

Procurement Report for Herkimer Local Development Corporation

Fiscal Year Ending: 12/31/2025

Run Date: 03/31/2026

Status: CERTIFIED

Certified Date : 03/31/2026

Procurement Information:

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	https://www.herkimercountyida.org/hldc_document_types/policies-and-procedures/
2. Are the procurement guidelines reviewed annually, amended if needed, and approved by the Board?	Yes	
3. Does the Authority allow for exceptions to the procurement guidelines?	No	
4. Does the Authority assign credit cards to employees for travel and/or business purchases?	No	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	No	

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Procurement Transactions Listing:

1. Vendor Name	HRP Associates, Inc.	Address Line1	1 Fairchild Square
Type of Procurement	Consulting Services	Address Line2	Suite 110
Award Process	Authority Contract - Non-Competitive Bid	City	CLIFTON PARK
Award Date	6/12/2024	State	NY
End Date		Postal Code	12065
Fair Market Value	\$48,488.00	Plus 4	
Amount	\$48,488.00	Province/Region	
Amount Expended For Fiscal Year	\$1,926.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Professional environmental services for the abatement of asbestos at the Masonic Building

2. Vendor Name	Hodgson Russ, LLP	Address Line1	677 Broadway
Type of Procurement	Legal Services	Address Line2	Suite 301
Award Process	Non Contract Procurement/Purchase Order	City	ALBANY
Award Date		State	NY
End Date		Postal Code	12207
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$6,234.12	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Professional legal services related to the development of the Masonic Building project

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3. Vendor Name	Howard Schaffer	Address Line1	119 2nd Ave
Type of Procurement	Other	Address Line2	
Award Process	Non Contract Procurement/Purchase Order	City	HERKIMER
Award Date		State	NY
End Date		Postal Code	13350
Fair Market Value		Plus 4	
Amount		Province/Region	
Amount Expended For Fiscal Year	\$9,930.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Property Clean Up and Maintenance

4. Vendor Name	Mohawk Valley Landscaping	Address Line1	422 Henry Street
Type of Procurement	Other Professional Services	Address Line2	
Award Process	Authority Contract - Non-Competitive Bid	City	HERKIMER
Award Date	6/12/2024	State	NY
End Date		Postal Code	13350
Fair Market Value	\$78,000.00	Plus 4	
Amount	\$78,000.00	Province/Region	
Amount Expended For Fiscal Year	\$13,200.00	Country	United States
Explain why the Fair Market Value is Less than the Amount		Procurement Description	Professional services to remove garbage, debris, temporary walls, dismantle tanning beds, and any other items not original to the Masonic Building.

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Additional Comments

The Herkimer Local Development Corporation authorized the submittal of the Procurement Report on March 31, 2026.