

**11098. RESOLUTION 16-14 - AUTHORIZING AUTHORITY EXPENDITURES
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2016 THROUGH
DECEMBER 31, 2016**

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 1/1/16 THROUGH 12/31/16

| VENDOR | PURCHASE DESCRIPTION | CLASSIFICATION | ESTIMATED \$ |
|--|--|-------------------------|-------------------------|
| Beyer Ford | Four (4) Replacement Vehicles | State Contract | \$99,000 |
| Clark Equipment Company d/b/a Bobcat Company | Replacement Compact Track Loader at ILG | State Contract | \$57,000 |
| Highwater Management | Food Service Consulting at CMLF | Professional Service | \$50,000 |
| Laurel Lawnmower, Inc. | Two (2) Replacement Mowers for CMLF Terminals | Quotes | \$25,000 |
| Murphy Fence Company, Inc. | Pilot Stairwell Security for M/V Cape Henlopen and New Jersey | Quotes | \$42,000 |
| Navistar International c/o Hunter Truck Sales & Service, Inc. | Aerial Tower Body and Cab Chassis | State Contract | \$239,000 |
| New Jersey Overhead Door | Nine (9) Replacement Overhead Doors for Cape May Maintenance Buildings | Quotes | \$45,000 |
| New Jersey Turnpike Authority | Operations and Maintenance Costs for New Jersey E-ZPass CSC | Sole Source | \$75,000 |
| Reality Employment and Training Group, LLC | Tow Truck Operators for I-295 SB Reconstruction Project | Quotes | \$94,000 |

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 16-14 was made by Commissioner Dorn, seconded by Commissioner Murphy, and approved by a roll call vote of 10-0.

Resolution 16-14 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2016 through December 31, 2016.

Committee: Budget & Finance

Committee and Board Date: April 19, 2016

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 purchases:

Beyer Ford: Four (4) Replacement Vehicles

The Authority is replacing four pool vehicles that have exceeded their useful life and meet the vehicle replacement criteria in place for the Authority. The following vehicles are being replaced: 2006 Ford Explorer with 117,000 miles (Cape May Terminal); 2005 Ford Explorer with 84,000 miles (Cape May Terminal); 2004 Ford Explorer with 84,000 miles (Engineering); and a 2005 Ford Explorer with 75,000 miles (Engineering). The Cape May vehicles have considerable body rust. The replacement vehicles will be 2016 Ford Explorers, purchased at competitively-bid state contract prices [#83013: Vehicles, Sport Utility (SUV)] via the authorized dealer, Beyer Ford. The four retired vehicles will be sold at public auction.

Clark Equipment Company d/b/a Bobcat Company: Replacement Compact Track Loader at ILG

The DRBA is replacing a 2000 Bobcat skid-steer loader housed at New Castle Airport which has exceeded its useful life and meets the Authority's equipment replacement criteria. The replacement skid-steer will be a similar Bobcat Compact Track Loader, and will be purchased at competitively-bid state contract prices (#GSS15751 - Medium Equipment) via the authorized dealer, Bobcat of New Castle. The retired skid-steer will be sold at public auction.

Highwater Management: Food Service Consulting at CMLF

The Authority has entered into a new agreement with Highwater Management to continue to provide professional food service consulting services at the CMLF. The scope of work includes specific tasks and consultant services in support of CMLF Food & Retail operations. Highwater Management will provide the following professional services: point of sale merchandising plans; recruitment plans and staffing for events; design of food menu and menu engineering for OTR operations and development of catering menu and procedures; design assistance for new kitchen and OTR layouts and support for owner/architects/general contractor; design seating charts (staffing stations); onsite training; management expertise for daily operations and long term planning, provide a vision for the 2016 marketing strategy.

Laurel Lawnmower, Inc.: Two (2) Replacement Mowers for CMLF Terminals

The Authority will be acquiring two replacement 29 HP 60" lawn mowers for use on the grounds at both Ferry Terminals. Quotes for the mowers were solicited and received from three (3) landscape supply businesses, with Laurel Lawnmower, Inc. submitting the lowest quote for the necessary equipment. The actual cost of this purchase is approximately \$20,500, however the Authority finds it within its best interest to proactively include the vendor on this April report to avoid future delay should additional parts be needed timely.

Murphy Fence Company, Inc.: Pilot Stairwell Security for M/V Cape Henlopen and New Jersey

The Authority will be hiring a fencing contractor to design, furnish and install security fencing with lockable gates for the protection of each pilot house stairwell on the M/V Cape Henlopen and M/V New Jersey. Quotes to supply and install the materials were solicited and received from three (3) fencing contractors, with Murphy Fence Company submitting the lowest quote to meet Authority specifications.

Navistar International c/o Hunter Truck Sales & Service, Inc.: Aerial Tower Body and Cab Chassis

The Authority plans to purchase a new articulated/telescopic aerial device to be installed aboard a new International Truck chassis. The resulting "bucket lift" will be used by Maintenance staff to safely work at heights of up to 55 feet. Hunter Truck S&S is an authorized distributor of International branded trucks and will also be responsible for coordinating with Versalift East, Inc. to outfit the vehicle with the aerial equipment. Hunter Truck S&S has quoted the Authority at price pursuant to their recent contract to provide the New Jersey Turnpike Authority a similar vehicle and lift combination. NJTA awarded the contract to Hunter Truck S&S after

public advertisement and competitive bidding (“50’ Material Aerial Tower Body and Cab Chassis”).

New Jersey Overhead Door: Nine (9) Replacement Overhead Doors for Cape May Maintenance Buildings

The Authority will be hiring a contractor to furnish and install nine (9) replacement insulated steel overhead doors at the Cape May Terminal Maintenance facilities. Quotes to supply and install the new doors were solicited and received from three (3) overhead door providers, with New Jersey Overhead Door submitting the lowest quote to meet Authority specifications.

New Jersey Turnpike Authority: Operations and Maintenance Costs for New Jersey E-ZPass CSC

The Authority is a member of the New Jersey E-ZPass Group, a multi-agency group of tolling authorities and commissions. The lead agency, the New Jersey Turnpike Authority, on behalf of the Group, issued a Request for Proposals and has hired a vendor to design, install and operate a new NJ E-ZPass Customer Service Center (CSC) to serve the motoring public on NJ roadways accepting E-ZPass. The selected vendor will be migrating E-ZPass customers to the new CSC systems as necessary, providing support for the NJ E-ZPass electronic toll collection system and obtaining motor vehicle information necessary in performance of the services. NJTA has incurred certain expenses relating to the CSC. The Authority may participate in a pro rata share of such expenses based on the percentage allocations as determined and agreed upon by the New Jersey E-ZPass Group.

Reality Employment and Training Group, LLC: Tow Truck Operators for I-295 SB Reconstruction Project

To relieve the Authority Maintenance staff who will be performing towing operations during standard work hours, the Authority has entered into an agreement with the above employment firm (RETG) to recruit, screen, interview, and assign three (3) of RETG’s Class B CDL licensed-employees to the I-295 Southbound Reconstruction Project. These persons will be responsible for towing and removing vehicles during the hours of 3PM to 8PM, Monday through Friday, throughout the length of the project. Quotes were solicited from the two applicable employment agencies in the work area (Labor Ready and Reality Employment and Training). Labor Ready declined to submit a proposal. Reality Employment and Training produced a proposal that was reviewed, critiqued, revised and approved by our insurer and DRBA staff.

Classification Definitions:

Professional Service. A purchase of services valued less than \$50,000 that are provided by a professional acting in a capacity that requires specialized education, knowledge, judgment, and skill, and is predominantly mental or intellectual (as opposed to physical or manual) in nature, also including any clerical or administrative support that is required for the proper delivery of the professional service. Professional services are also those types of services that are original and creative in character and in a recognized field of artistic endeavor.

Quotes. A purchase of equipment, supplies or non-professional services that is anticipated to cost between \$25,000 and \$49,999 during a calendar year and for which the Authority has solicited written quotes. *“Contracts for materiel and supplies and non-professional services, awarded to any [vendor for an amount of] 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...”* (DRBA Resolution 98-31 Part 4).

Sole Source. A purchase made without a competitive process, based on the justification that only one known source exists or that only one single supplier can fulfill the requirements of the Authority. Sole source procurement is appropriate when the goods or services being acquired: are uniquely qualified to meet the objectives of the Authority; must be compatible with existing equipment; are available within a limited geographic boundary (e.g., distributor with exclusive rights or sales area); are required for use in conjunction with a grant or contract, etc. *“A contract may be awarded without competition if the General Manager or Director of Operations of an Authority facility, or Police Administrator, prior to procurement, determines in writing that there is only one source for the required contract and no other reasonable alternative sources exist that will satisfy the requirements of the Authority”.* (DRBA Resolution 98-31 Part 2.f.)

State Contract. A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require competitive bidding, however the vendor has agreed to provide the goods or services to the Authority at fees less than or equal to that vendor’s respective contract as awarded by the State of Delaware or New Jersey. *“Any contract for the purchase of materiel and supplies and non-professional services....which contract individually exceeds \$50,000, or in the combination with other contracts, exceeds \$50,000 in any one calendar year shall be pursuant to a contract entered into by the Authority after competitive bidding. This 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.”* (DRBA Resolution 11-36 Part 2.a.)