

**10849. RESOLUTION 14-22 - AUTHORIZING AUTHORITY EXPENDITURES  
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2014  
THROUGH DECEMBER 31, 2014**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY  
PROJECTED VENDORS TO BE PAID OVER \$25,000  
OPERATION EXPENDITURES  
FOR THE PERIOD 1/1/14 THROUGH 12/31/14

<b>VENDOR</b>	<b>SERVICE DESCRIPTION</b>	<b>DETERMINATION</b>	<b>APPROX. ESTIMATED \$</b>
Eastern Aviation Fuels, Inc.	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$20,000
Epic Aviation, LLC	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$80,000
G.A. Blanco and Sons, Inc.	Office Furniture for DMB Administration Bldg. Renovation	State Contract	\$30,000
Kent Oil Co.	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$20,000
Roberts Oxygen Co., Inc.	Welding Tools, Parts, Repairs, Supplies and Gases for CMLF	Quotes	\$30,000
Tipton Communications	ILG Redesign, Banner Ads, Social Media Promotions, and Terminal Kickoff Events; CMLF Website and E-Newsletters	Professional Service	\$40,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above listed vendors for the described purposes and authorizes payment.

A motion to approve Resolution 14-22 was made by Commissioner Downes, seconded by Commissioner Smith, and approved by a roll call vote of 9-0.

## **Resolution 14-22 Executive Summary Sheet**

**Resolution:** Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2014 through December 31, 2014.

**Committee:** Budget & Finance

**Committee and Board Date:** July 15, 2014

### **Purpose of Resolution:**

Authorizes the expenditure of \$25,000 or greater with the identified vendors for the calendar year.

### **Background for Resolution:**

The proposed Resolution meets the requirements of Resolution 01-84, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$25,000 or more unless it has first been approved by a vote of Commissioners.

### **Background for the specific purchase:**

#### Avgas for Resale at Delaware Airpark (33N)

The Authority solicits quotes for supply and delivery of aviation gasoline (avgas) to ensure that it is paying the lowest available market price. Epic Aviation, LLC, Kent Oil Co. and Eastern Aviation Fuels, Inc. have been identified as having the service ability to routinely deliver avgas in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. The DRBA solicits quotes from each company for each avgas purchase and selects the vendor quoting lowest price. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs.

#### Welding Tools, Parts, Repairs, Supplies and Gases for CMLF

The Authority relies on several local firms for quotes for the routine welding supplies, repairs and equipment needed periodically throughout our CMLF facilities. Cumulative annual purchases from Roberts Oxygen are nearing the threshold and the Authority wishes to continue use this firm, which has proven to be the lowest-cost option, for future quotes. The firms contacted for quotes for all welding-related purchases made this year include Roberts Oxygen, South Jersey Welding Supply and Keen Welding.

### Office Furniture for DMB Administration Bldg. Renovation

The DMB Administrating Building east wing is currently undergoing renovation and will require new office furniture to outfit the finished space. These supplies are being provided by G.A. Blanco and Sons, Inc. in accordance with their State Contract price.

### ILG Website, Banner Ads, Social Media Promotions, and Terminal Kickoff Events; CMLF Website and E-Newsletters

The Authority plans to continue to request professional services from Tipton Communications for website design, banner ads, social media promotions, and new-destination kickoff events (ATL and DTW) at Wilmington Airport (ILG); and Website and E-Newsletters services for the Cape May-Lewes Ferry. Tipton has also been instrumental in selecting Content Management Software (CMS) for the Authority. Tipton provides training on the CMS system and provides system expertise when the Authority is not utilizing internal resources. This professional service is not expected to exceed \$50,000 thus competitive proposals are not required.

### **Background for the Determination category:**

#### **Professional Service:**

Resolution 98-31, as amended by Resolution 09-52, Part 1.a., specifies that the public advertisement requirement for a professional service contract is effective only if the value of the service is expected to exceed \$50,000. Likewise, Resolution 98-31, as amended by Resolution 01-84, specifies that the Authority shall not enter into any contract committing the Authority to spend \$25,000 or more unless the expenditure has first been approved by a vote of Commissioners. This expenditure falls within the \$25,000-50,000 range.

#### **Quotes:**

Quotes items are purchases with a particular vendor that, in aggregate, are anticipated to cost between \$25,000 and \$49,999 during this calendar year. Resolution 98-31 (paragraph 4) provides that “contracts for materiel, supplies and non-professional services, if more than \$25,000 but less than \$50,000 in the aggregate require the solicitation of three written quotes or all available sources, whichever is less...”

#### **State Contract:**

Resolution 98-31, as amended by Resolution 11-36 (paragraph 2, subsection a) provides that, “[t]his [competitive bidding] provision shall not apply to purchases by the Authority from

suppliers in cases where the Authority is purchasing at prices pursuant to contracts awarded by the States of Delaware or New Jersey for state agencies.”