

**11110. RESOLUTION 16-18 – 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

<b>VENDOR</b>	<b>PURCHASE DESCRIPTION</b>	<b>CLASSIFICATION</b>	<b>ESTIMATED \$</b>
Zero-In	Authority-wide Digital Display Boards, Software and Services	Sole Source	\$48,000
Hertrich Fleet Services, Inc.	Two (2) Replacement Vehicles	State Contract	\$85,000
John Deere Construction Retail Sales c/o JESCO, Inc.	Replacement Front-End Loader	State Contract	\$167,000

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 16-18 was made by Commissioner Carey, seconded by Commissioner Downes, and approved by a roll call vote of 10-0.

## **Resolution 16-18 – Executive Summary**

**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:** May 17, 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:**

#### Zero-In: Authority-wide Digital Display Boards, Software and Services

The Authority has embarked on a project to mount digital display boards throughout our facilities with the objective of improving and fostering employee communication and engagement. Customized content at each location will provide information regarding DRBA operations, upcoming events, employee happenings, deadlines, etc. Several types of digital display systems were considered, however only Zero-In satisfactorily met the Authority's business requirements. Zero-In is the licensed integrator of the required software and hardware in our region. This purchase will be part of a phased deployment program; with the first phase calling for the acquisition of digital monitors, media players, software and professional services.

#### Hertrich Fleet Services, Inc.: Two (2) Replacement Vehicles

The Authority is replacing two vehicles: 1) a 1999 Ford F-250 with 54,000 miles is being replaced by a 2016 Chevrolet Silverado 3500HD 4WD, and will continue to function as the DMB Auto Shop road-call vehicle; and 2) a 2000 Ford 15 passenger van with 75,600 miles is being replaced by a 2016 Ford Transit Wagon, and will continue to be used at our Lewes facility. Each vehicle being replaced has exceeded its useful life and meets the equipment

replacement criteria in place. Each new vehicle will be purchased at competitively-bid state contract prices through State Contract Nos. A88759 (Truck, Cab and Chassis, Class 3, Regular Cab, 4WD) and GSS15560 (Trucks-Vans), respectively, via the authorized dealer, Hertrich Fleet Services, Inc. Each retired vehicle is to be sold at public auction.

John Deere Construction Retail Sales c/o JESCO, Inc.: Replacement Front-End Loader

The Authority is replacing a 1996 front-end loader with 4,100 hours that has exceeded its useful life and meets the equipment replacement criteria in place. The retired equipment will be replaced by a 2016 John Deere front-end loader. The new equipment will be purchased at competitively-bid state contract prices through State Contract No. GSS15750 (Construction Equipment, Heavy Duty), via an authorized dealer (JESCO) of the vendor awarded the contract (Deere). The retired equipment will be sold at public auction.

**Classification Definitions:**

**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.)