutiny.

7.2. Requests for Proposals ("RFP")

RFP solicitations may range from relatively uncomplicated procurements to highly complex, long term efforts involving the significant commitment of both RIOC and vendor resources.

RFPs follow a common format, focusing on a description of tasks including, but not limited to:

- Description of program objectives and background;
- Scope of services to be provided;
- Detailed requirements or specifications (required qualifications of vendors, "what" is needed and "how" services should be provided). Note that the terms of the RFP may not be knowingly tailored to favor a particular vendor.

7.3. Requests for Statements of Qualification ("RFQ")

RFQ's are appropriate for retention of qualified pools of contractors to provide defined types or scopes of services (and, rarely, goods) required by RIOC on a regular or semi-regular basis as the need arises; or to select professional services to be rendered at pre-established rates. Competitive establishment of a pool or list of pre-qualified vendors is appropriate, for example, in the case of contractors or property appraisers. If RIOC has established a list of pre-qualified contractors, unless services will be rendered by all qualified vendors at rates not to exceed a preset maximum, three quotes should be obtained from vendors on the list, and/or from vendors known to RIOC outside the list.

7.4. Requests for Expressions of Interest ("RFEI")

RFEIs are generally appropriate when RIOC does not know the precise scope of services or goods required, and wishes to obtain this information from prospective vendors. An example would be a proposal for adaptive re-use of RIOC property, where the re-use is likely to be dependent on the prospective vendors' needs or ideas.

8. Compliance with Laws

8.1. Compliance with State Finance Law § 139-j and 139-k (Lobbying)

State Finance Law ("SFL") § 139-j and 139-k apply to all Procurement Contracts over \$15,000, regardless of whether the contract was competitively bid.

Among other things, SFL § 139-j and 139-k: (i) govern permissible communications between potential vendors, and staff of RIOC, its subsidiaries, or other involved governmental entities during the procurement process; (ii) require the disclosure of such communications, as well as prior determinations of vendor non- responsibility; and (iii) establish sanctions for knowing and willful violations of such

provisions, including disqualification from eligibility for an award of any contract.

Specifically, SFL § 139-j and 139-k require that only permitted RIOC and subsidiary contact person(s) identified in solicitation materials may communicate with potential bidders regarding the solicitation, from the issuance of the earliest written notice of a request for proposal through the final award and approval of any resulting contract. This period is defined by law as the "Restricted Period."

SFL § 139-j (6) (b) also requires potential vendors to complete the Offerer's Affirmation of Understanding and Agreement to comply with RIOC's procedures relating to permissible contacts. This written affirmation is deemed to apply to any amendments to a procurement submitted by RIOC after an initial affirmation is received with an initial bid.

SFL § 139-k governs the disclosure of prior non-responsibility determinations by potential vendors. SFL § 139-k (5) requires potential vendors to certify that the information they provide to RIOC for consideration in its determination of vendor responsibility is true and accurate. Therefore, all prospective vendors must complete and submit two forms mandated by SFL §§ 139-j and 139-k as part of their proposals: 1) the Offerer's Affirmation of Understanding and Agreement; and 2) the Offerer's Disclosure of Prior Non-Responsibility Determinations.

When contacted during the Restricted Period, RIOC staff must obtain the following information: the name, address, and telephone number, place of principal employment and occupation of the person or organization making the contact. Further, RIOC staff must inquire whether the person or organization making the contact was the offerer or retained, employed or designated by the offerer. All such recorded contacts must be included in the procurement record for the procurement contract.

In addition, RIOC staff must record any contacts that reasonably appear to be an attempt to influence the procurement process as well as contacts with staff members other than the designated contact person(s) during the Restricted Period of procurement. However, SFL § 139-j and 139-k do not prohibit an offerer from communicating with a member of the state legislature or legislative staff about a government procurement, provided such member of the state legislature or legislative staff is acting in his or her official capacity. If a vendor is found to have knowingly and willfully violated the State Finance Law provisions, that prospective vendor and its subsidiaries, related or successor entities will be determined to be a non-responsible vendor, and will not be awarded any contract issued pursuant to the solicitation. Two such findings of non-responsibility within a four-year period can result in debarment from obtaining any New York State government procurement contract.

For further guidance, RIOC staff engaged in the procurement process should review RIOC's policy regarding permissible lobbying contacts, and the required language for solicitations by RIOC to ensure compliance with SFL § 139-j and 139-k.

Note that, once a recommended vendor has been selected after compliance with the competitive bidding process, it may be necessary for staff members to negotiate contract terms, etc., with the designated vendor. Those negotiations are not prohibited, and need not be conducted only by the designated contact person, although it is good practice to have the contact person present. However, any communication from a person other than the vendor that may reasonably be considered to be an effort to influence the negotiation of a contract (either positively or negatively) is an impermissible contact and must be reported as such. For example: an RIOC employee who is in the process of negotiating the terms of a land development deal which the Board has not approved, receives a call from an outside person saying that the vendor should get more development land because the vendor has a wonderful track record. Such a call constitutes lobbying and must be reported as such. The caller should be informed that the call will be reported, and asked to communicate directly with the designated contact person in the future.

8.2. [Compliance with State Tax Law § 5-a \(Sales Tax Registration\)](#)

State Tax Law § 5-a prohibits RIOC from approving any contract valued at more than \$100,000 with any entity if that entity or any of its affiliates, subcontractors or affiliates of any subcontractor makes sales within New York State of tangible personal property or taxable services having a value over \$300,000 during the four quarters preceding the proposed contract date, and is not registered with the Department of Taxation and Finance ("DTF") for sales and compensating use tax purposes.

Accordingly, all respondents to a solicitation where the amount of the contract is expected to exceed \$100,000 must include in their responses a properly completed Form ST-220-CA. However, if a vendor is not registered with DTF due to a lack of sales of over \$300,000 within the relevant period, the vendor must submit an affidavit so certifying. Note also that § 5-a does not apply to contracts for architectural, engineering or surveying services. If in doubt, contact the RIOC legal department after having reviewed DTF Publication 223.

Failure to include a properly completed form ST-220-CA or affidavit may be a basis for considering any such response incomplete. However, the vendor or respondent should be given an opportunity to cure such failure, because some agencies do not require the form until contract signing, and vendors may not realize that RIOC practice is different. Only the primary respondent vendor completes Form ST-220-CA, but Schedule A to Form ST 220-CA requires detailed information from the vendor's sub-contractors, such as tax ID number, etc. If applicable, certificates of authority evidencing registration with DTF for sales tax purposes must be attached by the prime vendor and all the sub-contractors.

Further, in accordance with the requirements of § 5-a, any contract resulting from a solicitation will require periodic updating of the certifications contained in Form ST-220-CA.

8.3. [Vendor Responsibility](#)

Per Article XI §163 of State Finance Law, agencies shall make a determination of responsibility of the proposed contractor prior to making an award of contract. All vendors must be found to be "responsible", and remain so through the term of the contract. While not governed by State Finance Law § 163, RIOC adheres to this section provisions as best practices and utilizes Vendors Responsibility Questionnaire. See Section 9.4 below for further guidance on determination of vendor responsibility.

8.4. [Compliance with Executive Law Article 15-A: Participation by Minority Group Members and Women with Respect to State Contracts](#)

All Procurement Contracts must comply with the requirements of Executive Law Article 15-A, which promotes employment and business opportunities for minorities and women on State contracts "to encourage and assist State agencies in their efforts to increase participation by minority and women-owned business enterprises ("M/WBEs") on State contracts so as to facilitate the award of a fair share of such contracts to M/WBEs."

Where practical, feasible and appropriate, RIOC shall promote and assist participation by M/WBEs in the selection and award of all contracts. Such M/WBE participation shall be documented by Director of Procurement and included in the quarterly and annual reports made to the Board.

8.5. [Compliance with Executive Law Article 17-B: Participation by Service-Disabled Veterans with Respect to State Contracts](#)

All Procurement Contracts must also comply with the requirements of Executive Law Article 17-B, which acknowledges that Service-Disabled Veteran-Owned Businesses ("SDVOBs") strongly contribute to the economies of the State and the nation. As defenders of our nation and in recognition of their economic activity in doing business in New York State, respondents for this contract for commodities, services or technology are strongly encouraged and expected to consider SDVOBs in the fulfillment of the

requirements of the contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles

Where practical, feasible and appropriate, RIOC shall promote and assist participation by SDVOBs in the selection and award of all contracts. Such SDVOB participation shall be documented by Director of Procurement and included in the quarterly and annual reports made to the Board.

8.6. Compliance with Iran Divestment Act of 2012

Every bid or proposal made to RIOC pursuant to a competitive solicitation as provided in these Guidelines must contain the following statement, signed by the bidder or respondent and affirmed as true under penalty of perjury: " By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law."

The list in question is maintained by OGS. No bid that fails to certify compliance with this requirement may be accepted as responsive, unless the bidder includes a statement in compliance with the Iran Divestment Act (contact the Legal Department for guidance in such a case).

8.7. Encouragement of Use of New York Businesses as Contractors and Suppliers.

In accordance with the State Finance Law Section 139(i), RIOC shall promote the participation by New York State Business Enterprises in Procurement Contracts. In addition, all vendors who anticipate using sub-contractors or suppliers to fulfill procurement contracts, must be encouraged (but not required) to use New York State businesses.

8.8. Project Sunlight

Project Sunlight is an important component of the Public Integrity Reform Act of 2011. Under this law, RIOC is required to cooperate with the Office of General Services (OGS) and identify in a database developed by OGS all individuals, firms or other entities (other than State or local governmental agencies) that appear before such entity on behalf of themselves or in a representative capacity on behalf of a client or customer for any of various specified purposes. Project Sunlight's reporting requirement for procurement appearances applies to those appearances that are for the purpose of procuring a State contract, irrespective of whether there is a governmental procurement planned. Thus, reporting is required for appearances relating to State contracts for which a Restricted Period under the Procurement Lobbying Law has not been established and without regard to whether a governmental procurement is anticipated. Appearances during the Restricted Period-whether they are bid clarification meetings or bid interviews or any other permissible contact under the State Finance Law do not need to be reported. Appearances following the award of the contract do not need to be reported.

8.9. Publication on RIOC Website

Competitive solicitations must be made available on the RIOC website after advertisement in the NYS Contract Reporter. This website is also the appropriate place to post Questions and Answers regarding the procurement. (See Section 9: Contract Reporter Advertising Process).

8.10. Standard-Form Attachments

Procurement Contracts, which includes amendments to existing contracts, should include RIOC's standard forms, including as appropriate RIOC's Standard Contract as well as further required contract forms (Reference forms; Sample Addendum Receipt; ST 220 – Contractor Certification; EO 127 and EO 177

Certifications; RIOC's Non-Discrimination and Affirmative Action Provisions and Schedule of Minority/Women Business Participation; Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance; SFL § 139-j and 139-k and State Tax Law § 5-a (or affidavit of non-applicability); satisfactory evidence of insurance requirements having been met; ST 220-CA where applicable; and RIOC's Vendors Responsibility Questionnaire.

9. Contract Reporter Advertising Process

As stated above, RIOC must advertise in the New York State Contract Reporter all contracts for the acquisition of goods and services of \$50,000 or more, unless an exemption is granted. Director of Procurement or his/her designee accesses the online system and places the advertisement.

The minimum time for vendors to respond to a Contract Reporter solicitation is 15 business days (i.e., Saturdays, Sundays and legal holidays are excluded). View the Contract Reporter's daily publication schedule.

Where practicable, staff members responsible for a proposed Procurement Contract should make reasonable efforts to identify potential vendors in addition to those identified through the Contract Reporter. This may be done by obtaining referrals from other governmental entities that may have similar requirements, reviewing reference directories, mailing solicitation materials to industry associations and/or known vendors and mailing to lists of appropriate M/WBEs and SDVOBs maintained by ESD and OGS.

9.1. Selection Criteria

Written selection criteria shall generally be established for each proposed Procurement Contract and shall be included in any written solicitation materials. The relative weighting of the selection criteria should be set out in the RFP wherever practicable and, in the absence of written weighting, each criterion shall be deemed to have the same weight.

The selection criteria shall generally include price as an important factor to be considered in the selection process; however many RIOC procurements are based on "Best Value," which allows for factors other than price to be taken into account. Such factors commonly include the quality of goods and services, the experience of the vendor and specific expertise with respect to the goods or services to be supplied. See also Section 7.1 above if price is weighted at less than 20%.

9.2. Bid Opening Procedures

All proposals should be received at the main office, and immediately should be stamped with the date and time of receipt. DO NOT OPEN ANY BID PACKAGES FOR ANY REASON BEFORE THE FORMAL BID OPENING. Depending on the type of contract, RIOC staff members representing Procurement, Finance, Legal, Engineering and relevant department should be present at bid openings in person or by teleconference. Bids shall be opened by Director of Procurement or his/her designee, and the time and date of receipt shall be entered into the Bid Log, which must be signed by all staff members present. Teleconference participants must confirm their presence by email to the Procurements Manager. The Bid Log shall also record the presence of SFL §139j-k and ST-220 forms in the bid.

A Public Bid Opening is required for Public Works contract solicitations, pursuant to State Finance Law §144. This section generally covers bids for construction work on public projects, and may include preparatory work such as demolition, asbestos abatement and the like. RIOC must be a party to the contract, which must involve the use of laborers, mechanics or workers (not, for example, architects and engineers). The definition of a "Public Work" is more a matter of art than law: if in doubt as to whether the contract is for Public Work, contact the Legal Department for guidance.

9.3. Bid Evaluation and Vendor Selection

The initiating Department Head should establish, prior to bid opening, a team of at least three RIOC staff members with relevant knowledge and experience of the goods and/or services being procured. In some cases, one or more RIOC's consultants may join the review team, where those persons have specific knowledge of the procurement subject, or a specific role to play in the administration of the contract with the successful bidder. If non-RIOC staff is included in the review team, the team must be expanded in number such that a majority will always be RIOC staff members.

Analysis of the proposals and/or bids submitted and the award of the contract shall be documented in reasonable detail. Award to anyone other than the low bidder must include in the documentation the reason the low bidder was not selected.

In reviewing bids, all members of the team must complete and sign scoring sheets that rate each bidder according to the selection criteria and weighting set out in the RFP. Scoring sheets must not include anything other than numerical ratings (i.e., no comments/opinions/notes, etc). Original scoring sheets must be signed and retained by Director of Procurement as part of the Procurement Record. Director of Procurement must aggregate and summarize the scoring and provide such computation to the Comptroller and Chief Financial Officer for review and approval.

9.4. Determination of Vendor Responsibility -"FLIP Review"

Pursuant to State Finance Law § 163, agencies must determine that a vendor or respondent is a responsible contractor, prior to approving the award of a contract. While not governed by State Finance Law § 163, RIOC adheres to this section provisions as best practices. RIOC conducts an affirmative review of the responsibility of any vendor to whom it proposes to make a contract award. "Responsibility" means the financial ability, legal capacity, integrity, and past performance of a business entity and as such terms have been interpreted relative to public procurements. Director of Procurement should ensure that all vendors are "responsible."

Vendor responsibility is generally accomplished by "FLIP" review. FLIP review involves assessment of four factors: (i) Financial and organizational capacity; (ii) Legal authority to do business in the state; (iii) Integrity of the owners/officers/principals; and (iv) Past performance on prior government contracts.

RIOC uses Vendors Responsibility Questionnaire ("VRQ"), which is based on the Office of the State Controller VENDREP form intended for state agencies. Note that FLIP review is not needed for procurements from the OGS Centralized Contracts list

If a vendor is considered to be non-responsible, steps must be taken to afford the vendor due process rights, including an opportunity to explain its position in writing and, in some cases, at a meeting. Consult the RIOC Legal Department in such cases. For more information on vendor responsibility, see Best Practices on the OGS website at: www.ogs.state.ny.us/procurecounc/pdfdoc/BestPractice.pdf

9.5. Procurement Record

Director of Procurement or his/her designee shall be responsible for creating and maintaining a record of the procurement process. Such record shall contain documentation related to the procurement process, any competitive solicitation exemption, proposals and/or bids received, scoring sheets, vendor responsibility documentation and other documents prepared or used by the bid reviewers in their vendor selection process. Note that final scoring sheets must be sent to Director of Procurement before a contract is executed. Director of Procurement must aggregate and summarize the scoring and provide such computation to the Comptroller and Chief Financial Officer for review and approval.

10. Contract Approval

Procurement Contracts in amounts less than \$175,000 that will be completed within one year must be approved by the Chief Executive Officer or Chief Financial Officer or Chief Operating Officer or General Counsel.

Procurement Contracts equal to or greater than \$175,000, as well as contracts for any amount involving personal services to be rendered over a period in excess of one year, must be approved by the RIOC Board. However, *warranty and product maintenance/support/lease contracts (including but not limited to auto leases)* are not considered personal services and do not require approval by the Board unless the amount of such contract is over \$200,000 in aggregate through the life of the contract.

10.1. Board Materials

The respective Department Head or his/her designee writes a memorandum to the Chief Executive Officer/Board, explaining the need for the contract.

The Board materials must set out:

- the need for goods and services;
- a brief description of the goods or services needed;
- the expected maximum cost of the proposed goods or services;
- the selection process used to determine an award based on best value, or where not quantifiable, the justification which demonstrates the best value will be achieved; and
- the funding source.

10.2. RIOC Contract and Amendment Approval

Contracts in amounts under \$175,000 must be approved by Chief Executive Officer or Chief Financial Officer or General Counsel or his/her designee.

Contracts that are: (i) in amounts equal to or greater than \$175,000; or (ii) contracts for any amount involving services to be rendered over a period in excess of one year must be approved by the RIOC's Board.

If staff anticipates that a contract may need to be extended beyond one year, ensure that Board approval is requested and that the materials and resolution specifically permit an extension of the contract. Once Board approval is obtained, the contract with the vendor must contain a clause that specifically permits extension. If the contract does not contain such a clause, and the contract needs to be extended, Contract Reporter advertising is required unless an exemption is granted.

Contracts for goods to be provided or services to be rendered over a period in excess of one year, regardless of the amount of the contract, which therefore must have been approved by the Board, must in addition be reviewed and approved annually by RIOC's Board. Director of Procurement must provide an annual report setting forth the status of all continuing goods and/or services contracts, together with justification for the continuance of such contracts for the next year. The status reports will also be part of the annual budget and spending review process for all existing RIOC budgets. The annual status reports will thus serve to clarify the need to continue existing multi-year goods and/or service provider contracts.

Contract documents should be fully executed and delivered by both parties prior to the commencement of any work. However, if in the discretion of the initiating Department Head or Project Manager it is essential that work on the contract be commenced before the formal contract documents have been approved, the RIOC Chief Executive Officer, General Counsel, Chief Operating Officer or Chief Financial Officer may issue a letter authorizing a contractor to commence work pending completion and execution of formal contract documents ("*Notice to Proceed*"), provided that:

- a) The contract is not subject to Office of the State Comptroller ("OSC") approval (See Section 11.4);

and

- b) the authorization contained in the Notice to Proceed does not exceed \$175,000; and
- c) the initiating Department Head seeking the Notice to Proceed obtains in advance, via memorandum (with copies sent to Procurement) an explanation in reasonable detail the need for the immediate commencement of contract performance, and the written authorization of two of the following: RIOC Chief Executive Officer, General Counsel, Chief Operating Officer or Chief Financial Officer
- d) all insurance requirements have been met.

Amendments to existing contracts follow the same process as new contracts, i.e., the amendment needs to be advertised in the New York State Contract Reporter or exempted. The same documents, such as justification memo/contract status report, commitment request form and/or standard amendment form must be generated.

If the proposed amendment will involve a new Contract Reporter advertisement or other solicitation, the requirements of State Finance Law §139-j and 139-k and State Tax Law § 5-a will apply, and in any case, new certifications may be required. Note that an amendment to an existing contract that causes the aggregate amount of the contract to exceed \$1 million may be subject to OSC approval, regardless of the amount of the amendment and source of funds.

Contract amendments that increase the contract amount to \$175,000 or more must be approved by the RIOC's Board. Amendments for less than 10% of the original contract amount (or the contract amount as subsequently approved by the Board) may be executed by the RIOC Chief Executive Officer or Chief Financial Officer without further Board approval, unless the amendment increases the contract to an amount above \$175,000 and Board's approval has not been previously obtained.

If any such proposed amendment will increase the term of the contract to more than one year, Contract Reporter advertising is necessary unless, as discussed in paragraph above, the original contract contained a clause specifically permitting extension.

In the case of contracts for more than \$1 million, where the initiator or Director of Procurement anticipates that unforeseen contingencies and changes of scope may arise and require changes in the contract amount, Board approval should be sought from the outset for amendment of the contract up to 10% of the amount approved, to be executed without further Board approval by the Chief Executive Officer and the Chief Financial Officer of the corporation. Note that such an amendment may require OSC review and approval. If in doubt, consult the Legal Department.

11. Steps after Contract Approval Is Obtained

11.1. Contract Package

- a) The project manager completes the required information on the Contract Execution Checklist
- b) The project manager completes the Standard Form Contract with the relevant attachments or Modification of Contract.

The provisions and the requirements of the proposed contract must be specific and stated in clear and unambiguous terms so they are fully understood by the contracting parties. It is important that the contract clearly specify what is expected of both the contractor and RIOC, and the method of payment to the contractor. The more clear and specific the contract, the easier it will be to monitor.

The terms of the contract should include, but not be limited to:

- the scope and purpose of the contract;
- the description of the services to be performed;

- the location where the work is to be performed;
 - the standards to be used to measure performance (e.g. units of services, number and nature of clients served, target dates, etc.);
 - the level of expertise that is required to perform the tasks, the cost and the method payment of the contract;
 - the starting date and the contract period;
 - the finished product or the services to be delivered;
 - record-keeping and reporting requirements, including a statement that RIOC and any relevant State agency has the right to audit the contractor's records;
- c) The project manager submits the Contract Execution Checklist and Standard Form Contract with relevant attachments and all appropriate insurance certificates, as required by RIOC, to the Legal Department for compliance review and approval. When approved, the Legal Department sends the contract to vendors. After receipt of three (3) signed sets from the vendor, the Legal Department sends all three sets to the Chief Executive Officer for signature. The Legal Department sends one original copy of the fully-executed contract to the vendor. Copies are distributed to Finance, Procurement, Capital Planning and Projects and other relevant departments.

11.2. Contract Reporter Award Notification

If a contract is awarded after a Contract Reporter Solicitation, the award, along with the Schedule of Minority/Women Business Participation, must be posted on the Contract Reporter system. A contract is considered awarded when it is executed (signed) by all parties. This posting will be done by the Procurement Manager.

11.3. Extension/Amendment of Contracts

If a Procurement Contract is entered into after a Contract Reporter solicitation, the contract and solicitation can provide that there may be an extension of the contract or amendment to the scope of work. If so, then extensions and/or amendments do not need to be advertised in the Contract Reporter again. However, if the contract requires approval by the RIOC Board, the possibility of extension or amendment must be included in the original Board materials and Resolution. When in doubt, provide for extension or amendment to minimize future problems.

11.4. OSC Post-Contract Approval of \$1,000,000+ Contracts

Under Public Authorities Law § 2879-a (effective March 1, 2010), proposed contracts in excess of one million dollars that either: (i) are to be paid for in whole or in part by state appropriations; or (ii) are not to be awarded after a competitive process (regardless of the funding source), must be approved by the Office of the State Comptroller ("OSC") after the contract is signed. If § 2879-a applies and approval by OSC has not been obtained, the signed contract "shall not be a valid enforceable contract." OSC has issued final regulations implementing this law, and OSC approval shall be deemed part of these Guidelines.

The contracts for the sale of real property for an amount over \$1 million are covered by the Property Disposition Guidelines and are not subject to OSC review and approval under Public Authorities Law § 2879-a.

12. Monitoring of Procurement Contracts

Performance of Procurement Contracts must be monitored by Director of Procurement and the Project Manager to ensure that the scope of work or services to be provided are being/have been performed, that use of RIOC personnel, supplies and facilities is documented, and that the established starting and completion dates for major components of the contract are being/have been met.

RIOC employees assigned the responsibility of monitoring the work should be familiar with the type of

work being performed and with the specific terms of the contract.

The frequency and manner in which the vendor's performance will be monitored should be clearly stated to the vendor and directly related to the terms of the contract.

Written documentation pertaining to vendor performance, such as progress reports, site visit reports, payment and expenditure data, memoranda of verbal discussions, and written correspondence, should be maintained and reviewed by the initiating Department.

Periodic visits to the work sites should be made where appropriate to review work in progress and work completed. Site visit reports should be completed and include the observations of pertinent matters, such as the number and type of persons employed by the vendor, adequacy of the facilities and equipment, and quality of performance, including any deficiencies in the performance of the work, which may have an impact on satisfactory completion of the project.

The evaluation of the vendor's performance should take into consideration the quantity and quality of the work performed, the timeliness of submission of contract deliverables, the adequacy of cost and performance records and other supporting documentation, and whether the extent of performance, to date, is commensurate with the amount the contractor has been paid.

Performance that is below expectations or established standards shall be reported to RIOC management immediately. All deficiency reports should be specific and in writing. Management should review deficiency reports and take appropriate action, which may include termination of a contract.

All invoices presented for payment should be reviewed by the person who is monitoring the contract and approved by the respective Department Head. No payment should be made unless the work is satisfactory and in accordance with the terms of the contract. Approval on the Payment Authorization form attests to this.

13. Procurement Contracts Involving Former Officers of RIOC

RIOC shall not enter into Procurement Contracts with its former officers or employees, or with firms employing such officers or employees, except as permitted by applicable provisions of law and by RIOC's Code of Ethics.

14. Implementation of These Guidelines

RIOC's Legal Department, in conjunction with the Chief Financial Officer, shall be responsible for:

- a) Preparing for approval by the CEO such supplemental procedures as may be required to effectively implement these Guidelines.
- b) Preparing proposed amendments to the Guidelines for approval by the CEO and the RIOC Board of Directors when and as required.

15. Reporting

15.1. Quarterly Reports

Director of Procurement shall prepare for presentation to RIOC's Board, quarterly reports of new Procurement Contracts and required Schedules of M/WBE and SDVOB Participation. For each Procurement Contract, the report shall include the contract amount, reason for award, initial scope of services and the selection process used. Such reports shall include information related to amendments approved on contracts during the reporting period.

15.2. Annual Reports

Annually, Director of Procurement shall prepare for RIOC's Board review a report on Procurement

Contracts as of the end of each fiscal year, summarizing procurement activity by RIOC for the period of the report, including a listing of all contracts entered into, the selection process used to select vendors, the status of existing Procurement Contracts and required Schedules of M/WBE and SDVOB Participation. Director of Procurement shall also prepare, on an annual basis, a report for submission to:

- a) The Division of Budget;
- b) The Office of State Comptroller;
- c) The Senate Finance Committee;
- d) The Assembly Ways and Means Committee;
- e) Members of the public (upon receipt of reasonable requests therefore); and

The reports shall include these Guidelines, any amendments thereto, and an explanation of the amendments.

16. Effect on Awarded Contracts

Nothing contained in these Guidelines shall be deemed to alter, affect the validity of, modify the terms of, or impair any contract or agreement made or entered into in violation of, or without compliance with, these Guidelines. These Guidelines reflect best and customary practice, but are not intended to be rules of law. Note, however, that certain contracts may not be "valid or enforceable" without OSC approval.

Dated: May 9, 2019