

**11021. RESOLUTION 15-36 - AUTHORIZING AUTHORITY EXPENDITURES
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2015 THROUGH
DECEMBER 31, 2015**

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 1/1/15 THROUGH 12/31/15

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Keith Reynolds d/b/a Airport Appraisals	Appraisal Fees for DRBA Airports	Professional Service	\$ 42,000
Laurel Lawnmower, Inc.	72" Diesel Mower for MIV	Quotes	\$ 36,000
Philly Pretzel Factory	Fresh Soft Pretzels for Resale at CMLF	Sole Source	\$ 30,000

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 15-36 was made by Commissioner Wilson, seconded by Commissioner Downes, and approved by a roll call vote of 8-0.

Resolution 15-36 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2015 through December 31, 2015.

Committee: Budget & Finance

Committee and Board Date: October 27, 2015

Purpose of Resolution:

Authorizes the expenditures of \$25,000 or greater with the identified vendor(s) 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:

Appraisal Fees for DRBA Airports

The Authority requires the use of a certified General Real Property Appraiser for use in the valuation of Airport property.

72" Diesel Mower for MIV

The Authority will be acquiring a replacement lawn mower for use on the grounds at Millville Airport. Quotes for the mower were solicited and received from three (3) landscape supply businesses, with Laurel Lawnmower, Inc. submitting the lowest quote for the needed equipment. The actual cost of this purchase is approximately \$14,000, however the Authority has previously spent \$22,000 with the vendor.

Fresh Soft Pretzels for Resale at CMLF

The Authority purchases fresh soft pretzels from the local Philly Pretzel Factory franchise located in Rehoboth, Delaware, which delivers to us daily. The pretzels are very popular with Ferry passengers and at the community events held at the Ferry terminals, making them one of our best sellers throughout the season.

Classification Definitions:

Quotes. A purchase of equipment, manual labor, supplies, construction management, or construction work 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).

Professional Service. A service, which individually does not exceed \$50,000, that is 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.

Sole Source. A purchase in which a single vendor is uniquely qualified to meet the Authority’s procurement objective. Examples include a product or service being the only one that will meet a need and available from only one source, products specifically required for use in conjunction with a grant or contract, or products or services controlled or mandated by a local utility, government or exclusive distributor. All sole source purchases are proprietary, however not all proprietary purchases are sole source. *“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”.* (DRBA Resolution 98-31 Part 2.f.)