10794. RESOLUTION 14-05 - 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:

VENDOR	SERVICE DESCRIPTION	DETERMINATION	APPROX. ESTIMATED \$
Aloysius, Butler & Clark Associates, Inc. (ab+c)	Strategic Planning and Advertising Consulting Services at NCA	State Contract	\$42,000
Brick Markers	CMLF 50 th Anniversary Paver Initiative	Quotes	\$25,000
Delaware Elevator Service, Inc.	Furnish and Install New Safety Devices on DMB Elevators	State Contract	\$134,000
Parker & Partners Marketing Resources, LLC	CMLF Marketing Consulting Services	Quotes	\$28,000
Star Building Services, Inc.	FAA Tower Cleaning Services at NCA	Quotes	\$30,000
Wayman Fire Protection, Inc.	Authority-wide Fire Monitoring, Suppression Inspection, Replacements and Repairs	State Contract	\$48,000

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 14-05 was made by Commissioner Lowe, seconded by Commissioner Murphy, and approved by a roll call vote of 12-0.

Resolution 14-05 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: March 18, 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 purchases:

Strategic Planning and Advertising Consulting Services at NCA

The Authority plans to hire a professional consultant for strategic planning and advertising at the New Castle Airport. The three-phase scope of work involves an internal and external assessment of NCA, assessment of competitor positioning, brand discovery, strategic plan development, and concept development. These professional services are being acquired through pricing as awarded to ab+c by State Contract.

CMLF 50th Anniversary Paver Initiative

The DRBA intends to commemorate the 50th Anniversary of the Cape May-Lewes Ferry by offering the public an opportunity to purchase a personalized engraved brick paver that will be used to construct a CMLF 50th Anniversary-themed design at each ferry terminal location. The Authority solicited quotes from four (4) brick paver manufacturers: Brick Markers, Engraved Brick Pavers, Bricks R Us, and Gift Bricks (did not bid). Brick Markers submitted a material quote and delivery term most advantageous to the Authority. Costs for this initiative are expected to be largely reimbursed via personalized paver sales.

Furnish and Install New Safety Devices on DMB Elevators

The eight (8) elevators atop the Delaware Memorial Bridge require safety device testing and replacement on three-year intervals. If the current safety devices are not replaced, the elevators will be prohibited from being operated. Work includes landing each elevator, removal and replacement of the over speed safety devices, full load testing, and returning each elevator to normal service. This work is being provided by Delaware Elevator through State Contract pricing.

CMLF Marketing Consulting Services

As part of the 2014 Cape May-Lewes Ferry marketing strategy, the Authority will hire marketing consultants to assist in the broad categories of messaging, production and creative development. The Authority solicited proposals from consultants and received quotes from three (3) providers. Currently work requires marketing, creative, and production/account management services. The proposers and prices for these services include: Parker & Partners Marketing Resources, LLC (\$28,000), AB+C. (\$61,000) and Trellist Marketing and Technology, Inc. (\$96,000). Based on quality of the proposal, presentation and price, Parker & Partners is recommended to provide the aforementioned services.

FAA Tower Cleaning Services at NCA

2014 marks the second year of this three-year Cleaning Services contract. In 2013, the Authority requested and received five (5) bids for Cleaning Services at the FAA Tower at the New Castle Airport. The winning bidder performs cleaning services throughout the building seven days week and all employees retain FAA governmental security clearance. The quotes (per year) from the five contractors were as follows: Star Building Services (\$30,000), First Choice Cleaning Services (\$39,000), Gemini Building Systems (\$39,000), Jani King (\$40,000) and Tornado II Janitorial Service (\$49,000). Star Building Services submitted the lowest quote and was awarded the contract.

<u>Authority-wide Fire Monitoring, Suppression Inspection, Replacements and Repairs</u>

The Authority employs the services of Wayman Fire Protection, Inc. for annual fire detection inspections for DMB, NCA, DAP, MVA and CMA facilities, the Cape May Terminal and the Salem Business Center. Wayman also provides the DMB facilities with fire suppression unit inspections, replacements and repairs. All of the above are acquired through pricing as awarded to Wayman by State Contract. A portion of the estimated annual spend with this vendor has been allocated for fire detection system monitor additions expected to happen later this year.

Background for Determination category:

Quotes:

Quotes items are purchases that are anticipated to be between \$25,000 and \$49,999 for the year for which the Authority has solicited written quotes. Resolution 98-31 (paragraph 4) provides that purchases "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."