

Procurement Report for Nassau County Industrial Development Agency

Fiscal Year Ending: 12/31/2019

Run Date: 12/09/2020

Status: CERTIFIED

Certified Date : 05/24/2020

**Procurement Information:**

Question	Response	URL (If Applicable)
1. Does the Authority have procurement guidelines?	Yes	<a href="https://nassauida.org/wp-content/uploads/2020/04/Procurement-Policy-Final-2020.pdf">https://nassauida.org/wp-content/uploads/2020/04/Procurement-Policy-Final-2020.pdf</a>
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?	Yes	
5. Does the Authority require prospective bidders to sign a non-collusion agreement?	Yes	
6. Does the Authority incorporate a summary of its procurement policies and prohibitions in its solicitation of proposals, bid documents, or specifications for procurement contracts?	Yes	
7. Did the Authority designate a person or persons to serve as the authorized contact on a specific procurement, in accordance with Section 139-j(2)(a) of the State Finance Law, "The Procurement Lobbying Act"?	Yes	
8. Did the Authority determine that a vendor had impermissible contact during a procurement or attempted to influence the procurement during the reporting period, in accordance with Section 139-j(10) of the State Finance Law?	No	
8a. If Yes, was a record made of this impermissible contact?		
9. Does the Authority have a process to review and investigate allegations of impermissible contact during a procurement, and to impose sanctions in instances where violations have occurred, in accordance with Section 139-j(9) of the State Finance Law?	Yes	

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**Procurement Transactions Listing:**

<b>1. Vendor Name</b>	ARC Excess & Surplus, LLC	<b>Address Line1</b>	One Jericho Plaza
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	Suite 200
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	JERICH0
<b>Award Date</b>	2/15/2018	<b>State</b>	NY
<b>End Date</b>	2/15/2019	<b>Postal Code</b>	11753
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$48,808.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$49,808.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Directors & Officers Insurance

<b>2. Vendor Name</b>	Albrecht, Viggiano, Zureck & Co	<b>Address Line1</b>	25 Suffolk Court
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	HAUPPAUGE
<b>Award Date</b>	8/13/2018	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	11788
<b>Fair Market Value</b>	\$19,500.00	<b>Plus 4</b>	
<b>Amount</b>	\$19,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$19,500.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Accounting Services

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<b>3. Vendor Name</b>	Camoin Associates	<b>Address Line1</b>	120 West Avenue
<b>Type of Procurement</b>	Consulting Services	<b>Address Line2</b>	Suite 303
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	SARATOGA SPRINGS
<b>Award Date</b>	8/13/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12866
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$93,660.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$93,660.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	cost benefit analysis

<b>4. Vendor Name</b>	Crain Communications Inc.	<b>Address Line1</b>	PO Box 433280
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PALM COAST
<b>Award Date</b>	7/18/2019	<b>State</b>	FL
<b>End Date</b>	7/31/2019	<b>Postal Code</b>	32143
<b>Fair Market Value</b>	\$7,599.00	<b>Plus 4</b>	
<b>Amount</b>	\$7,599.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,599.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising to promote economic development

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<b>5. Vendor Name</b>	Discover Long Island	<b>Address Line1</b>	330 Motor Parkway
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	Suite 203
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	HAUPPAUGE
<b>Award Date</b>	7/18/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	11788
<b>Fair Market Value</b>	\$16,500.00	<b>Plus 4</b>	
<b>Amount</b>	\$16,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$16,500.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising to promote tourism

<b>6. Vendor Name</b>	Gold Coast International Film Festival	<b>Address Line1</b>	113 Middle Neck Road
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	GREAT NECK
<b>Award Date</b>	6/26/2019	<b>State</b>	NY
<b>End Date</b>	11/14/2019	<b>Postal Code</b>	11021
<b>Fair Market Value</b>	\$25,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$25,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$25,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	to further recreation and recreation opportunities in Nassau County and attract tourists from other states.

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<b>7. Vendor Name</b>	HIA-LI	<b>Address Line1</b>	225 Wireless Blvd.
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	#101
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	HAUPPAUGE
<b>Award Date</b>	5/20/2019	<b>State</b>	NY
<b>End Date</b>	9/19/2019	<b>Postal Code</b>	11788
<b>Fair Market Value</b>	\$7,500.00	<b>Plus 4</b>	
<b>Amount</b>	\$7,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$7,500.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Marketing and promotional advertising to promote economic development

<b>8. Vendor Name</b>	Harris Beach	<b>Address Line1</b>	333 Earle Ovington Blvd.
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	Suite 901
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	UNIONDALE
<b>Award Date</b>	8/13/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	11553
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$232,408.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$232,408.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Legal Services

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<b>9. Vendor Name</b>	LI Film/TV Foundation	<b>Address Line1</b>	222 Pettit Avenue
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	BELLMORE
<b>Award Date</b>	6/26/2019	<b>State</b>	NY
<b>End Date</b>	7/19/2019	<b>Postal Code</b>	11710
<b>Fair Market Value</b>	\$25,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$25,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$25,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Economic Development

<b>10. Vendor Name</b>	LI Hispanic Counseling Center	<b>Address Line1</b>	522 Grand Blvd.
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	2nd Floor
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	WESTBURY
<b>Award Date</b>	11/21/2019	<b>State</b>	NY
<b>End Date</b>	11/30/2019	<b>Postal Code</b>	11590
<b>Fair Market Value</b>	\$5,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$5,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$5,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising services to promote economic development

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<b>11. Vendor Name</b>	Law Office of Thomas D. Glascock	<b>Address Line1</b>	PO Box 553
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	HUNTINGTON
<b>Award Date</b>	11/1/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	11743
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$133,572.92	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$133,572.92	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Legal Services Special Counsel

<b>12. Vendor Name</b>	Lloyd	<b>Address Line1</b>	PO Box 780994
<b>Type of Procurement</b>	Staffing Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PHILADELPHIA
<b>Award Date</b>	5/1/2019	<b>State</b>	PA
<b>End Date</b>	7/18/2019	<b>Postal Code</b>	19178
<b>Fair Market Value</b>	\$10,874.29	<b>Plus 4</b>	
<b>Amount</b>	\$10,874.29	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,874.29	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Temporary Staffing

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<b>13. Vendor Name</b>	Long Beach Film Institute, Inc.	<b>Address Line1</b>	315 Central Avenue
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	LAWRENCE
<b>Award Date</b>	6/28/2019	<b>State</b>	NY
<b>End Date</b>	8/4/2019	<b>Postal Code</b>	11559
<b>Fair Market Value</b>	\$25,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$25,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$25,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Economic Development

<b>14. Vendor Name</b>	Long Island Association	<b>Address Line1</b>	300 Broadhollow Road
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	Suite 110W
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	MELVILLE
<b>Award Date</b>	3/1/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	11747
<b>Fair Market Value</b>	\$13,375.00	<b>Plus 4</b>	
<b>Amount</b>	\$13,375.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$13,375.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising to promote economic development



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<b>15. Vendor Name</b>	Long Island Business Development Center	<b>Address Line1</b>	PO Box 7609
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	WANTAGH
<b>Award Date</b>	7/18/2019	<b>State</b>	NY
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	11793
<b>Fair Market Value</b>	\$6,525.00	<b>Plus 4</b>	
<b>Amount</b>	\$6,525.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$6,525.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising services to promote economic development

<b>16. Vendor Name</b>	Long Island Business News	<b>Address Line1</b>	SDS-12-2791
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	PO Box 86
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	MINNEAPOLIS
<b>Award Date</b>	3/1/2019	<b>State</b>	MN
<b>End Date</b>	12/31/2019	<b>Postal Code</b>	55486
<b>Fair Market Value</b>	\$9,475.96	<b>Plus 4</b>	
<b>Amount</b>	\$9,475.96	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$9,475.96	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Marketing and advertising services to promote economic development

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<b>17. Vendor Name</b>	Mettler Search LLC	<b>Address Line1</b>	1180 Avenue of the Americas
<b>Type of Procurement</b>	Staffing Services	<b>Address Line2</b>	Suite 833
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	NEW YORK
<b>Award Date</b>	11/12/2019	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10036
<b>Fair Market Value</b>	\$9,834.75	<b>Plus 4</b>	
<b>Amount</b>	\$9,834.75	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$9,834.75	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Staffing Services for CFO

<b>18. Vendor Name</b>	Michael Haberman Associates	<b>Address Line1</b>	125 Front Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	MINEOLA
<b>Award Date</b>	8/13/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	11501
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$12,250.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$12,250.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Property Analysis

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<b>19. Vendor Name</b>	Michael Page	<b>Address Line1</b>	500 Ross Street
<b>Type of Procurement</b>	Staffing Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	PITTSBURGH
<b>Award Date</b>	10/15/2019	<b>State</b>	PA
<b>End Date</b>		<b>Postal Code</b>	15251
<b>Fair Market Value</b>	\$10,631.25	<b>Plus 4</b>	
<b>Amount</b>	\$10,631.25	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,631.25	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Staffing Services

<b>20. Vendor Name</b>	NYSEDC	<b>Address Line1</b>	111 Washington Avenue
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	6th Floor
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	ALBANY
<b>Award Date</b>	1/1/2019	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	12210
<b>Fair Market Value</b>	\$13,035.00	<b>Plus 4</b>	
<b>Amount</b>	\$13,035.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$13,035.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	marketing, advertising to promote economic development in addition to industry related training programs.

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<b>21. Vendor Name</b>	National Development Council	<b>Address Line1</b>	One Battery Park Plaza
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	24 Whitehall Street
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	NEW YORK
<b>Award Date</b>	8/13/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10004
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$32,500.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$32,500.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	cost benefit analysis

<b>22. Vendor Name</b>	Newsday	<b>Address Line1</b>	235 Pinelawn Road
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Non Contract Procurement/Purchase Order	<b>City</b>	MELVILLE
<b>Award Date</b>		<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	11747
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>		<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$9,554.68	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Preferred source for public hearing notices

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<b>23. Vendor Name</b>	Oyster Bay Charitable Fund	<b>Address Line1</b>	PO Box 132
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	OYSTER BAY
<b>Award Date</b>	9/19/2019	<b>State</b>	NY
<b>End Date</b>	10/20/2019	<b>Postal Code</b>	11771
<b>Fair Market Value</b>	\$25,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$25,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$25,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Advertising services to promote the business community in Nassau County.

<b>24. Vendor Name</b>	Phillips Lytle LLP	<b>Address Line1</b>	620 Eighth Avenue
<b>Type of Procurement</b>	Legal Services	<b>Address Line2</b>	23rd Floor
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	NEW YORK
<b>Award Date</b>	1/3/2011	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	10018
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$24,879.50	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$24,879.50	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Professional Services

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<b>25. Vendor Name</b>	Professional Golfers Association of America	<b>Address Line1</b>	99 Quaker Meetinghouse Road
<b>Type of Procurement</b>	Other	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Non-Competitive Bid	<b>City</b>	FARMINGDALE
<b>Award Date</b>	4/18/2019	<b>State</b>	NY
<b>End Date</b>	5/19/2019	<b>Postal Code</b>	11735
<b>Fair Market Value</b>	\$43,000.00	<b>Plus 4</b>	
<b>Amount</b>	\$43,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$43,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Sponsorship to support economic development and tourism

<b>26. Vendor Name</b>	SJC Computing	<b>Address Line1</b>	184 N. Kentucky Avenue
<b>Type of Procurement</b>	Technology - Consulting/Development or Support	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	MASSAPEQUA
<b>Award Date</b>	8/1/2017	<b>State</b>	NY
<b>End Date</b>	11/21/2019	<b>Postal Code</b>	11758
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$10,872.95	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$10,872.95	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	IT services

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<b>27. Vendor Name</b>	Standard Valuation Services	<b>Address Line1</b>	27 East Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	JERICHO
<b>Award Date</b>	8/13/2018	<b>State</b>	NY
<b>End Date</b>		<b>Postal Code</b>	11753
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$15,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$15,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	property analysis

<b>28. Vendor Name</b>	Todd Shapiro Associates Inc.	<b>Address Line1</b>	62 Sackett Street
<b>Type of Procurement</b>	Other Professional Services	<b>Address Line2</b>	
<b>Award Process</b>	Authority Contract - Competitive Bid	<b>City</b>	HICKSVILLE
<b>Award Date</b>	9/1/2018	<b>State</b>	NY
<b>End Date</b>	3/1/2020	<b>Postal Code</b>	11801
<b>Fair Market Value</b>		<b>Plus 4</b>	
<b>Amount</b>	\$105,000.00	<b>Province/Region</b>	
<b>Amount Expended For Fiscal Year</b>	\$105,000.00	<b>Country</b>	United States
<b>Explain why the Fair Market Value is Less than the Amount</b>		<b>Procurement Description</b>	Media & Public Relations Service

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**Additional Comments**

As result of the COVID-19 pandemic, please be advised that the Nassau County Industrial Development Agency was unable to complete and submit its required reports by the applicable deadline for the following reasons: mandated office closure; inability to access files and/or project information; inability to access information from businesses that are working remotely and difficulties in the ability of the board to timely meet remotely and review and approve data prior to being certified in PARIS.