

Procurement-Information:

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

Investment Information:

Question	Response	URL (if applicable)
1. Has the Authority prepared an Annual Investment Report for the reporting period as required by Section 2925(6) of PAL?	Yes	http://growmonroe.org/reports
2. Are the Authority's investment guidelines reviewed and approved annually?	Yes	
3. Did the Authority have an independent audit of investments as required by Section 2925(3)(f) of PAL?	No	
4. Has the Authority's independent auditor issued a management letter to the Authority in connection with its annual audit of investments?	No	

Additional Comments:

Financial Documents:

Question	Response	URL (if applicable)	Attachments
1. Attach the independent audit of the Authority's financial statements.	N/A	http://growmonroe.org/reports	Attachment Included
2. Has the Authority's independent auditor issued a management letter to the Authority in connection with its audit of the Authority's financial statements?	No		
3. Has the Authority's independent auditor issued a Report on Internal Controls Over Financial Reporting to the Authority?	Yes	http://growmonroe.org/reports	Attachment Included
4. Attach any other communication required or allowed by government auditing standards issued by the Comptroller General of the United States to be issued by the Authority's independent auditor in connection with its annual audit of the Authority's financial statements.			

Additional Comments:

Procurement Transactions Listing:

<p>1. Vendor Name: 29 Design Studio</p> <p>Type of Procurement: Other Professional Services</p> <p>Award Process: Non Contract Procurement/Purchase Order</p> <p>Award Date:</p> <p>End Date:</p> <p>Amount:</p> <p>Amount Expended for Fiscal Year: \$23,847</p> <p>Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 100 Castle Street</p> <p>Address Line2:</p> <p>City: GENEVA</p> <p>State: NY</p> <p>Postal Code: 14456</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Graphic Design for logo and marketing materials and management of website redesign.</p>	<p>2. Vendor Name: County of Monroe</p> <p>Type of Procurement: Other</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/01/2017</p> <p>End Date: 12/31/2017</p> <p>Amount: \$471,000</p> <p>Amount Expended for Fiscal Year: \$471,000</p> <p>Fair market value: \$471,000</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 39 West Main Street</p> <p>Address Line2:</p> <p>City: ROCHESTER</p> <p>State: NY</p> <p>Postal Code: 14614</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Administrative support and facilities.</p>
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Procurement Transactions Listing:

3. Vendor Name: Greater Rochester Enterprise

Type of Procurement: Other

Award Process: Authority Contract - Non-Competitive Bid

Award Date: 01/01/2017

End Date: 12/31/2017

Amount: \$50,000

Amount Expended for Fiscal Year: \$50,000

Fair market value: \$50,000

Explain why the fair market value is less than the amount:

Address Line1: 100 Chestnut Street

Address Line2:

City: ROCHESTER

State: NY

Postal Code: 14614

Plus 4:

Province Region:

Country: USA

Procurement Description: Economic Development Partnership Marketing

4. Vendor Name: Harris Beach, LLP

Type of Procurement: Legal Services

Award Process: Authority Contract - Competitive Bid

Award Date: 01/01/2016

End Date: 12/31/2019

Amount: \$0

Amount Expended for Fiscal Year: \$271,432.51

Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 99 Garnsey Road

Address Line2:

City: PITTSFORD

State: NY

Postal Code: 14534

Plus 4:

Province Region:

Country: USA

Procurement Description: Legal Services Contract calls for billing at standard billing rates.

Procurement Transactions Listing:

<p>5. Vendor Name: High Tech Rochester Inc.</p> <p>Type of Procurement: Other</p> <p>Award Process: Authority Contract - Non-Competitive Bid</p> <p>Award Date: 01/01/2017</p> <p>End Date: 12/31/2017</p> <p>Amount: \$150,000</p> <p>Amount Expended for Fiscal Year: \$150,000</p> <p>Fair market value: \$150,000</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 150 Lucius Gordon Drive</p> <p>Address Line2:</p> <p>City: WEST HENRIETTA</p> <p>State: NY</p> <p>Postal Code: 14586</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Assistance in organizing and arranging The Entrepreneur's Network program.</p>	<p>6. Vendor Name: Loewke & Brill Consulting Group</p> <p>Type of Procurement: Other</p> <p>Award Process: Authority Contract - Competitive Bid</p> <p>Award Date: 11/01/2016</p> <p>End Date: 10/31/2020</p> <p>Amount: \$82,400</p> <p>Amount Expended for Fiscal Year: \$82,400</p> <p>Fair market value:</p> <p>Explain why the fair market value is less than the amount:</p> <p>Address Line1: 491 Elmgrove Road</p> <p>Address Line2: Suite #2</p> <p>City: ROCHESTER</p> <p>State: NY</p> <p>Postal Code: 14606</p> <p>Plus 4:</p> <p>Province Region:</p> <p>Country: USA</p> <p>Procurement Description: Local Labor Compliance Monitoring</p>
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Procurement Transactions Listing:

7. Vendor Name: Monroe Community college

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Non-Competitive Bid
Award Date: 06/20/2017
End Date: 06/29/2018
Amount: \$355,000
Amount Expended for Fiscal Year: \$266,250

Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 1000 East Henrietta Road
Address Line2:
City: ROCHESTER
State: NY
Postal Code: 14623
Plus 4:
Province Region:
Country: USA

Procurement Description: Assistance in managing and organizing the LadderzUp program

8. Vendor Name: Phoenix Graphics

Type of Procurement: Other Professional Services
Award Process: Non Contract Procurement/Purchase Order
Award Date:
End Date:
Amount:
Amount Expended for Fiscal Year: \$8,804

Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 1525 Emersen Street
Address Line2: Suite #2
City: ROCHESTER
State: NY
Postal Code: 14606
Plus 4:
Province Region:
Country: USA

Procurement Description: Printing and postage for newsletter

Procurement Transactions Listing:

9. Vendor Name: Sharon Keefe

Type of Procurement: Consulting Services
Award Process: Authority Contract - Competitive Bid
Award Date: 09/19/2017
End Date: 12/30/2017
Amount: \$8,000
Amount Expended for Fiscal Year: \$5,547.5
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 314 Carling Road
Address Line2:
City: ROCHESTER
State: NY
Postal Code: 14610
Plus 4:
Province Region:
Country: USA
Procurement Description: Consulting Services

10. Vendor Name: The Bonadio Group

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 01/01/2016
End Date: 12/31/2019
Amount: \$12,800
Amount Expended for Fiscal Year: \$12,800
Fair market value:
Explain why the fair market value is less than the amount:

Address Line1: 171 Sully's Trail
Address Line2:
City: PITTSFORD
State: NY
Postal Code: 14534
Plus 4:
Province Region:
Country: USA
Procurement Description: Audit of Financial Statements

Procurement Transactions Listing:

11. Vendor Name: The Bonadio Group

Type of Procurement: Other Professional Services
Award Process: Authority Contract - Competitive Bid
Award Date: 01/01/2017
End Date: 12/31/2017
Amount: \$0
Amount Expended for Fiscal Year: \$9,725
Fair market value:

Explain why the fair market value is less than the amount:

Address Line1: 171 Sully's Trail
Address Line2:
City: PITTSFORD
State: NY
Postal Code: 14534
Plus 4:
Province Region:
Country: USA

Procurement Description: Verified Exemptions/IBM Audit.
Contract calls for billing at standard billing rates.

Procurement Transactions Listing:

Additional Comments:

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Additional Comments:



POWERED BY COMIDA

Assessment of the Effectiveness of Internal Control Structure and Procedures

This statement certifies that the internal control structure and procedures of the County of Monroe Industrial Development Agency d/b/a Imagine Monroe Powered by COMIDA have been documented and assessed for the year ended December 31, 2017. This assessment found the Agency's internal controls to be adequate and to the extent that deficiencies were identified, the Agency has developed corrective action plans to reduce any corresponding risk.

A handwritten signature in blue ink, appearing to read "Jeffrey R. Adair", written over a horizontal line.

Jeffrey R. Adair
Executive Director



POWERED BY COMIDA

In accordance with Section 2896(3) of PAL, the authority is required to prepare a report at least annually of all real property.

Real Property as of December 31, 2017:

<u>Lot #</u>	<u>Address</u>	<u>Acres</u>
1	30 Brew Road	6.7
2	141 Brew Road	26.43
3	75 Brew Road	18.89

A handwritten signature in blue ink, appearing to read 'Jeffrey R. Adair', is written above a horizontal line.

Jeffrey R. Adair
Executive Director