

**MINUTES OF MEETING  
THE DELAWARE RIVER AND BAY AUTHORITY  
Tuesday, December 17, 2013  
James Julian Boardroom  
Delaware Memorial Bridge Plaza  
New Castle, Delaware 19720**

The meeting convened at 11:45 a.m. with Chairperson Hogan presiding.

The opening prayer was given by Reverend Dorn, followed by the Pledge of Allegiance led by the Chairperson.

Chairperson Hogan called on the Authority Assistant Secretary to read the meeting notice and take roll.

The Assistant Secretary announced that the notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

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Commissioners from New Jersey

Commissioners from Delaware

PRESENT

James N. Hogan, Chairperson  
Edward Dorn  
Richard S. Mroz  
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Shirley R. Wilson (via phone)  
Douglas Van Sant

William E. Lowe, Vice-Chairperson  
Richard W. Downes  
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Samuel E. Lathem  
Terri C. Murphy  
Gary Traynor

ABSENT

Ceil Smith

Fernando N. Guajardo

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Chairperson Hogan called for the acceptance of the Agenda.

Commissioner Lowe motioned to accept the Agenda, seconded by Commissioner Murphy, and the motion carried by a voice vote of 10-0.

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10750. APPROVAL OF THE NOVEMBER 19, 2013 MINUTES

Commissioner Lowe motioned to approve the November 19, 2013 meeting minutes, seconded by Commissioner Van Sant, and unanimously approved by a voice vote of 10-0.

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10751. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented a chart showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Three Forts Ferry Crossing, and Food Services for the month of November.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10752. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented a chart showing statements of income and expenses for the month of November with comparisons to the same period last year.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10753. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented a chart for November showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10754. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented chart for the month of November showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10755. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF NOVEMBER 30, 2013.

The CFO presented a chart indicating the cash fund balances for the entire Authority.

Without objection, the chart was ordered filed with the permanent records of the Authority.

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10756. AUTHORITY CUSTOMER TRENDS (ACT) REPORT

The CFO stated that the Authority Customer Trends (ACT) Report included in the financials allows management to view on a month-to-date basis trends in areas such as traffic, customer service, aircraft landings, and workplace incidents. Copies are distributed daily to employees via email and posted on bulletin boards for those without computers.

Commissioner Lathem asked about the number of work place accidents. The COO noted that the number of accidents reported was reflected for the entire month of October and that there is no clear trend or cause.

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10757. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there were two (2) Resolutions to be considered today.

All action items have been reviewed and recommended for consideration during today's Committee meetings. He then called for public comments.

There were no public comments.

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10758. CHAIRPERSON'S CALL FOR RESOLUTIONS BEFORE THE BOARD

**RESOLUTION 13-47 - 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:

DELAWARE RIVER & BAY AUTHORITY  
PROJECTED VENDORS TO BE PAID OVER \$25,000  
OPERATION EXPENDITURES  
FOR THE PERIOD 1/1/14 THROUGH 12/31/14

VENDOR	SERVICE DESCRIPTION	DETERMINATION	APPROX. ESTIMATED \$
American Bureau of Shipping (ABS)	Vessel Inspections and Certifications	Sole Source	\$40,000
Allied Beverage	Wine and Spirits for CMLF	Sole Source	\$52,000
AmSan-CleanSource	Janitorial and cleaning supplies for vessels and terminals	State Contract	\$35,000
AmWINS	Health Care Insurance	Benefits	\$1,400,000
Artesian Water Company	Water	Utility	\$90,000
Atlantic City Electric	Electricity	Utility	\$600,000
Avaya Inc.	CMLF & DMB VoIP Telephone System Maintenance Contracts	State Contract	\$65,000
Barcodes, Inc.	Hardware Support for CMLF Ticketing System	Proprietary	\$30,000
Brennans's Office Interiors	Office Furniture	State Contract	\$25,000
Board of Public Works	Water/Sewer/Electricity for Lewes Facilities	Utility	\$170,000
Canon Business Solutions, Inc.	Authority-wide Copier Leases	State Contract	\$90,000
CapitalSoft, Inc.	Annual Maintenance, Support and Enhancements for the existing Procurement and Project Management Software	Proprietary	\$43,000
Carl King Energy Services, a Division of Griffith Energy Services, Inc.	Unleaded Gasoline and Diesel Fuel for NCA and Lewes Terminal	State Contract	\$100,000
Carus AB Ltd.	Annual Maintenance, Support and Enhancements for CMLF Fare Collection and Reservation System	Proprietary	\$100,000
Centurylink	Long-distance Service, CMLF Customer Service and Reservations, Conference and Video Calling	Utility	\$60,000
Chesapeake Supply & Equipment	Joint Sealer for DRBA Roadways	State Contract	\$25,000
CNI Sales, Inc.	Equipment Costs for Phase II of the Wi-Fi Installation	State Contract	\$60,000

<b>VENDOR</b>	<b>SERVICE DESCRIPTION</b>	<b>DETERMINATION</b>	<b>APPROX. ESTIMATED \$</b>
The Coca-Cola Company	Fountain and Bottled Soda and Beverages for CMLF	Sole Source	\$55,000
Comcast	Wide Area Network Data Circuit for Business Continuity at Cape May Terminal	Sole Source	\$25,000
CTM Media Group	CMLF Brochure Placement & Distribution	Sole Source	\$36,000
CVS Caremark Corporation	Prescription Drug Benefits	Benefits	\$4,000,000
DBC Marine Safety Systems	Marine Evacuation System Inspection, Service and Parts	Proprietary	\$80,000
Delaware Business Systems	Equipment for Point-of-Sale System at CMLF Terminals	Proprietary	\$33,000
Delaware Elevator, Inc.	Elevator Service Contract	State Contract	\$52,000
Delmarva Power and Light Co.	Electricity Delivery Charges	Utility	\$1,000,000
Delta Dental Plans Association	Dental Insurance	Benefits	\$391,000
Duramax Marine, LLC	Cutlass Bearings and Keel Coolers	Proprietary	\$40,000
Eastern HighReach Company, Inc.	Replacement Articulating Boom for Lewes Terminal	Quotes	\$44,000
EFCON AG	Traffic Observation Modules	Sole Source	\$40,000
Fairbanks Morse Engine	Replacement Parts for the CMLF Vessels	Proprietary	\$60,000
Fairlite Electric Supply Co.	Electrical Supplies for Vessels and Terminals	State Contract	\$30,000
Global Industries c/o Office Concepts, Inc.	Cape May Administration Office Improvements	State Contract	\$35,000
Grainger	Industrial Supplies and Equipment and Maintenance, Repair and Operations Items	State Contract	\$80,000
Graybar Electric Company, Inc.	Electrical Supplies for DMB and Airports Facilities	State Contract	\$60,000
HCC Insurance Holdings, Inc.	Medical Stop-Loss Insurance	Benefits	\$730,000
Highmark of Delaware	Health Care Insurance	Benefits	\$6,400,000
Hewlett Packard	Authority-wide PCs and Equipment	State Contract	\$175,000
Image Marketing Inc. (IMI)	Uniforms for Maintenance Department Employees	Quotes	\$35,000
Industrial Appraisal Company	Appraisal of DRBA Properties for Insurance Valuation	Quotes	\$31,000
International Salt Co., LLC	Snow Removal Salt for DMB and Appurtenances	State Contract	\$35,000
IBTTA	Membership Dues	Sole Source	\$25,000
Johnson & Towers, Inc.	Replacement Parts for Vessel Generators	Proprietary	\$25,000
Johnson Controls, Inc.	HVAC System Maintenance and Parts and Support for Building Automation System	Proprietary	\$150,000
Klenzoid, Inc.	Water Treatment	State Contract	\$30,000
Kratos Mid-Atlantic	Authority-wide Annual Fire Detection System Inspections, Security products and Software	State Contract	\$35,000
Kronos	Annual Licensing, Software and Maintenance for existing Time and Attendance System	Proprietary	\$65,000

<b>VENDOR</b>	<b>SERVICE DESCRIPTION</b>	<b>DETERMINATION</b>	<b>APPROX. ESTIMATED \$</b>
Lawmen Supply Company	Ammunition, Targets and Body Armor	State Contract	\$42,000
Liberty Airport Systems, Inc.	Regulator Door Upgrade and Computer Lighting Controls for New Castle Airport	Proprietary	\$125,000
Lower Township Municipal Utilities Authority	Water and Sanitary Sewer Services	Utility	\$45,000
Mansfield Oil Co.	Gasoline for CMLF-Lewes Vehicles and Equipment	State Contract	\$30,000
Marine Safety Corporation	Vessel Life Raft Inspections	Proprietary	\$60,000
Microsoft Licensing, GP	Annual Software, Licensing, True Up Costs for existing Operating System	Proprietary	\$110,000
Morris Nichols Arsht & Tunnell	Legal Counsel - Delaware	Sole Source	\$300,000
Motorola	Hand-Held and In-Vehicle Radio Replacement	State Contract	\$550,000
MTM Technologies	Annual Maintenance System and Support for Network Hardware and Systems	State Contract	\$400,000
Network Fleet, Inc.	Authority-wide Wireless Fleet Management Services	State Contract	\$55,000
New Castle County Sewer	Sewer Services	Utility	\$50,000
New World Systems, Inc.	Annual Maintenance and Support of the existing Computer Aided Dispatch (CAD) System, Police	Proprietary	\$37,000
News Journal Co.	Public Notices, Advertising, Employment Information	Sole Source	\$26,000
Oracle America, Inc.	Annual Maintenance, Support and Enhancements for the existing DRBA Oracle Databases	Proprietary	\$85,000
PPL Energy Plus	Natural Gas - DMB	Utility	\$50,000
Pedroni Fuel Co.	Diesel Fuel for Delaware Memorial Bridge Vehicles and Equipment	State Contract	\$25,000
Pitney Bowes, Inc.	Postage Metering, Mailroom Equipment, Supplies and Maintenance	State Contract	\$30,000
Randive	Vessel Inspections and Hull Cleanings	Proprietary	\$35,000
Ransome Engine, a division of Giles & Ransome	CMLF Vessel Bowthruster and Generator Parts and Service	Proprietary	\$25,000
Red the Uniform Tailor, Inc.	New and Replacement Police Uniforms	State Contract	\$30,000
Riggins, Inc.	Unleaded Gasoline for DMB Vehicles and Equipment	State Contract	\$130,000
Rolls Royce Marine N.A.	1) Replacement Parts for the Existing Vessel Steering Systems	Sole Source	\$25,000
	2) M/V Delaware Event Room	Quotes	\$23,000
The Rowland Company	Replacement Bearings and Clutches for Vessels	Sole Source	\$30,000
Saf-Gard Safety Shoe Co.	Safety Shoes	State Contract	\$26,000
Sea Safety Services, Inc.	Vessel Life Raft Inspections	Proprietary	\$60,000
Seiden Krieger Associates, Inc.	Marine Personnel Recruitment Services	Sole Source	\$30,000
Ships Machinery International, Inc.	Replacement Parts for the Vessel Electric Bow Thrusters	Proprietary	\$70,000
SHI International Corp.	Upgrade of the SevOne Network Monitoring System	State Contract	\$65,000
South Jersey Gas Co.	Heat and Cooking Utilities – Cape May	Utility	\$100,000

VENDOR	SERVICE DESCRIPTION	DETERMINATION	APPROX. ESTIMATED \$
Sperry Marine	Maintenance and Repairs of Vessel Navigation Equipment	Proprietary	\$60,000
Spondulinx, LLC	Software Support Contract for Cisco Video Distribution System; Vessel to/from Terminal Wireless System	State Contract	\$1,000,000
Staples, Inc.	Office Supplies and Printer Toner	State Contract	\$100,000
Tri-State Carpet Outlet	Carpet and Tile for Authority Remodels	State Contract	\$25,000
Tyler Technology	Annual Maintenance and Support for the existing DRBA Financial and Human Resources ERP System	Proprietary	\$70,000
United Electric Supply	Electrical Supplies for DMB Administrative Offices and New Castle Airport	State Contract	\$35,000
Unum Group	Life Insurance	Benefits	\$800,000
The Vane Brothers Company	Vessel Lube Oil	Sole Source	\$100,000
Verizon Business	Local Telephone, Long Distance and Toll Free Services	State Contract / Utility	\$200,000
Verizon-DE	Wide Area Network at Delaware Facilities	State Contract / Utility	\$150,000
Verizon-NJ	Wide Area Network at New Jersey Facilities	State Contract / Utility	\$65,000
Verizon Wireless	Cellular and Data Equipment and Services	State Contract / Utility	\$50,000
Vistar/VSA	Convenience Food Items for Resale at CMLF Vessels and Terminals	Sole Source	\$26,000
Waste Management	Refuse Removal Services	State Contract	\$47,000
Wesco Distribution, Inc.	Electrical Supplies for DMB Administrative Offices and New Castle Airport	State Contract	\$25,000
XO Communication Services	Internet Service Provider at DMB Administration Buildings	State Contract	\$50,000
York Street Caterers, Inc.	Specialty Fresh Deli Sandwiches and Salads	Sole Source	\$26,000

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 13-47 was made by Commissioner Downes, seconded by Commissioner Murphy and approved by a roll call vote of 10-0.

#### **Resolution 13-47 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:** December 17, 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:**

Vessel Inspections and Certifications

The American Bureau of Shipping (ABS) is the sole regulatory body that performs vessel inspections for the US Coast Guard. All of the Authority's vessels are ABS classed and subject to ABS inspections and US Coast Guard regulations.

Wine and Spirits for CMLF

The Authority purchases wine and spirits through Allied Beverage Distributors for its Cape May terminal food operations. Allied Beverage holds the exclusive regional distribution rights to the specific brand producers the Authority uses. Distributor prices are regulated by the State of New Jersey Alcoholic Beverage Commission.

AmSan-CleanSource

The Authority intends to purchase janitorial and cleaning supplies such as paper products, hand soap, floor stripper and wax, rug cleaning products, mops, brooms, etc., for the ferry vessels through contract pricing as awarded to AmSan-CleanSource by State Contract.

Health Care Insurance

AmWINS is the provider of post-employment health care insurance to retirees over age 65.

Water

Artesian Water Company is the local utility provider of water for DRBA northern Delaware locations.

Electricity

Atlantic City Electric is the electricity utility provider for DRBA facilities located in lower New Jersey.

CMLF & DMB VoIP Telephone System Maintenance Contracts

Avaya is under state contract to provide VoIP services. This expenditure will cover Authority expenses at the CMLF and DMB locations.

Hardware support for CMLF Ticketing System

Barcodes, Inc. is the proprietary vendor of support services for the ticketing system at the Authority's CMLF terminals.

Office Furniture

Brennan's Office Interiors offers the DRBA State Contract pricing when purchasing office furniture for new and remodeled office outfits.

Water/Sewer/Electricity for Lewes Facilities

The Board of Public Works is the local utility provider of water, sewer services and electricity for the CMLF in Lewes.

#### Authority-wide Copier Leases

Canon Business Solutions, Inc. is under state contract to provide copier leases. This expenditure will cover the cost of all copier leases and supplies Authority wide.

#### Annual Maintenance, Support and Enhancements for the existing Procurement and Project Management Software

CapitalSoft is the proprietary vendor that developed the DRBA Procurement/Project Management System, CapEx. This expenditure will cover the annual maintenance expense as well as ongoing programming enhancements.

#### Unleaded Gasoline and Diesel Fuel for NCA and Lewes Terminal

The Authority stores and dispenses gasoline and diesel fuel onsite at the New Castle Airport and Lewes Terminal to power Authority-owned vehicles and equipment. Carl King Energy Services is under state contract to provide unleaded gasoline and diesel fuel.

#### Annual Maintenance, Support and Enhancements for CMLF Fare Collection and Reservation System

Carus is the proprietary vendor that developed the Fare Collection and Reservation System for the Cape May-Lewes Ferry. This expenditure will cover the annual maintenance expense for this system as well as software enhancements.

#### Long-distance Service, CMLF Customer Service and Reservations, Conference and Video Calling

Centurylink (formerly Quest Communications) provides long-distance telephone services, 1-800 numbers used for CMLF customer service and reservations, conference and video calling, and connections among Authority sites.

#### Joint Sealer for DRBA Roadways

Chesapeake Supply & Equipment provides the DRBA joint sealer at their State Contract price. The Authority is responsible for maintaining all of the blacktop surfaces on Authority-maintained roadways and airport runways

#### Equipment Costs for Phase II of the Wi-Fi Installation

The Delaware River and Bay Authority plans to install a full managed Wi-Fi network at all sites to better service our internal and external customers. CNI Sales is under state contract to provide Wi-Fi networks. This cost is for the second phase which includes Maintenance Buildings, the Airports, the Cape May Terminal, and Lewes.

#### Fountain and Bottled Soda and Beverages for CMLF

The Authority has contracted the Coca-Cola Co. to distribute its beverage products throughout the CMLF vessels and terminals. Coca-Cola is sold by exclusive distribution.

#### Wide Area Network Data Circuit for Business Continuity at Cape May Terminal

To support the requirements of the business continuity site the Authority must enhance its existing data network capabilities by installing an additional wide area network data circuit. Comcast is the only provider that can provide the additional wide area network data circuit at the Cape May Terminal.



### CMLF Brochure Placement & Distribution

As part of its CMLF ferry marketing plan, the DRBA makes arrangements to have CMLF ferry brochures displayed at local establishments in the CMLF regional areas. CTM Media Group is the only company that owns brochure racks and provides such services in the following areas: New Jersey, New York, Pennsylvania, Virginia and part of Maryland.

### Prescription Drug Benefits

CVS/Caremark is the provider of prescription drug services for active employees and retirees under age 65 for both retail and mail order programs.

### Marine Evacuation System Inspection, Service and Parts

DBC is the proprietary inspection provider and supplier of replacement parts for overhauls, emergency repairs and maintenance of the existing evacuation slide systems installed on CMLF vessels.

### Equipment for Point-of –Sale System at CMLF Terminals

Delaware Business Systems is under Contract to provide the upgraded point-of-sale system at the CMLF terminal. Purchases will include proprietary hardware and service.

### Elevator Service Contract

Delaware Elevator, Inc. provides state contract pricing to the Authority for our maintenance contracts to service all building and bridge elevators.

### Electricity Delivery Charges

Delmarva is the local utility electricity transmitter for all DRBA Delaware locations.

### Dental Insurance

Delta Dental is the provider of dental services for active employees and retirees under age 65. The plan allows the flexibility to choose your own dentist.

### Cutlass Bearings and Keel Coolers

Duramax Marine is the only ABS-approved source for the bronze-lined split flange cutlass bearings that fit the propellers on Authority vessels. These bearings have an eighteen (18) week lead-time.

### Replacement Articulating Boom for Lewes Terminal

The Authority seeks to replace a 1991 40' Marklift that has have exceeded its useful life and requires replacement, with a 2008 Genie Z45/25JRT engine-powered articulating Z boom for use at the Lewes Terminal. The Authority solicited quotes from three (3) contractors. Quotes were submitted by Eastern HighReach Co. (\$44,000), Trico Lift (\$48,000) and Equipment Depot (\$65,800). Eastern HighReach Co. submitted the lowest quote. The replaced man-lift will be sold at public auction.

### Traffic Observation Modules

EFCON AG is the Sole Source provider of traffic observation modules used at the DMB electronic toll collection operation

### Replacement Parts for the CMLF Vessels

Fairbanks Morse is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of the existing main engines installed on all Authority vessels.

### Electrical Supplies for Vessels and Terminals

The Authority intends to purchase electrical equipment and supplies for its vessels and terminal buildings through state contract pricing as awarded to Fairlite Electric Supply Company. Supplies to be purchased include items such as Bulbs, Boxes and Covers, Ballasts, Wire Cable and Cords, Conduit, Raceways, Fuses, Electrical Fittings, Tapes, Solders, Terminations, Transformers, Lighting Fixtures, Motor Controls, and Fans and Blowers.

### Cape May Administration Office Improvements

The Authority intends to hire a contractor to provide office furniture and panel system configuration improvements through state contract pricing as awarded to Global Industries c/o Office Concepts.

### Industrial Supplies and Equipment and Maintenance, Repair and Operations Items

Grainger and holds the competitively-bid contracts for Industrial Supplies and Equipment and Maintenance, Repair and Operations Items. Authority purchases will be made at a cost that Grainger has guaranteed on either state Contract, whichever is less.

### Electrical Supplies for DMB and Airports Facilities

The Authority intends to purchase electrical equipment and supplies for DMB and Airports facilities through state contract pricing as awarded to Graybar Electric Company.

### Stop Loss Insurance

HCC Insurance Company is the provider of stop-loss reinsurance coverage with aggregate and specific premiums.

### Health Care Insurance

Highmark of Delaware is the provider of health care insurance for active employees and retirees (and their dependents) under age 65. The two medical options offered are Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO).

### Authority-wide PCs and Equipment

HP is the selected hardware technology for the DRBA. HP/Compaq is under state contract to provide HP PC's and equipment. This cost will cover replacement computers, servers, and printers, new purchases of same equipment, as well as annual maintenance on existing servers.

### Uniforms for Maintenance Department Employees

The Authority seeks to purchase quality embroidered and logo-imprinted work uniforms for its Maintenance staff. The Authority solicited quotes from three (3) vendors. Quotes were submitted by Image Marketing, Inc. (\$30,000), Susan's Uniforms (\$32,000) and Best Uniform (\$35,500). Image Marketing, Inc. (IMI) submitted the lowest quote. All quotes were identically modified to include the provision of reserve uniforms if necessary.

### Appraisal of DRBA Properties for Insurance Valuation

The Authority seeks to hire a Certified Appraiser to identify both the replacement cost and the actual cash value of all buildings/structures and personal property at all Authority locations. The final appraisal report will be used for an internal analysis of Authority insurance needs. The Authority solicited proposals from three (3) Certified Appraisal firms. Proposals were submitted by Industrial Appraisal Company (\$31,000), American Appraisal Associates (\$48,000) and GAB Robins N.A. (\$58,000). Industrial Appraisal Company submitted the lowest proposed cost that meets our requirements.

### Snow Removal Salt for DMB and Appurtenances

International Salt Co. has a state contract to provide bulk rock salt. The Authority is responsible for the winter maintenance of 124 lane miles of roadway in New Castle County to keep the roads clear of ice and snow for the motoring public.

### IBTTA Membership Contribution

The DRBA is a member of the International Bridge, Tunnel and Turnpike Association (“IBTTA”) and each member makes a dues contribution.

### Replacement Parts for Vessel Generators

Johnson & Towers is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of service generators installed on Authority vessels.

### HVAC System Maintenance and Parts and Support for Building Automation System

Johnson Controls, LLC is the proprietary manufacturer and supplier of the parts used within DRBA HVAC systems. The Authority also solicited quotes from the only two (2) proprietary firms authorized to provide preventative service to the DRBA Metasys Building Automation Systems. Quotes were submitted by Johnson Controls (\$38,000), and Modern Controls (\$41,000). Johnson Controls submitted the lowest proposed cost for this service, which was added to the total estimated cost for maintenance and parts.

### Water Treatment

Klenzoid is under state contract to provide water treatment services and supplies and offers those prices to the Authority.

### Authority-wide Annual Fire Detection System Inspections, Security products and Software

The DRBA is required to inspect all of its fire detection systems on an annual basis. Kratos Mid-Atlantic is under state contract to provide these inspections and also provide products and software.

### Annual Licensing, Software and Maintenance for existing Time and Attendance System

Kronos is the proprietary time and attendance system used throughout the Authority. This cost will cover the annual maintenance contract as well as the purchase of additional time clocks.

### Ammunition, Targets and Body Armor

Lawmen Supply Company is under state contract to provide police and homeland security equipment and supplies and offers those prices to DRBA Police.

#### Regulator Door Upgrade and Computer Lighting Controls for New Castle Airport

The Authority needs to install new internal door components and updated computer lighting controls in the New Castle Airport vault and tower. Liberty is the only provider licensed to supply or replace these components without voiding the existing warranty.

#### Water and Sanitary Sewer Services

LTMUA provides utility services to Authority facilities in Lower Township, New Jersey.

#### Gasoline for CMLF-Lewes Vehicles and Equipment

Mansfield Oil Company is under state contract to provide reformulated gasoline. The Lewes facility stores and dispenses fuel on-site for Authority-owned vehicles and equipment.

#### Vessel Life Raft Inspections

Marine Safety Corporation is one of two local proprietary inspection providers and suppliers of replacement parts for overhauls, emergency repairs and maintenance of the existing life rafts installed on all Authority vessels.

#### Annual Software, Licensing, True Up Costs for existing Operating System

The DRBA has selected Microsoft Office as its software platform. This cost will cover the annual licensing and any "true-up" costs for additional licenses required throughout the year. Microsoft Licensing, GP is under state contract to provide the required licenses and services.

#### Legal Counsel – Delaware

Morris Nichols Arsht & Tunnel is the firm appointed by the Governor of Delaware, thus the sole source provider of general legal counsel services for the Authority's interests in the State of Delaware.

#### Hand-Held and In-Vehicle Radio Replacement

The Authority will utilize a State Contract with Motorola for a two-phase authority-wide replacement of our 800 MHz radios.

#### Annual Maintenance System and Support for Network Hardware and Systems

MTM Technology offers its state contract prices to the DRBA to provide services including computer equipment purchases, ongoing annual maintenance contracts on existing systems, and disaster recovery planning and associated equipment.

#### Authority-wide Wireless Fleet Management Services

Network Fleet, Inc. is under state contract to provide wireless fleet management services. This cost will cover the annual wireless expense to track and monitor all Authority owned vehicles.

#### Sewer Services

New Castle County Sewer is the utility provider of sewer services for all DRBA locations in New Castle, Delaware.

#### Annual Maintenance and Support of the existing Computer Aided Dispatch (CAD) System

New World Systems, Inc. is the proprietary vendor for the existing Police Computer Aided Dispatch System. This cost will cover the annual maintenance expense plus planned enhancements to the system.

#### Public Notices, Advertising, Employment Information

The News Journal Company provides the Authority media services to reach our customers with Public Notices, Advertising, Employment Information, etc.

#### Annual Maintenance, Support and Enhancements for the existing DRBA Oracle Databases

Oracle is the proprietary database used for the existing Time Attendance System, the Fare Collection System, the Toll Reconciliation System, and the Procurement/Project Management System. This cost will cover the annual maintenance plus the duplication of the Oracle database for disaster recovery.

#### Natural Gas – DMB

PPL Energy Plus is the local utility provider of natural gas in Delaware.

#### Diesel Fuel for Delaware Memorial Bridge Vehicles and Equipment

Pedroni Fuel Company is under state contract to provide diesel fuel. The Authority stores and dispenses diesel fuel on-site for Authority-owned vehicles and equipment.

#### Postage Metering, Mailroom Equipment, Supplies and Maintenance

Pitney Bowes, Inc. provides the Authority with mailroom equipment, metering and maintenance services per the state contract rate.

#### Vessel Inspections and Hull Cleanings

Randive is the proprietary diving company authorized to clean the vessel hulls that have been painted with the Ecospeed System. Hull cleanings must be done on a periodic basis. The vessels do not need to be dry-docked for such cleanings and cleanings are done locally.

#### CMLF Vessel Bowthruster and Generator Parts and Service

Ransome Engine, is the only authorized full-service Caterpillar dealer in Southern New Jersey for parts, sales and service.

#### New and Replacement Police Uniforms

The Authority intends to purchase new and replacement Police Uniforms, through state contract, to be utilized by all sworn personnel at the Delaware Memorial Bridge, Lewes, and Cape May Police Troop locations. Purchases include replacement uniforms for those that have reached their useful wear expectancy and new uniforms for newly hired Officers.

#### Unleaded Gasoline for DMB Vehicles and Equipment

Riggins, Inc. is under state contract to provide unleaded gasoline. The Authority stores and dispenses unleaded gasoline on-site for Authority-owned vehicles and equipment.

#### Replacement Parts for the Existing Vessel Steering Systems

The Frydenbo steering systems utilized on the Authority vessels are no longer being manufactured. Rolls Royce Marine North America, Inc. has acquired Frydenbo and is the only source that can manufacture the required replacement parts for the existing Frydenbo steering systems.

#### M/V Delaware Event Room

The Authority seeks to hire an engineering consultant to design an event room aboard the M/V Delaware. The Authority solicited quotes from three (3) consultants. Quotes were submitted by Rolls Royce Marine North America, Inc. (\$23,000), Gilbert & Associates (\$27,600), and AMSEC (\$36,000). Rolls Royce Marine N.A. submitted the lowest quote.

#### Replacement Bearings and Clutches for Vessels

The Authority's vessel operations require the purchase of Thordon brand bearings for vessel steering gear and Eaton Airflex brand clutch parts for vessel reduction gears. The distribution of these products within our area of operations is authorized exclusively to the Rowland Company.

#### Safety Shoes

Saf-Gard supplies the Authority with safety shoes for its employees. Saf-Gard holds the Delaware state contract for safety footwear.

#### Vessel Life Raft Inspections

Sea Safety Services, Inc. is one of two local proprietary inspection providers and suppliers of replacement parts for overhauls, emergency repairs and maintenance of the existing life rafts installed on all Authority vessels.

#### Marine Personnel Recruitment Services

The Authority's CMLF operations require the services of a recruiting consultant firm with specialized experience. Seiden Krieger Associates is our sole local source for professional marine recruitment services.

#### Replacement Parts for the Vessel Electric Bow Thrusters

Ships Machinery International, Inc. is the proprietary supplier of parts and services for the electric bowthrusters installed on the M/V Delaware and the M/V New Jersey.

#### Upgrade of the SevOne Network Monitoring System

DRBA plans to upgrade the SevOne system by adding the capacity for 10,000 additional elements, purchased pursuant to a State Contract.

#### Heat and Cooking Utilities – Cape May

South Jersey Gas Co. is the local utility provider of gas in Cape May County.

#### Maintenance and Repairs of Vessel Navigation Equipment

Sperry Marine is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of the existing vessel radars and navigational equipment on all Authority vessels.

#### Software Support Contract for Cisco Video Distribution System; Vessel to/from Terminal Wireless System

Spondulinx, LLC is under state contract to provide software support for the Cisco Video Distribution System. This purchase will also cover the wireless system between the CMLF Vessels and Terminals.

#### Office Supplies and Printer Toner

The Authority purchases various office supplies, including printer toner cartridges through state contract pricing secured by Staples, Inc.

#### Carpet and Tile for Authority Remodels

Tri-State Carpet Outlet offers the Authority its State Contract price for floor coverings used in office remodels Authority-wide.

#### Annual Maintenance and Support for the existing DRBA Financial and Human Resources ERP System

Tyler Technology is the proprietary vendor that developed the Authority's Financial and Human Resources Enterprise Resource Planning System, MUNIS. This purchase will cover the annual maintenance expense for this system.

#### Electrical Supplies for DMB Administrative Offices and New Castle Airport

The Authority intends to purchase electrical equipment and supplies for use at the DMB office complex and New Castle Airport through State Contract pricing as awarded to United Electric Supply. Supplies to be purchased include items such as bulbs, lighting fixtures, panel boxes, covers, ballasts, wire, cable, circuit breakers and all miscellaneous electrical components.

#### Life Insurance

Unum Group is the provider of life insurance coverage for active employees and retirees. The Authority provides basic life insurance coverage for active employees.

#### Vessel Lube Oil

The Vane Brothers Company is the area sole source of Mobil-Exxon lubricating oil utilized on all Authority vessels. Our previous supplier, Kirby Offshore Marine was purchased by Vane Brothers.

#### Local Telephone, Long Distance and Toll Free Services

Verizon Business is under state contract to provide telephone, long distance and toll free services. This expenditure covers the annual expense for these services.

#### Wide Area Network at Delaware Facilities

Verizon holds a state contract to provide wide area network services. This expenditure covers the annual expense for that service.

#### Wide Area Network at New Jersey Facilities

Verizon holds a state contract to provide wide area network services. This expenditure covers the annual expense for that service.

#### Cellular and Data Equipment and Services

Verizon Wireless is under state contract to provide cellular and data equipment and services. This expenditure covers the annual expense for these services.

#### Convenience Food Items for Resale at CMLF Vessels and Terminals

The Authority purchases convenience food items from vending products suppliers for resale on its ferry and within its terminals. Vistar/VSA is the sole vendor able to meet FDA food temperature standards, as well meet the Authority's specification for a reasonable minimum order threshold.

#### Refuse Removal Services

Waste Management provides the Authority with solid waste removal. Waste Management holds a refuse hauling and container rental service state contract.

#### In-car Video Systems for DRBA Police

The Authority intends to purchase in-car video systems and infrastructure for use by DRPA Police through contract prices competitively bid by the Delaware Office of Highway Safety.

#### Electrical Supplies for DMB Administrative Offices and New Castle Airport

The Authority intends to purchase electrical equipment and supplies for use at the DMB office complex and New Castle Airport through State Contract pricing as awarded to Wesco Distribution. Supplies to be purchased include items such as lamp, cord ends, breakers and other miscellaneous electrical components.

#### Internet Service Provider at DMB Administration Buildings

XO Communications provides state contract pricing to the Authority for its internet connection.

#### Specialty Fresh Deli Sandwiches and Salads

The Authority purchases restaurant-quality fresh sandwiches, salads, and snacks for resale on its vessels. As a vehicle of interstate transportation, the Cape May – Lewes Ferry is subject to FDA regulations which require its food source facilities to be inspected and approved by the USDA. York Street Caterers is currently the only identified facility in the area to offer USDA inspected and approved prepackaged fresh food.

### **Background for Determination category:**

#### **Benefits:**

The Authority has contracted with the medical and insurance benefit providers that provide the most economical solutions for Authority requirements.

#### **Government:**

Government items are payments that the Authority is required to make to another governmental agency.

#### **Proprietary:**

Purchases of proprietary items are necessary to support and maintain existing Authority systems and equipment that are manufactured or marketed by a vendor having the exclusive right to manufacture and sell the product, and which does not permit an equivalent product to be supplied. 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 one source for the required contract".



**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...”*

**Sole Source:**

A sole source contract exists when one particular source is the only available organization with the ability to meet the Authority’s requirements. 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 one source for the required contract”*.

**State Contracts:**

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.”*

**Utility:**

Authority purchases of utilities are exempt from the public advertising thresholds of Resolution 98-31 (paragraph 2, subsection a): *“Materiel” means materials, equipment, tools, supplies, or any other personal property, but does not include real property, or electric, gas, water, telephone, or similar utilities.”*

\* \* \* \* \*

**RESOLUTION 13-48 - ADOPTION OF THE DELAWARE RIVER AND BAY AUTHORITY’S 2014 CAPITAL IMPROVEMENT PROGRAM (CIP)**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) has developed a 2014 Capital Improvement Program (CIP) for capital improvement projects Authority wide in the amount of \$55,333,000.00; and

WHEREAS, the Projects Committee has conducted a publicly advertised meeting on the proposed 2014 CIP; and

WHEREAS, the Authority’s Projects Committee has reviewed and approved the proposed 2014 CIP and recommends its adoption by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby adopts a 2014 CIP investment proposal of \$55,333,000.00.

A motion to approve Resolution 13-48 was made by Commissioner Mroz, seconded by Commissioner Traynor, and approved by a roll call vote of 10-0.

**Resolution 13-48 Executive Summary Sheet**

**Resolution:** Authorizing the adoption of The Delaware River and Bay Authority’s 2014 Capital Improvement Program (CIP) investment proposal

**Committee:** Projects Committee

**Committee Date:** December 17, 2013

**Board Date:** December 17, 2013

**Purpose of Resolution:** To authorize adoption of the Delaware River and Bay Authority’s 2014 Capital Improvement Program (CIP) investment proposal in the amount of \$55,333,000.00.

**Background for Resolution:**

The Delaware River and Bay Authority has developed a 2014 Capital Improvement Program (CIP) for capital improvement projects at the Delaware Memorial Bridge, Cape May-Lewes Ferry, the Delaware City-Salem Ferry Crossing, New Castle Airport, Millville Airport, Cape May Airport, Delaware Airpark, and Civil Air Terminal in the estimated amount of \$55,333,000.00.

The implementation of this 2014 Capital Improvement Program (CIP) will provide for the proper maintenance of the Authority’s facilities and assure that the public continues to enjoy safe and efficient transportation services.

The Projects Committee has conducted a publicly advertised meeting on the proposed 2014 CIP, approved the proposed 2014 CIP, and recommends its adoption to the Board of Commissioners.

\* \* \* \* \*

10759. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director briefed the Board on the activities in and around the Authority including the receipt of an Airport Recognition Award from the Air National Guard; Naval Air Station Wildwood Historic District Announcement; Second DRBA Project Management Class Graduates; CMLF Facebook challenge to befriend 10,000 people by the end of December.

\* \* \* \* \*

10760. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan asked if anyone from the public or Commission would like to speak.

Commissioner Lathem inquired about Frontier Airlines to which the COO responded that the traffic is doing well and that the Thanksgiving Day holiday exceeded expectations.

Chairperson Hogan wished all a Happy and Healthy Christmas

\* \* \* \* \*

There being no further business, a motion to adjourn was made by Commissioner Downes seconded by Commissioner Lathem, and unanimously carried.

The meeting was adjourned at 11.53 p.m.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Frank W. Minor  
Assistant Secretary