

**10633. RESOLUTION 13-08 - AUTHORIZING AUTHORITY EXPENDITURES  
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2013  
THROUGH DECEMBER 31, 2013**

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 1/1/13 THROUGH 12/31/13

<b>VENDOR</b>	<b>SERVICE DESCRIPTION</b>	<b>DETERMINATION</b>	<b>APPROX. ESTIMATED \$</b>
Brennan’s Office Interiors, Inc.	New Furniture for the IT Department – New Castle, DE	State Contract	\$42,000
Eastern Aviation Fuels, Inc.	AV Gas for Delaware Airpark	Sole Source	\$ 50,000
Kent Oil, Co.	AV Gas for Delaware Airpark	Sole Source	\$ 50,000

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 13-08 was made by Commissioner Traynor, seconded by Commissioner Murphy, and approved by a roll call vote of 9-0.

## **Resolution 13-08 - Executive Summary Sheet**

**Resolution:** Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period, January 1, 2013 through December 31, 2013.

**Committee:** Budget & Finance

**Committee and Board Date:** February 12, 2013

### **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:**

#### New Furniture for the IT Department – New Castle, DE

The existing cubicle furniture in the IT Department in New Castle, DE is over twenty (20) years old, badly damaged from the years of use, and no longer functionally meets the needs of the Department. The new furniture will consist of nine (9) modular workstations and staff meeting room furniture.

#### AV Gas for Delaware Airpark

The fuel tanks at Delaware Airpark have the capacity to hold 5,000 gallons of AV gas. Most fuel companies deliver AV gas in 10,000 gallon containers. The price of AV gas is a rack price per gallon plus a delivery fee for the container. The delivery fee is proportionate to the size of the container, not the size of the load. The DRBA unsuccessfully solicited quotes for the delivery of AV gas in the past. Kent Oil, Co. and Eastern Aviation Fuels, Inc. are the only companies that the DRBA was able to identify that routinely deliver AV gas in small container loads. Using smaller containers allows the Avgas providers to charge a delivery fee that is proportionate to the size of the container making AV gas purchases more economical than purchases from the other companies who charge a larger delivery fee based on the size of the container. The DRBA will solicit quotes from both companies for every purchase in order to ensure that it pays the lowest available price for each delivery.

**Background for Determination category:**

**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.

**Sole Source:**

Sole source items are goods and services that the Authority requires that cannot be provided by another source. Resolution 98-31 (paragraph 2, subsection f) provides that “[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 1 source for the required contract”.