

MINUTES OF MEETING  
**THE DELAWARE RIVER AND BAY AUTHORITY**  
**Tuesday, December 20, 2016**  
James Julian Boardroom  
Delaware Memorial Bridge Plaza  
New Castle, Delaware 19720

The meeting convened at 11:03 a.m. with Chairperson Lowe presiding.

Chairperson Lowe called upon Commissioner Lathem to give the opening prayer.

The opening prayer was given by Commissioner Lathem, followed by the Pledge of Allegiance led by the Executive Director.

Chairperson Lowe called on the Authority Assistant Secretary to read the meeting notice. The Assistant Secretary announced that a 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.

Chairperson Lowe called on the Assistant Secretary to take the roll.

\* \* \* \* \*

Commissioners from Delaware

Commissioners from New Jersey

PRESENT

William E. Lowe, Chairperson  
Crystal L. Carey  
Richard W. Downes  
James L. Ford III  
Samuel E. Lathem  
Terry C. Murphy

James N. Hogan, Vice-Chairperson  
James Bennett  
Douglas Van Sant  
Shirley R. Wilson – via phone  
Ceil Smith  
VACANT

ABSENT

\* \* \* \* \*

Chairperson Lowe called for the acceptance of the Agenda.

Commissioner Ford motioned to accept the Agenda, seconded by Commissioner Van Sant, and the motion carried by a voice vote of 11-0.

\* \* \* \* \*

11185. APPROVAL OF THE NOVEMBER 15, 2016 MINUTES

Commissioner Lathem motioned to approve the November 15, 2016 meeting minutes, seconded by Commissioner Bennett, and unanimously approved by a voice vote of 11-0.

\* \* \* \* \*

11186. 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, Delaware City-Salem Ferry Crossing, and Food Services for the month of November 2016.

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

\* \* \* \* \*

11187. 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.

\* \* \* \* \*

11188. 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.

\* \* \* \* \*

11189. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a 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.

\* \* \* \* \*

11190. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF NOVEMBER 15, 2016.

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

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

\* \* \* \* \*

11191. AUTHORITY CUSTOMER TRENDS (ACT) REPORT

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.

\* \* \* \* \*

11192. PUBLIC COMMENT ON ACTION ITEMS

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

There were no public comments.

\* \* \* \* \*

11193. CLOSE-OUT CONTRACT #CMLF-14-01- MATERIAL STORAGE AREA IMPROVEMENTS

On July 19, 2016 Contract No. CMLF014-01, Material Storage Area Improvements was awarded to West Bay Construction, Inc. of Absecon, New Jersey (the “Contractor”) for the bid price of \$311,150.

It is recommended that the Authority accept the project and make final payment to the contractor. The total price for this project is \$319,659.28.

A motion to close-out Contract No. CMLF-14-01 was made by Commissioner Lathem seconded by Commissioner Downes, and approved by a voice vote of 11-0.

MIV-14-01 – TERMINAL APRON REHABILITATION AND EXPANSION PACKAGE II

On July 15, 2014 Contract No. MIV-14-01, Terminal Apron Rehabilitation and Expansion-Package II was awarded to South State, Inc. of Bridgeton, New Jersey (the “Contractor”) for the bid price of \$2,469,925.

It is recommended that the Authority accept the project and make final payment to the contractor. The total price for this project is \$2,545,306.22.

A motion to close-out Contract No. MIV-14-01 was made by Commissioner Van Sant, seconded by Commissioner Downes, and approved by a voice vote of 11-0.

\* \* \* \* \*

11194. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

**RESOLUTION 16-36 – AUTHORIZING AMENDMENTS TO THE AUTHORITY’S PERSONNEL MANUAL**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) is a bi-state Authority of the State of Delaware and the State of New Jersey that owns, operates and controls the Delaware Memorial Bridge, the Cape May-Lewes Ferry, the Forts Ferry and five (5) regional airports; and

WHEREAS, the Authority is committed to providing its employees and retirees a comprehensive core benefit program, in order to attract and retain a high quality work force; and

WHEREAS, the Authority is responsible for prudent financial governance with respect to those core benefit programs; and

WHEREAS, the Authority is responsible for taking appropriate action to control core benefit program costs; and

WHEREAS, in 2008, the Authority instituted a pilot program to provide an opt-out incentive payment equal to two (2) months’ of premium costs to employees who can prove they have other insurance and do not enroll in the Authority’s plan; and

WHEREAS, this opt-out incentive pilot program has continued unchanged since 2008; and

WHEREAS, the opt-out incentive program is a cost savings measure that substantially saves the Authority approximately \$900,000.00 annually in avoided health care costs; and

WHEREAS, the Authority wishes to make this a permanent benefits program beginning in 2017; and

WHEREAS, the Authority wishes to ensure that the renewed opt-out incentive program complies with the provisions of the Affordable Care Act (the “ACA”); and

WHEREAS, the Personnel Committee has reviewed the proposed changes to the Authority’s Personnel Manual and recommends approval thereof to the Commissioners;

NOW, THEREFORE, BE IT RESOLVED that the opt-out incentive program adopted in 2008 shall become a permanent benefits program effective January 1, 2017.

AND BE IT FURTHER RESOLVED, that the Authority hereby approves the following employee opt-out incentive program for all permanent full-time employees and retirees under the age of 65 to be implemented as a permanent benefit program effective January 1, 2017 as follows:

Upon an active permanent full-time employee’s or retiree’s declination of the Authority’s sponsored health care coverage (medical and/or dental) and upon proof of reasonable evidence that the employee and the expected tax family (individuals for which the employee can claim a personal exemption under his/her tax return) have minimum essential medical coverage other than individual coverage (whether or not obtained in the Marketplace), any active permanent full-time employee or retiree who would otherwise be eligible to enroll in the Authority’s sponsored health care coverage shall receive annual opt-out medical incentives as follows:

Employee:	\$1,300.00
Employee plus Child(ren):	\$2,080.00
Employee plus Spouse:	\$2,600.00
Family:	\$3,120.00

Dental will be an annual flat \$130 reimbursement (employees will not be required to show proof of other dental coverage to receive the opt-out incentive payment). These payments shall be paid over 26 pay periods during the year. Employees must provide proof of the appropriate coverage each year.

This opt-out incentive program shall not apply in cases where both spouses are employed and/or are retirees of the Authority and who are eligible for health care benefits through the Authority.

AND, BE IT FURTHER RESOLVED that the Authority hereby authorizes the Executive Director, with the consent of the Personnel Committee to modify or terminate this permanent opt- out incentive program at any time, including any future change in the opt-out incentive amounts.

A motion to approve Resolution 16-36 was made by Commissioner Downes, seconded by Commissioner Smith. Resolution 16-36 failed with a roll call vote of 8-3, with Vice Chairman Hogan, Commissioner Van Sant and Commissioner Bennett voting No.

**Resolution 16-36 Executive Summary Sheet**

**Resolution:** Authorizes Amendments to the Authority’s Personnel Manual

**Committee:** Personnel Committee

**Committee Date:** December 20, 2016

**Board Date:** December 20, 2016

**Purpose of Resolution:**

To allow continuation of a pilot opt-out health care incentive to active permanent full time employees and retirees under the age of 65 who chose not to enroll in the Authority’s health plans (medical and/or dental) on a permanent basis.

**Background for Resolution:**

During a Personnel Committee Meeting of the Delaware River and Bay Authority on October 21, 2008, the Acting CFO presented a cost savings proposal to the Board. The program was established to reimburse employees who did not participate in the Authority’s health care plan. The reimbursement would be for two (2) months’ premiums payable to the employee over 26 pay periods.

That presentation resulted in an agreement of the Board to implement this opt-out incentive as a pilot program for two (2) years to determine if this should be continued as a benefit offered to our employees. While the program has continued unabated since 2008, no formal action was taken for its continuance. It is the desire of the current Board to continue with an opt-out incentive program on a permanent basis and to modify the opt-out incentive program so that it will comply with the Affordable Care Act (the “ACA”).

Historically, employees and retirees were afforded reimbursement for medical coverage based on level of coverage (single, employee and spouse, employee and children, or family). Reimbursements were based on a premium developed in 2008 and remained unchanged. Dental reimbursement was a flat amount of \$130 per year.

There is a change in this resolution for continuation of the opt-out incentive program. Each year, employees who provide evidence of other medical coverage other than individual medical coverage will be permitted to opt out of the level of medical coverage for which they would otherwise be eligible to enroll (i.e. family, employee/spouse, employee/children or single) and receive annual opt-out medical incentives as follows:

<b>Employee:</b>	<b>\$1,300.00</b>
<b>Employee plus Child(ren):</b>	<b>\$2,080.00</b>
<b>Employee plus Spouse:</b>	<b>\$2,600.00</b>
<b>Family:</b>	<b>\$3,120.00</b>

Dental will be an annual flat \$130 reimbursement (employees will not be required to show proof of other dental coverage to receive the opt-out incentive payment). The opt-out incentives will be paid over 26 pay periods.

The opt-out incentive program may be modified or terminated by the Executive Director with consent of the Personnel Committee at any time, including any future change in the opt-out incentive amounts.

The opt-out incentive program is a substantial cost savings measure that saves the Authority approximately \$900,000.00 annually in avoided health care costs.

\* \* \* \* \*

**RESOLUTION 16-41 - AUTHORIZING AUTHORITY EXPENDITURES  
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2017 THROUGH  
DECEMBER 31, 2017**

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 1/1/17 THROUGH 12/31/17

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
AAA Allied	CMLF Advertising Placement	Sole Source	\$29,000
Accountemps	Temporary Staffing for Finance Department	Professional Services	\$50,000
Adelte Ports and Maritime	Passenger Loader Tubes Maintenance Program at CMLF	Proprietary	\$40,000
Advanced Electronic Design d/b/a Patrol PC	In-car Video Camera Systems for DRBA Police	State Contract	\$40,000
Allied Beverage	Wine and Spirits for CMLF	Sole Source	\$90,000
American Bureau of Shipping (ABS)	Vessel Inspections and Certifications	Sole Source	\$40,000
AMSEC	Engineering Services for Various CMLF Vessel Improvements	Professional Services	\$50,000
Art Guild, Inc.	Exhibit Booth and Related Services	Proprietary	\$35,000
Assurance Media, LLC	PA System at CMLF Terminals & Security Camera Replacement	State Contract	\$250,000
Atlantic Cape Community College	Management Development Program	Professional Services	\$25,000
Atlantic Tactical, Inc.	New and Replacement Weapons and Associated Leather Gear	State Contract	\$55,000
Avaya, Inc.	CMLF & DMB VoIP Telephone Service Contracts	State Contract	\$65,000
Baylor Inc., d/b/a International of Delmarva	Two (2) Replacement 10-Wheel Dump Trucks	State Contract	\$480,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Bayshore Ford Trucks Sales	Heavy Duty Truck Parts	State Contract	\$25,000
Beyer Ford	Replacement Vehicles	State Contract	\$120,000
Blueglobes, LLC	Airfield Lighting	Proprietary	\$50,000
Brady Marine	Marine Welding Services for CMLF	Quotes	\$45,000
Brennan's Office Interiors	Office Furniture	State Contract	\$50,000
Campbell-Hill Aviation Group	On-Demand Air Service Development Support	Professional Services	\$35,000
Canon Business Solutions, Inc.	Authority-wide Copier Leases	State Contract	\$90,000
CapitalSoft, Inc.	Annual Maintenance and Support for Project Management Software	Proprietary	\$45,000
Carl King Energy Services	Gasoline and Diesel Fuel for ILG and Lewes Terminal	State Contract	\$100,000
Carus AB Ltd.	Maintenance and Support for CMLF Fare Collection and Reservation System	Proprietary	\$250,000
CDW-G, Inc.	IT/Electronics Equipment	State Contract	\$50,000
CF Group, d/b/a Falcon	Replacement Furniture	State Contract	\$25,000
Chas. S. Winner, Inc. d/b/a Winner Ford - Cherry Hill	Replacement Vehicles at DMB, ILG, WWD and CMLF	State Contract	\$553,000
Chemical Equipment Labs, Inc.	Deicing Rock Salt	State Contract	\$35,000
Chesapeake Supply & Equipment	Joint Sealer for DRBA Roadways	State Contract	\$25,000
Citrix Systems	NetScaler Annual Support	Proprietary	\$25,000
ClearBridge Media Consulting	Digital Marketing Campaign for MIV	Professional Services	\$45,000
CNI Sales, Inc.	Equipment Costs for Phase II of Wi-Fi Installation	State Contract	\$60,000
The Coca-Cola Company	Fountain and Bottled Soda and Beverages for CMLF	Sole Source	\$160,000
Colonial Electric Supply	Replacement Lighting for DMB Steel Structure	State Contract	\$100,000
Corporate Interiors, Inc.	Flooring for Julia Building 2nd Floor Police Offices and Common Areas	State Contract	\$36,000
Cotterman, Inc.	Marine Welding Services for CMLF	Quotes	\$45,000
Cryotech Deicing Technology	Runway Deicer	Sole Source	\$35,000
CTM Media Group	CMLF Brochure Placement & Distribution	Sole Source	\$40,000

<b>VENDOR</b>	<b>PURCHASE DESCRIPTION</b>	<b>CLASSIFICATION</b>	<b>ESTIMATED \$</b>
Deardorff Associates	Media and Brand Strategy and Creative Services at ILG	Professional Services	\$49,000
Delaware Business Systems	Equipment for Point-of-Sale System at CMLF Terminals	Proprietary	\$100,000
Delmarva Communications, Inc.	Emergency Equipment Purchase and Installation for Police Vehicles	State Contract	\$30,000
Delaware Elevator, Inc.	Authority-Wide Interior Elevator Maintenance	Quotes	\$28,000
Dryden Diving	UWILD Hull Inspections at CMLF	Quotes	\$25,000
Duffield Associates, Inc.	Authority-wide Environmental Services	Professional Services	\$50,000
Duramax Marine, LLC	Cutlass Bearings and Keel Coolers	Proprietary	\$40,000
Eagle Security Group	Workplace Violence Prevention Course	Professional Services	\$45,000
Eastern Aviation Fuels, Inc.	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$50,000
EDiS Company	Hangar 603 Door Rail Replacement at ILG	Quotes	\$32,000
EFCON AG	Automatic Vehicle Identification Modules	Sole Source	\$40,000
ELSAG North America, LLC	License Plate Cameras	State Contract	\$450,000
Engine Systems, Inc. d/b/a Marine Systems Inc. (MSI)	Spare Engine Parts and Service for M/V Delaware	Sole Source	\$75,000
Enterprise Flasher Company	Replacement Truck-Mounted Attenuator at DMB	Sole Source	\$26,000
Epic Aviation, LLC	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$50,000
Fairbanks Morse Engine	Replacement Parts for CMLF Vessels	Proprietary	\$100,000
G.A. Blanco and Sons, Inc.	Office Furniture	State Contract	\$25,000
Global Industries, Inc. c/o Office Concepts, Inc.	Cape May Employee Break Room Improvements	State Contract	\$49,000
The Goodway Group	CMLF Digital Display Ads and Search Engine Marketing	Professional Services	\$48,000
Grainger	Industrial Supplies, Equipment and Maintenance	State Contract	\$80,000
Graybar Electric Company, Inc.	Electrical Supplies for DMB and Airport Facilities	State Contract	\$60,000
Guardian Environmental Services Company, Inc.	Emergency Environmental Response Services	Professional Services	\$50,000
Hartford Computer Government, Inc. (HCGI)	Desktop and Laptop Computers at Various DRBA Locations	State Contract	\$135,000
Hertrich Fleet Services, Inc.	Replacement Police Vehicle	State Contract	\$50,000
Hewlett Packard	Authority-wide PCs and Equipment	State Contract	\$80,000
Heritage Environmental Services, LLC	Hazardous Waste Management Alternate	Professional Services	\$25,000
Hershey Creamery Company	Ice Cream and Frozen Novelties at CMLF	State Contract	\$35,000
Hubpoint Strategic Advisors, LLC	Professional Air Service Development Consulting at ILG	Professional Services	\$44,000



<b>VENDOR</b>	<b>PURCHASE DESCRIPTION</b>	<b>CLASSIFICATION</b>	<b>ESTIMATED \$</b>
International Facility Management Association	Facility Management Professional (FMP) Program	Professional Services	\$50,000
John Deere Construction Retail Sales c/o JESCO, Inc.	Replacement Backhoe	State Contract	\$75,000
John Deere, Inc. c/o Atlantic Tractor	Replacement Tractor	State Contract	\$70,000
Johnson & Towers, Inc.	Replacement Parts for Vessel Generators	Proprietary	\$100,000
Johnson Controls, Inc.	HVAC System Maintenance and Parts for Building Automation System	Proprietary	\$100,000
Kaplan, Kirsch & Rockwell, LLP	Legal Services for UAS Operations	Professional Services	\$35,000
Kapsch TrafficCom IVHS, Inc.	Traffic Management Software	Proprietary	\$500,000
Kent Oil Co.	Avgas for Resale and Off-Road Diesel at Delaware Airpark (33N)	Quotes	\$50,000
Klenzoid, Inc.	Authority-wide Water Treatment	Quotes	\$45,000
Kronos	Software Licensing and Maintenance for Time and Attendance System	Proprietary	\$140,000
Kubota Tractor Corporation	Replacement Small Backhoe/Tractor, Mowers and Utility Vehicle	State Contract	\$145,000
Lawmen Supply Company	Ammunition, Targets and Body Armor	State Contract	\$50,000
Liberty Airport Systems, Inc.	MIV Airfield Lighting Control and Monitoring System	Quotes	\$37,000
Lufkin Power Transmission	Spare Reduction Gear Parts and Service for M/V Delaware	Sole Source	\$25,000
Mansfield Oil Co.	Gasoline for Lewes Terminal Vehicles and Equipment	State Contract	\$30,000
Marine Safety Corporation	Vessel Life Raft Inspections	Proprietary	\$60,000
Maritime Institute of Technology and Graduate Studies (MITAGS)	CMLF Employee Maritime Training	Sole Source	\$30,000
Marketing & More Group, LLC	Media Planning Services for CMLF	Professional Services	\$26,000
Marling's, Inc.	Annual Floor Maintenance at Delaware Facilities	Quotes	\$39,000
McFarland-Johnson, Inc.	Airport Planning Services	Professional Services	\$50,000
Microsoft Licensing, GP	SQL and Windows Server Licenses	Proprietary	\$49,000
Miles Media	Redesign and Rebuild of CMLF Website	Professional Services	\$48,000
Miller Environmental Group, Inc.	Emergency Environmental Response Services	Professional Services	\$25,000
Mobile Maintenance and Repair	Marine Welding Services for CMLF	Quotes	\$25,000
Modern Controls	Parts and Service for DRBA HVAC Systems	Proprietary	\$100,000
Mobius New Media	Redesign and Rebuild of CMLF Website	Professional Services	\$48,000
Motorola	Hand-Held and In-Vehicle Radio Replacement	State Contract	\$800,000
MTM Technologies	Annual Maintenance and Support for Network Hardware and Systems	State Contract	\$500,000
Murphy Fence Company, Inc.	Pilot Stairwell Security for M/V Delaware	Quotes	\$30,000
National Bus Sales & Leasing, Inc., c/o Double K, Inc., d/b/a Hometown Trolley	Lewes Trolleys	State Contract	\$320,000
Network Fleet, Inc.	Authority-wide Wireless Fleet Management Services	State Contract	\$55,000

<b>VENDOR</b>	<b>PURCHASE DESCRIPTION</b>	<b>CLASSIFICATION</b>	<b>ESTIMATED \$</b>
New World Systems, Inc.	Maintenance and Support of Computer Aided Dispatch (CAD) System	Proprietary	\$75,000
The News Journal Co.	Public Notices, Advertising, Employment Information	Sole Source	\$25,000
Oceanport, LLC	Deicing Rock Salt	State Contract	\$35,000
Oceanwide	Temporary Marine Staffing for CMLF	Quotes	\$45,000
OmniThruster, Inc.	Maneuvering and Propulsion Systems Parts for CMLF	Sole Source	\$36,000
Oracle America, Inc.	Annual Maintenance and Support for Oracle Databases	Proprietary	\$130,000
Otis Elevator Company	DMB Elevator Maintenance	Quotes	\$49,000
Parker and Partners Marketing Resources, LLC	CMLF Marketing Consulting Services	Professional Services	\$49,000
Pedroni Fuel Co.	Diesel Fuel for DMB Vehicles and Equipment	State Contract	\$25,000
Philly Pretzel Factory	Fresh Soft Pretzels for Resale at CMLF	Sole Source	\$25,000
Pitney Bowes, Inc.	Postage Metering, Mailroom Equipment, Supplies and Maintenance	State Contract	\$30,000
PTN WorkPRO Holdings, d/b/a WorkPRO Health	Occupational Health Services	State Contract	\$30,000
Randive	UWILD Hull Inspections at CMLF	Quotes	\$25,000
Ransome CAT	CMLF Bow Thruster Engine and Generator Parts and Service	Proprietary	\$25,000
Red the Uniform Tailor, Inc.	New and Replacement Police Uniforms	State Contract	\$60,000
Riggins, Inc.	Gasoline for DMB Vehicles and Equipment	State Contract	\$130,000
Rolls-Royce Marine, N.A.	Replacement Parts for Existing Vessel Steering Systems	Sole Source	\$60,000
The Rowland Company	Replacement Bearings and Clutches for Vessels	Sole Source	\$30,000
Schaffran Propeller	Propeller Design, Fabrication and/or Repair	Quotes	\$50,000
Sea Safety Services, Inc.	Vessel Life Raft Inspections	Proprietary	\$60,000
SHI International Corp.	Upgrade of the SevOne Network Monitoring System	State Contract	\$65,000
Ships Machinery International, Inc.	Maneuvering and Propulsion Systems Parts for CMLF	Proprietary	\$50,000
Shore Distributors, Inc.	HVAC upgrades at Cape May Terminal, Police and Toll Buildings	Quotes	\$29,000
Softmart, Inc.	Microsoft Enterprise and other Software Licensing	Proprietary	\$175,000
Sound Propeller	Propeller Design, Fabrication and/or Repair	Quotes	\$50,000
South Jersey Paper Products	Food Service Items, Disposable, Paper and Plastic at CMLF	State Contract	\$140,000
Sperry Marine	Maintenance and Repairs of Vessel Navigation Equipment	Proprietary	\$60,000
Staples, Inc.	Office Supplies and Printer Toner	State Contract	\$30,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Star Building Services, Inc.	FAA Tower Cleaning Services at ILG	Quotes	\$30,000
Stout's Transportation	Bus Transportation for Lucky 7 Excursions from Cape May	Quotes	\$25,000
Strategic Products and Services, LLC (SPS)	Virtual Maintenance Support and Call Center Programming and Scripting	Professional Services	\$1,000,000
SupplyWorks	Janitorial and Cleaning Supplies for Vessels and Terminals	State Contract	\$35,000
Susan's Uniforms	Uniforms for Maintenance Department Employees	Quotes	\$36,000
Sysco Eastern Maryland, LLC	Food Products and Services at CMLF	State Contract	\$250,000
TIMCO Industries, Inc.	Spare Control Parts and Service for M/V Delaware	Sole Source	\$45,000
Trellist Marketing and Technology	Digital Marketing at CMLF and Customer email Program at ILG	Professional Services	\$49,000
Tri-State Carpet Outlet	Carpet and Tile for Authority Remodels	State Contract	\$25,000
Tyler Technologies	Maintenance and Support for Finance and Human Resources ERP System	Proprietary	\$125,000
US Foods, Inc.	Food and Food Service Equipment at CMLF	State Contract	\$450,000
United Electric Supply Co.	DMB Roadway LED Lighting and Various Electrical Supplies for all Facilities	State Contract	\$185,000
United States Postal Service	General Postage Services	Sole Source	\$27,000
The Vane Brothers Company	Vessel Lube Oil	Sole Source	\$130,000
Veolia North America	Hazardous Waste Management	Professional Services	\$50,000
Visual Systems Group, Inc. (VSGi)	New Equipment and Service for the Current Video Conference System	State Contract	\$60,000
W&O Supply, Inc.	Low-smoke Thermoplastic Piping, Valves and Strainers for Vessels	Sole Source	\$25,000
Walker Dive Co.	UWILD Hull Inspections at CMLF	Quotes	\$25,000
Wärtsilä Defense, Inc.	Spare Propeller Shaft Seal Parts and Service for M/V Delaware	Sole Source	\$25,000
Waste Management	Refuse Removal Services	State Contract	\$35,000
Wayman Fire Protection, Inc.	Authority-wide Fire Monitoring, Suppression Inspection, Replacements and Repairs	Quotes	\$45,000
Weidenhammer	Redesign and Rebuild of CMLF Website	Professional Services	\$48,000
Wesco Distribution, Inc.	Electrical Supplies for DMB Administrative Offices and ILG	State Contract	\$25,000
Western Pest Services	Authority-wide Pest Control Services	Quotes	\$25,000
White Penny	Redesign and Rebuild of CMLF Website	Professional Services	\$48,000
Wildcat Propeller	Propeller Design, Fabrication and/or Repair	Quotes	\$50,000
Winner Ford Accessories	Emergency Equipment for Police Vehicles	State Contract	\$35,000
XO Communication Services	Internet Service Provider at DMB Administration Buildings	State Contract	\$50,000
Zero-In	Authority-wide Digital Display Boards, Software and Services	Sole Source	\$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 16-41 was made by Commissioner Downes, seconded by Commissioner Bennett, and approved by a roll call vote of 11-0.

## Resolution 16-41 Executive Summary Sheet

**Resolution:** Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2017 through December 31, 2017.

**Committee:** Budget & Finance

**Committee and Board Date:** December 20, 2016

### **Purpose of Resolution:**

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2017 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:**

#### AAA Allied: CMLF Advertising Placement

AAA Allied is the largest AAA affiliate in the country and the one that represents the areas that we wish to reach in Delaware and New Jersey. The Authority places advertising in AAA magazine, which is handled solely by AAA, to reach travelers in our area. The Authority also has a contract with AAA Allied to provide customer discounts and is currently negotiating with AAA to distribute the Ferry brochure in their offices. The estimated expenditures are needed for the advertising, although there may be some costs associated with other AAA partnership ventures.

#### Accountemps: Temporary Staffing for Finance Department

The Authority requires the services of an additional person skilled in the area of finance and accounting. Due to a decline in the number of Finance department employees, the Authority will continue to require the services currently being provided by a temporary employee provided by Accountemps. The role being filled by the temporary staff person requires the individual to possess professional financial accreditations.

#### Adelte Ports and Maritime: Passenger Loader Tubes Maintenance Program at CMLF

The Authority entered into a service agreement for annual preventative maintenance training when it purchased the Adelte passenger boarding bridges located at the CMLF Terminals. As the original equipment manufacturer, Adelte technicians make several visits to train Authority staff on proper inspection, testing and lubrication of the system's mechanical, electrical and control equipment.

#### Advanced Electronic Design d/b/a Patrol PC: In-car Video Camera Systems for DRBA Police

The DRBA Police Department requires the purchase of WatchGuard in-car video systems from Patrol PC at prices pursuant to the firm's state contract for Police and Homeland Security Equipment and Supplies. This is the final stage of the effort to equip all Police patrol vehicles with similar technology.

#### Allied Beverage: 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.

American Bureau of Shipping: 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.

AMSEC: Engineering Services for Various CMLF Vessel Improvements

AMSEC is capable of providing various marine engineering, design and consulting services in support of the CMLF vessel improvements program and will be contacted for proposals as the need for services arises.

Art Guild, Inc.: Exhibit Booth and Related Services

The Authority attends several aviation-related conferences to promote its facilities. Art Guild designed and built a professional exhibit booth for the Authority for these types of events. The firm stores our exhibit in the off-season and ships and assembles it to locations as requested by the Authority.

Assurance Media, LLC: PA System at CMLF Terminals & Security Camera Replacement

As part of its Security Enhancement Program, the Authority will be replacing the public announcement system at the Cape May and Lewes Terminal, Access Security System on the vessels as well as security cameras throughout the Authority to improve surveillance and video streams, add network flexibility and provide enhanced features such as remote accessibility. The replacement equipment, professional services, and implementation will be purchased through Delaware state contract to Assurance Media for Building Access Security Services.

Atlantic Cape Community College: Management Development Program

The Authority utilizes the services of Atlantic Cape Community College as part of its Management Development Program. ACCC offers two management-level courses: "Making the Transition to Supervision", required for all newly promoted supervisors and managers; and, "Intro to Leadership", used for further developing leadership skills in existing managers.

Atlantic Tactical, Inc.: New and Replacement Weapons and Associated Leather Gear

The DRBA Police Department requires the purchase of new weapons and associated equipment from Atlantic Tactical at prices pursuant to the firm's state contract for Police and Homeland Security Equipment and Supplies.

Avaya, Inc.: CMLF & DMB VoIP Telephone Service Contracts

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

Baylor Inc., d/b/a International of Delmarva: Two (2) Replacement 10-Wheel Dump Trucks

The Authority is replacing a 1993 Ford L8000 dump truck with 57,000 miles. This vehicle requires high maintenance, the frame and body are in poor shape and parts

are difficult to find due to its age. Also being replaced is a 2000 Sterling LT 9500 dump truck with 60,000 miles, this vehicle requires high maintenance and repairs and the frame and engine are showing major signs of corrosion. Both vehicles are beyond their useful life and meet the equipment replacement criteria in place for the Authority. The replacement equipment will include two (2) new dump trucks, both to be purchased from International of Delmarva at their state contract rate for “Heavy Duty Trucks”. The retired equipment will be sold at public auction.

#### Bayshore Ford Trucks Sales: Heavy Duty Truck Parts

The Authority requires the purchase of various parts throughout the year from Bayshore Ford Trucks Sales and receives such parts at prices pursuant to the firm’s state contract to provide Heavy Duty Vehicle Parts and Accessories.

#### Beyer Ford: Replacement Vehicles

The Authority is replacing five pool vehicles that have exceeded their useful life and meet the vehicle replacement criteria in place for the Authority. The following vehicles are being replaced: 2005 Ford Explorer with 112,000 miles (DMB-Safety), 2009 Ford Escape with 51,000 miles (DMB-Electronics), 2009 Ford Escape with 66,000 miles (Service), 2009 Ford Explorer with 41,000 miles (DMB-Engineering) and a 2009 Ford Escape with 101,000 miles (ILG). The 2009 vehicles are hybrids due for a battery replacement which exceeds the value of the vehicle. The replacement vehicles will be new Ford Explorers, purchased at competitively-bid state contract prices [#83013: Vehicles, Sport Utility (SUV)] via the authorized dealer, Beyer Ford. The retired vehicles will be sold at public auction.

#### Blueglobes, LLC: Airfield Lighting

The Authority makes annual purchases for electrical repairs and to replace runway lights damaged by severe weather (lightning) or snow plow. There are three airfield lighting manufacturers in the United States: ADB, Crouse Hinds, and Honeywell. 90% of the total lighting at ILG and MIV airport is ADB Brand. The Authority must buy ADB products through their licensed distributor, Blueglobes, LLC.

#### Brady Marine: Marine Welding Services for CMLF

The Authority requires the services of ABS-certified welders for repairs aboard CMLF vessels during the off-season. Brady Marine, Cotterman and Mobile Maintenance and Repair represent the three welding contractors that will be contacted to submit quotes for any marine welding work that arises throughout the year. It is impossible to predict which welding contractor will be awarded certain work at this time, thus in an effort to save time, all three vendors have been added.

#### Brennan's Office Interiors: Office Furniture

Authority-wide, at times it becomes necessary to replace office furniture that has exceeded its useful life. New furniture will be purchased at competitively-bid state contract prices through Furniture (Contract No. GSS16479) via Brennan’s Office Interiors.

#### Campbell-Hill Aviation: On-Demand Air Service Development Support

Campbell-Hill provides the Authority with on-demand professionals to complete air service development projects. Services include communications with airlines regarding potential service, presentations to stakeholder groups regarding air service development or airline industry issues, calls to discuss or research of industry trends and the potential impact on DRBA airports.

#### Canon Business Solutions: 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.

CapitalSoft, Inc.: Annual Maintenance and Support for Project Management Software

CapitalSoft is the proprietary vendor that developed the Authority's Project Management System (CapEx Manager). This expenditure is estimated to cover annual maintenance expenses as well as ongoing programming enhancements.

Carl King Energy Services: Gasoline and Diesel Fuel for ILG and Lewes Terminal

The price per-gallon for both ultralow-sulfur diesel and reformulated gasoline is competitively awarded by the State according to the county and the capacity of the tank in which the fuel will be stored. Carl King holds the state contract to provide diesel fuel to tanks under 5,000 gallons capacity in all Delaware counties. Carl King holds the contract to provide gasoline to tanks under 5,000 gallons capacity within New Castle County. The Authority stores and dispenses gasoline and diesel fuel at the New Castle Airport and stores and dispenses diesel fuel at the Lewes Terminal to power Authority-owned vehicles and equipment.

Carus AB Ltd: Maintenance and Support 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 the purchase of additional modules.

CDW-G, Inc.: IT/Electronics Equipment

CDW-G, Inc. is a state contract provider of network hardware, computer equipment, peripherals and related services.

CF Group, d/b/a Falcon: Replacement Furniture

The Authority anticipates a need to replace dated and worn furniture. Furniture provided by Falcon matches their state contract price

Chas. S. Winner, Inc. d/b/a Winner Ford - Cherry Hill: Replacement Vehicles at DMB, ILG, WWD and CMLF

The Authority is replacing ten (10) pickup trucks, one (1) small dump truck, one (1) transit van, and 2 police interceptors that have exceeded their useful life and meet the vehicle replacement criteria in place for the Authority. The following vehicles are being replaced: 2003 Ford F-350 with 70,000 miles (DMB-Electronics), 2004 Ford F-350 with 63,000 miles (DMB-Bridge), 2000 Ford F-250 with 120,000 miles (DMB-Service), 2006 Ford F-350 with 126,000 miles (Lewes), 2003 Ford F-350 with 107,000 miles (DMB-Service), 2003 Ford F-350 with 74,000 miles (DMB-Mechanics), 2004 Ford F-150 with 126,000 miles (ILG-Grounds), 2006 Ford F-350 with 48,000 miles (Cape May), 2004 Ford F-350 with 48,000 miles (Cape May), 2006 Ford F-350 with 71,000 miles (WWD), 2003 Ford F-550 with 33,000 miles (DMB-Grounds), 2008 Ford E-350 with 160,000 miles (DMB-Electronics), 2008 Ford Crown Victoria with 133,000 miles (DMB-Police) and a 2008 Ford Crown Victoria with 123,000 miles (DMB-Police). The replacement vehicles will purchased via competitively-bid state contract (T-2100: Vehicles, Trucks, Class 2, Pickup/ Utility, T-2101: Vehicles, Trucks, Class 3, Pickup/Utility, T-2103: Vehicles, Cargo Vans, Minivan/Class 1/2/3, T-2776: Police Vehicles - Sedans, Sport Utility Vehicles and Trucks) via the authorized vendor, Winner Ford. The retired vehicles will be sold at public auction.

Chemical Equipment Labs, Inc.: Deicing Rock Salt

Chemical Equipment Labs 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. This firm is one of the three suppliers under state contract from which the Authority requests quotes when in need of rock salt.

Chesapeake Supply & Equipment: Joint Sealer for DRBA Roadways

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

Citrix Systems: NetScaler Annual Support

Citrix NetScaler is a hardware device utilized to provide load balancing and traffic management in order to accelerate performance. This purchase is for the Authority's annual maintenance contract with Citrix.

ClearBridge Media Consulting: Digital Marketing Campaign for MIV

The Authority will engage ClearBridge Media Consulting to provide professional consulting services to mount a robust digital marketing campaign for Millville Airport, with particular emphasis on attracting tenants for vacant Hangars A and B.

CNI Sales, Inc.: Equipment Costs for Phase II of Wi-Fi Installation

The Authority is installing a fully managed Wi-Fi network at all sites to better service our internal and external customers. CNI Sales is under state contract to provide Aruba Wi-Fi networks and web filter maintenance. This cost is for the second phase which includes Maintenance Buildings, the Airports, the Cape May Terminal, and Lewes.

The Coca-Cola Company: 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 according to exclusive distribution rights.

Colonial Electric Supply: Replacement Lighting for DMB Steel Structure

The Authority plans to purchase and replace any damaged and/or missing lighting used to enhance the steel structure of the Delaware Memorial Bridge. Quotes were solicited and received from three (3) firms, with Colonial Electric Supply quoting the lowest cost to supply the materials specified. In addition, Colonial Electric Supply will be providing the materials at prices matching their state contract (GSS15491-Electrical).

Corporate Interiors, Inc.: Flooring for Julia Building 2nd Floor Police Offices and Common Areas

The Authority wishes to hire a contractor to remove and dispose of the existing flooring materials in the Julia Building 2nd floor offices and common areas and replace with commercial carpet tile. The cost of the project is quoted at \$20,000, however purchases from the vendor will cause total expenditures to exceed the threshold in 2016. Corporate Interiors, Inc. is again providing the materials and service in accordance with their price awarded by state contract (GSS16108-Flooring).

Cotterman, Inc.: Marine Welding Services for CMLF



The Authority requires the services of ABS-certified welders for repairs aboard CMLF vessels during the off-season. Cotterman, Mobile Maintenance and Repair and Brady Marine represent the three welding contractors that will be contacted to submit quotes for any marine welding work that arises throughout the year. It is impossible to predict which welding contractor will be awarded certain work at this time, thus in an effort to save time, all three vendors have been added.

Cryotech Deicing Technology: Runway Deicer

Cryotech Deicing Technology is the provider of liquid and solid runway and taxiway deicing materials for the Authority's Airports Operations. Cryotech is the sole supplier of E36, a fast acting, environmentally friendly and economical deicer that is the industry standard for use on airside pavements.

CTM Media Group: CMLF Brochure Placement & Distribution

As part of its CMLF ferry marketing plan, the Authority 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.

Deardorff Associates: Media and Brand Strategy and Creative Services at ILG

Deardorff Associates provides professional media and brand strategy and creative services at New Castle Airport (ILG) at prices matched to their state contract for Marketing, Public Relation Services, Advertising and Media Buying

Delaware Business Systems: Equipment for Point-of-Sale System at CMLF Terminals

Delaware Business Systems provides proprietary hardware and maintenance to the existing Food & Retail point-of-sale system at CMLF terminals.

Delmarva Communications, Inc.: Emergency Equipment Purchase and Installation for Police Vehicles

Subsequent to the purchase and delivery of new Police vehicles described herein, the Authority will purchase equipment for up-fitting each vehicle (e.g., light bars, controllers, power switches, etc.). The equipment prices are pursuant to Delmarva Communications' state contract (GSS15735A).

Delaware Elevator, Inc.: Authority-Wide Interior Elevator Maintenance

Delaware Elevator, Inc. submitted the lowest quote for annual safety inspections, pressure testing and additional services to building elevators Authority-wide.

Dryden Diving: UWILD Hull Inspections at CMLF

Dryden Diving, Randive and Walker Dive Co. are the three contractors that will be contacted to submit quotes for any UWILD inspection work that may be necessary (UWILD stands for (Under Water In Lieu of Dry-docking). The Contractor's divers will do a complete video inspection of all hull weld seams, inspect all the propellers, shafts, rudders, bow thrusters, sea chests, intakes, anodes and underwater valves. All three firms will be contacted to provide quotes for each UWILD inspection. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, all three vendors have been included.

Duffield Associates, Inc.: Authority-wide Environmental Services

The Authority wishes to hire an environmental engineering firm to provide professional assistance in managing storm water and air quality issues.

Duramax Marine: 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.

Eagle Security Group: Workplace Violence Prevention Course

The DRBA Education and Development Division will be using the services of a professional education provider to develop and present 10-12 interactive workplace violence seminars for DRBA employees at all levels. The focus will be to provide employees with an understanding of threatening and/or problematic behavior in the workplace, behavioral red flags, and steps to resolving various scenarios. Three (3) education providers were contacted and submitted proposals for these services. Eagle Security Group submitted the top-ranked proposal.

Eastern Aviation Fuels: Avgas for Resale at Delaware Airpark (33N)

Eastern Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs.

EDiS Company: Hangar 603 Door Rail Replacement at ILG

The Authority will be hiring a contractor to repair the sliding door rails on the north end of Hangar 603 at ILG. Quotes were solicited and received from three (3) firms, with EDiS Company quoting the lowest cost to complete the work as specified.

EFCON AG: Automatic Vehicle Identification Modules

EFCON AG is the Sole Source provider of automatic vehicle identification modules used at the DMB electronic toll collection operation.

ELSAG North America, LLC: License Plate Cameras

ELSAG North America is a state contract provider of license plate camera and software systems for the Authority's Security Enhancement Program at the Delaware Memorial Bridge.

Engine Systems, Inc. d/b/a Marine Systems Inc. (MSI): Spare Engine Parts and Service for M/V Delaware

MSI owns the distributorship rights of Electro Motive Division (EMD) engines and parts in our region, thus they are the sole source vendors for OEM replacement parts for the EMD engines installed on the M/V Delaware. This purchase is to create a spare parts inventory to support the vessel in the future.

Enterprise Flasher Company: Replacement Truck-Mounted Attenuator at DMB

The Authority will be purchasing a new truck-mounted attenuator to replace similar equipment that has exceed its useful life. Authority staff contacted other attenuator dealers for competitive pricing however they were unable to provide quotes for out-of-state sales; Enterprise Flasher is the only authorized dealer within Delaware.

Epic Aviation: Avgas for Resale at Delaware Airpark (33N)

Eastern Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs.

#### Fairbanks Morse Engine: Replacement Parts for CMLF Vessels

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

#### G.A. Blanco and Sons: Office Furniture

Authority-wide, at times it becomes necessary to replace office furniture that has exceeded its useful life. New furniture will be purchased at competitively-bid state contract prices through state contract GSS16479-Furniture via G.A. Blanco and Sons.

#### Global Industries, Inc. c/o Office Concepts, Inc.: Cape May Employee Break Room Improvements

As part of its Terminal Improvement Program, the Authority will be purchasing new furniture during renovations of the Cape May Administration Building employee break room. New furniture will be purchased at prices matching the manufacturer's (Global Industries) competitively-bid state contract (#A81713 - Furniture, Office, Lounge and Systems). Office Concepts, Inc. will likely be the dealer of record.

#### The Goodway Group: CMLF Digital Display Ads and Search Engine Marketing

The Goodway Group annually provides Digital Display Ads and Search Engine Marketing for the Cape May-Lewes Ferry, enabling the Authority to benchmark results and analyze improvements year-over-year. Services include banner-ad placement, management of the Google AdWords campaign, and real-time ad target modification. Based on our latest ROI data, these services pay for themselves in bookings.

#### Grainger: Industrial Supplies, Equipment and Maintenance

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

#### Graybar Electric Company, Inc.: Electrical Supplies for DMB and Airport 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.

#### Guardian Environmental Services Company, Inc.: Emergency Environmental Response Services

The Authority will be using Guardian as its on-call emergency responder for incidents involving chemical and/or hazardous waste spills at all New Castle County facilities.

#### Hartford Computer: Desktop and Laptop Computers at Various DRBA Locations

The Authority uses HP hardware technology and will be purchasing desktop and laptop computers from HCGI, an authorized reseller of Hewlett Packard (HP) products. New and replacement units will be installed at various locations as-needed. HCGI holds a state contract to resell HP hardware and offers those contract prices to the Authority.

#### Hertrich Fleet Services, Inc.: Replacement Police Vehicle

The Authority (DMB-Police) is replacing a 2011 Ford Crown Victoria with 125,000 miles that has exceeded its useful life and meets the equipment replacement criteria in place. The vehicle is being replaced by a current year Chevrolet Tahoe PPV. The new vehicle will be purchased via an authorized dealer, Hertrich Fleet Services, Inc., at competitively-bid state contract prices (Contract T-2776 Police Vehicles: Sedans, Sport Utility Vehicles and Trucks). The retired vehicle will be sold at public auction.

#### Hewlett Packard: Authority-wide PCs and Equipment

HP is the selected hardware technology for the Authority. 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.

#### Heritage Environmental Services, LLC: Hazardous Waste Management Alternate

The responsibility of properly handling regulated waste such as hazardous materials, light bulbs, paint, etc., falls upon on the generator (the Authority), a fact that is monitored very closely by the EPA. The Authority wishes to have Heritage pre-approved so they may work immediately in cases where a back-up option to our primary hazardous waste management firm is needed.

#### Hershey Creamery Company: Ice Cream and Frozen Novelties at CMLF

Hershey Creamery offers the Authority state contract pricing via the state contract named above.

#### Hubpoint Strategic Advisors, LLC: Professional Air Service Development Consulting at ILG

The Authority requires the services of a professional specializing in providing air service development support during FY 2017. In this phase of work, the consultant will conduct outreach to Wilmington area businesses and organizations, prepare a strategic plan for air service development at ILG, and provide support related to the JumpStart 2017 conference.

#### International Facility Management Association: Facility Management Professional (FMP) Program

The Authority continues to offer employees an FMP training program, including the instruction needed to master core skills and earn the FMP credential. The FMP credential is broadly recognized throughout the Facility Management industry and covers the following core competencies: Operations and Maintenance, Finance and Business, Leadership and Strategy and Project Management.

#### John Deere Construction Retail Sales c/o JESCO, Inc.: Replacement Backhoe

The Authority (Lewes-Maintenance) is replacing a 1998 Caterpillar Backhoe with 4,260 hours that has exceeded its useful life and meets the equipment replacement criteria in place. This backhoe is starting to have mechanical issues and will require significant repairs in order to continue its use. The replacement equipment will be purchased at competitively-bid state contract prices through state contract for Heavy-Duty Construction Equipment (No. GSS15750), via an authorized dealer

(JESCO) of the vendor awarded the contract (Deere). The retired equipment will be sold at public auction.

John Deere, Inc. c/o Atlantic Tractor: Replacement Tractor

The Authority (ILG-Grounds) is replacing a 2000 New Holland tractor with 3,880 hours that has exceeded its useful life and meets the equipment replacement criteria in place. The purchase will be made via an authorized equipment dealer (Atlantic Tractor) at the National Joint Powers Alliance (NJPA) competitively-bid contract price for “Ag Tractors and/or Implements”. The replaced equipment will be sold at public auction.

Johnson & Towers: 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.

Johnson Controls: HVAC System Maintenance and Parts for Building Automation System

The Authority solicited quotes from the two firms authorized to provide preventative service to our Metasys Building Automation System, Johnson Controls and Modern Controls. Johnson Controls submitted the lowest proposed cost for this service, which was added to the total estimated cost for additional maintenance and parts.

Kaplan, Kirsch & Rockwell, LLP: Legal Services for UAS Operations

The Authority wishes has a continuing need for specialized legal counsel to provide assistance drafting regulations for UAS (drones) based at Cape May Airport. The awarded firm assists the Authority and our outside general counsel by reviewing current FAA regulations and helping the Authority draft regulations for its airports. Because of the nature of the services requested, and the known time constraints, the Authority’s outside counsel solicited requests for qualifications from firms known to have expertise in both airport operations and UAS operations. Kaplan, Kirsch & Rockwell was selected after review of the proposals submitted.

Kapsch TrafficCom IVHS: Traffic Management Software

Kapsch (formerly Transdyn, Inc.) is a proprietary supplier of the DMB Traffic Management software system providing annual maintenance, support and enhancements.

Kent Oil: Avgas for Resale at Delaware Airpark (33N)

Eastern Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs. Kent Oil is also a source of off-road diesel for Airport Maintenance crews at 33N.

Klenzoid: Authority-wide Water Treatment

Klenzoid submitted the lowest quote for Authority-wide water treatment services and supplies and on-call “Certified Water Technologist” Consulting Services. The Base Term of the contract runs through 2017, with years 2018 and 2019 reserved as Optional Terms.

Kronos: Software Licensing and Maintenance for Time and Attendance System

Kronos is the proprietary time and attendance system used throughout the Authority. The estimated cost includes the annual maintenance contract as well as the purchase of additional time clocks.

Kubota Tractor Corporation: Replacement Small Backhoe/Tractor, Mowers and Utility Vehicle

The Authority (DMB, ILG, and Cape May and Lewes Grounds Divisions) is replacing one (1) small Backhoe/Tractor, three (3) front-mount mowers and one (1) utility vehicle that have exceeded their useful life and meet the equipment replacement criteria in place for the Authority. The replacement equipment will be purchased via an authorized Kubota dealer at the National Joint Powers Alliance (NJPA) competitively-bid contract (Nos. 070313-KBA - Tractors, Utility Vehicles and Construction Equipment; and 042815-KBA - Medium and Light Duty Construction Equipment). The replaced equipment will be sold at public auction.

Lawmen Supply Company: 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.

Liberty Airport Systems, Inc.: MIV Airfield Lighting Control and Monitoring System

An airfield lighting control system (ALCMS) is being purchased to support operations and maintenance of the Millville Airport. The ALCMS controls the operation of airfield lighting and enables the Authority to remotely diagnose and resolve lighting issues. Quotes were solicited from all available ALCMS firms, with Liberty Airport Systems submitting the lowest cost of the two responding firms. The quoted price includes design, manufacture, programming, commissioning and training.

Lufkin Power Transmission: Spare Reduction Gear Parts and Service for M/V Delaware

Lufkin Power Transmission produced the precision-made reduction gears (a main component of the drive train) newly installed on the M/V Delaware. Lufkin is the sole source for OEM replacement parts for our reduction gears. This purchase is to create a spare parts inventory to support the vessel in the future.

Mansfield Oil: Gasoline for Lewes Terminal Vehicles and Equipment

The price per-gallon for reformulated gasoline is competitively awarded by the State according to the county and the capacity of the tank in which the fuel will be stored. Mansfield Oil holds the state contract to provide gasoline to tanks with 2,000 to 5,000 gallons of capacity within Sussex County. The Authority stores and dispenses gasoline at the Lewes Terminal to power Authority-owned vehicles and equipment.

Marine Safety: 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.

Maritime Institute of Technology and Graduate Studies: CMLF Employee Maritime Training

Several CMLF employees will attend MITAGS throughout the year for maritime-related coursework.

#### Marketing & More Group, LLC: Media Planning Services for CMLF

Marketing & More works on behalf of the Authority to negotiate paid media rates for print and radio, creates media plans to help us allocate our budget across media outlets, creates the insertion orders required by the media outlets and helps us reconcile incoming invoices against orders.

#### Marling's Inc.: Annual Floor Maintenance at Delaware Facilities

The Authority has combined its Delaware floor cleaning services into one annual contract, with the option for the Authority to extend the agreement to 2018. Bids were solicited from seven (7) cleaning firms. Marling's submitted the lowest annual price.

#### McFarland-Johnson, Inc.: Airport Planning Services

In order to maintain a high level of public service and react to the rapidly changing aviation industry, the Authority requires the services of a professional firm for on-call planning efforts at DRBA airports. Work includes airport feasibility analyses, airline and cargo enhancement strategies, facility and site selection and layout, as well as environmental and economic development. Some of the Planning Services efforts may be supported by funds granted by Federal Aviation Administration (FAA), thus it is important to note that the cost of the services are not estimated to exceed the federal simplified acquisition threshold (41 U.S.C. 403(11), currently set at \$100,000, per 49 CFR § 18.36(d)(1).

#### Microsoft Licensing: SQL and Windows Server Licenses

The Authority has selected Microsoft Office as its software platform. This cost will cover the annual database licensing including SQL and Windows server licenses. Microsoft Licensing, GP is under state contract to provide the required licenses and services.

#### Miles Media: Redesign and Rebuild of CMLF Website

Miles Media, Mobius New Media, Weidenhammer and White Penny are the firms that have been identified to submit proposals to redesign and rebuild the CMLF.com website on a new content management/digital platform, allowing the website to be mobile-responsive and better managed. All four firms are expected to provide proposals and only one firm will be awarded the job. It is impossible to predict which specific vendor will be awarded the work, thus in our effort to have the new site up and running before the summer season, all four vendors have been added.

#### Miller Environmental Group, Inc.: Emergency Environmental Response Services

The Authority requires the services of a Miller Environmental Group, a primary contractor for DNREC, who will serve as the responder for chemical spill incidents involving waterways.

#### Mobile Maintenance and Repair: Marine Welding Services for CMLF

The Authority requires the services of ABS-certified welders for repairs aboard CMLF vessels during the off-season. Mobile Maintenance and Repair, Brady Marine and Cotterman represent the three welding contractors that will be contacted to submit quotes for any marine welding work that arises throughout the year. It is impossible to predict which welding contractor will be awarded certain work at this time, thus in an effort to save time, all three vendors have been added.

#### Modern Controls: Parts and Service for DRBA HVAC Systems

There are two (2) proprietary firms authorized to supply parts and provide service to DRBA HVAC system: Modern Controls and Johnson Controls, Inc. When a need arises, the Authority solicits quotes from both vendor and chooses the vendor that offers the lowest cost for the requested parts and service.

#### Mobius New Media: Redesign and Rebuild of CMLF Website

Mobius New Media, Miles Media, Weidenhammer and White Penny are the firms that have been identified to submit proposals to redesign and rebuild the CMLF.com website on a new content management/digital platform, allowing the website to be mobile-responsive and better managed. All four firms are expected to provide proposals and only one firm will be awarded the job. It is impossible to predict which specific vendor will be awarded the work, thus in our effort to have the new site up and running before the summer season, all four vendors have been added.

#### Motorola: 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.

#### MTM Technologies: Annual Maintenance and Support for Network Hardware and Systems

Services and equipment including computer equipment purchases, ongoing annual maintenance contracts on existing systems and disaster recovery planning and associated equipment are purchased by the Authority at competitively-bid state contract prices through one of the following state contracts awarded to MTM: Telecommunications Systems and Services (No. GSS12455); Data Communications Products & Services (No. GSS14579); Audio Visual Equipment and Audio Visual Web Conferencing (No. GSS15745); and/or Computer Equipment, Peripherals & Related Services (No. GSS15133).

#### Murphy Fence Company, Inc.: Pilot Stairwell Security for M/V Delaware

The Authority will be hiring a fencing contractor to design, furnish and install security fencing with lockable gates for the protection the pilot house stairwell on the M/V Delaware (the same work was completed on the M/V Cape Henlopen and M/V New Jersey in 2016). Quotes to supply and install the materials were solicited and received from three (3) fencing contractors, with Murphy Fence Company submitting the lowest quote to meet Authority specifications.

#### National Bus Sales & Leasing, Inc., c/o Double K, Inc., d/b/a Hometown Trolley: Lewes Trolleys

The Authority requires two (2) new trolleys to continue to provide reliable ground transportation to customers at the Lewes Terminal. The previous equipment, a 1994 GMC Trolley with 120,000 miles and a 1995 Wright Trolley with 73,000 miles, have each exceed their useful life and meet the equipment replacement criteria in place for the Authority. The Authority will be purchasing the replacement equipment at prices established by a Houston-Galveston Area Council (HGAC) cooperative purchasing contract for Buses – Shuttles, Transits, Trams & Other Specialty Buses (Contract BT01-14) as awarded to National Bus Sales & Leasing, Inc., via the manufacturer (Hometown Trolley). All HGAC contracts have been awarded by virtue of a public competitive procurement process compliant with state statutes. The State of Delaware is a participating end user of this cooperative. The retired equipment will be sold at public auction.

#### Network Fleet: 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.

New World Systems: Maintenance and Support of Computer Aided Dispatch (CAD) System

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

The News Journal: Public Notices, Advertising, Employment Information

The News Journal Company provides the Authority media services to reach our customers.

Oceanport: Deicing Rock Salt

Oceanport, LLC offers the Authority competitively bid state contract pricing for bulk magnesium chloride-treated deicing rock salt, which is effective in extremely low temperature conditions. This firm is one of the three suppliers under state contract from which the Authority requests quotes when in need of rock salt.

Oceanwide: Temporary Marine Staffing for CMLF

The Authority will be hiring a contractor to supply temporary provide marine staffing at the Cape May-Lewes Ferry. Due to both unforeseen circumstances and planned retirements, several critical positions are or will be vacant during the season. Temporary marine staffing is often used to bridge the gap during these times, and it is estimated that costs will exceed the threshold in 2017. The Authority assembled a list of labor classes for which a need exists or is anticipated and solicited quotes from four (4) maritime industry labor providers, with two (2) firms submitting quotes. Oceanwide submitted the lowest set of costs to supply the staff.

OmniThruster: Maneuvering and Propulsion Systems Parts for CMLF

OmniThruster, Inc. is the original equipment manufacturer of the hydraulic bow thruster system installed on the M/V Delaware and the M/V Cape Henlopen, and the sole source distributor for parts necessary to keep the hydraulic bow thruster systems fully operational.

Oracle America, Inc.: Annual Maintenance and Support for 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. The estimated cost will cover the annual maintenance plus the duplication of the Oracle database for disaster recovery.

Otis Elevator Company: DMB Elevator Maintenance

Through the first half of 2017, Otis Elevator will provide inspection, maintenance, testing and repair services for the eight (8) Alimak elevator units attached to the Delaware Memorial Bridge. Otis's services will be required until the elevator units are turned over to a contractor who will retrofit the units to correct the issues of concern. The Authority solicited quotes for the above services from the available local sources: Otis and Delaware Elevator. Otis provided the lowest quote to provide the services.

Parker and Partners Marketing: CMLF Marketing Consulting Services

The Authority uses the above consultant for marketing strategy (messaging, production and creative development) at CMLF.

#### Pedroni Fuel: Diesel Fuel for DMB Vehicles and Equipment

The price per-gallon for diesel fuel is competitively awarded by the State according to the county and the capacity of the tank in which the fuel will be stored. Pedroni holds the state contract to provide diesel fuel to tanks with 5,000+ gallons of capacity within New Castle County. The Authority stores and dispenses diesel fuel at the DMB Administrative Complex for use in Authority-owned vehicles and equipment.

#### Philly Pretzel Factory: 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.

#### Pitney Bowes: 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.

#### PTN WorkPRO Holdings, d/b/a WorkPRO Health: Occupational Health Services

The Authority will be using WorkPRO for various occupational health services including pre-employment physical examinations, lab work, fit-for-duty evaluations, drug and alcohol testing and vaccinations. WorkPRO offers these services to the Authority at their competitively-bid state contract price (Contract No. GSS14712-PHYTESTLAB).

#### Randive: UWILD Hull Inspections at CMLF

Randive, Walker Dive Co. and Dryden Diving are the three contractors that will be contacted to submit quotes for any UWILD inspection work that may be necessary (UWILD stands for (Under Water In Lieu of Dry-docking)). The Contractor's divers will do a complete video inspection of all hull weld seams, inspect all the propellers, shafts, rudders, bow thrusters, sea chests, intakes, anodes and underwater valves. All three firms will be contacted to provide quotes for each UWILD inspection. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, all three vendors have been included.

#### Ransome CAT: CMLF Bow Thruster Engine and Generator Parts and Service

The Authority uses Caterpillar engines to power the bow thrusters and generators aboard the CMLF fleet. Ransome CAT is the authorized full-service Caterpillar dealer in Southern New Jersey for parts, sales and service.

#### Red the Uniform Tailor: New and Replacement Police Uniforms

The Authority purchases Police Uniforms for all sworn personnel at the Delaware Memorial Bridge, Lewes and Cape May Police Troop locations through a state contract. Purchases include replacement uniforms for those that have reached their useful wear expectancy and new uniforms for newly hired officers.

#### Riggins, Inc.: Gasoline for DMB Vehicles and Equipment

The price per-gallon reformulated gasoline is competitively awarded by the State according to the county and the capacity of the tank in which the fuel will be stored. Riggins holds the state contract to provide gasoline to tanks with 5,000+ gallons of capacity within New Castle County. The Authority stores and dispenses gasoline at the DMB Administrative Complex for use in Authority-owned vehicles and equipment.

#### Rolls-Royce Marine: Replacement Parts for Existing Vessel Steering Systems

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

#### The Rowland Company: 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.

#### Schaffran Propeller: Propeller Design, Fabrication and/or Repair

The Authority anticipates that it may need to hire a contractor to perform propeller design, fabrication and/or repair during 2017. Schaffran Propeller, Wildcat Propeller, and Sound Propeller and are the three contractors that will be contacted to submit quotes for any propeller work that may be necessary. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, all three vendors have been included.

#### Sea Safety Services, Inc.: 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.

#### SHI International Corp.: Upgrade of the SevOne Network Monitoring System

The Authority will be upgrading the SevOne system by adding the capacity for 10,000 additional elements, purchased pursuant to a state contract.

#### Ships Machinery International: Maneuvering and Propulsion Systems Parts for CMLF

The M/V New Jersey and M/V Delaware operate using a Brunvoll electric bow thruster system (The M/V Delaware uses a combination of electric and hydraulic thrusters). Brunvoll (of Norway) is a single-source supplier and has named Ships Machinery International as the exclusive Brunvoll agent for all sales, service and parts in North America.

#### Shore Distributors, Inc.: HVAC upgrades at Cape May Terminal, Police and Toll Buildings

The Authority will be purchasing various materials needed to complete upgrades to the HVAC systems at Lewes and Cape May Terminal, Police and Toll Buildings. The Authority solicited and received quotes for HVAC materials from three (3) suppliers, with Shore Distributors quoting the lowest cost.

#### Softmart, Inc.: Microsoft Enterprise and other Software Licensing

The Authority purchases Microsoft Enterprise operating licenses (such as Windows Enterprise, Microsoft Office, etc.) and other software licenses from Softmart, a state contracted Microsoft reseller.

#### Sound Propeller: Propeller Design, Fabrication and/or Repair

The Authority anticipates that it may need to hire a contractor to perform propeller design, fabrication and/or repair during 2017. Sound Propeller, Schaffran Propeller,

and Wildcat Propeller are the three contractors that will be contacted to submit quotes for any propeller work that may be necessary. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, all three vendors have been included.

South Jersey Paper Products: Food Service Items, Disposable, Paper and Plastic at CMLF

South Jersey Paper offers the Authority state contract pricing via the state contract named above.

Sperry Marine: 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.

Staples, Inc.: Office Supplies and Printer Toner

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

Star Building Services, Inc.: FAA Tower Cleaning Services at ILG

The Authority requested and received bids from five (5) janitorial service providers. Star Building Services submitted the lowest quote.

Stout's Transportation: Bus Transportation for Lucky 7 Excursions from Cape May

The Authority utilizes Stout's Transportation to supply bus transportation for its Lucky 7 Excursions departing Cape May to Resorts Casino in Atlantic City, NJ. Throughout 2017 the Authority will be offering this service year-round by providing two (2) trips per month during the off-season, and weekly trips during the months of July through September. The Authority also contacted the one other available bus company in Cape May for quotes, however they were unable to provide a handicap-accessible bus which is require for our passengers with special needs.

Strategic Products and Services, LLC (SPS): Virtual Maintenance Support and Call Center Programming and Scripting

SPS is a third party provider of enterprise phone support for the on-premises Avaya Phone system at the Authority. The CMLF Call Center has been in the process of changing many of its operational processes with the assistance of SPS's service and support. SPS has also been instrumental in the implementation of PCI compliance. Services will be purchased at competitively-bid state contract prices through SPS's state contract for Telecommunications Systems and Services (No. GSS12455).

SupplyWorks: Janitorial and Cleaning Supplies for Vessels and Terminals

The Authority purchases 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 SupplyWorks by state contract.

Susan's Uniforms: Uniforms for Maintenance Department Employees

The Authority supplies quality embroidered and logo-imprinted work uniforms to its Maintenance staff. The Authority solicited quotes from three (3) vendors. Quotes were submitted by Susan's Uniforms, Image Marketing, Inc. and Best Uniform. Susan's Uniforms submitted the lowest quote for the variety of clothing items that the Authority will purchase throughout the year.

Sysco Eastern Maryland, LLC: Food Products and Services at CMLF

Sysco offers the Authority state contract pricing via the state contract named above.

TIMCO Industries, Inc.: Spare Control Parts and Service for M/V Delaware

TIMCO Industries, Inc. owns the distributorship rights of Kobelt Controls for parts and service for the main engine and reduction gear controls installed on the M/V Delaware. This purchase is to create a spare parts inventory to support the vessel in the future.

Trellist Marketing: Digital Marketing at CMLF and Customer email Program at ILG

Trellist provides the Authority with professional email marketing and development, social business strategy and marketing support services for the Cape May-Lewes Ferry.

Tri-State Carpet Outlet: 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.

Tyler Technologies: Maintenance and Support for Finance and Human Resources ERP System

Tyler Technologies is the proprietary vendor that developed the Authority's Enterprise Resource Planning System, MUNIS. This purchase will cover the annual maintenance expenses for this system.

US Foods, Inc.: Food and Foodservice Equipment at CMLF

US Foods offers the Authority state contract pricing via the state contract named above.

United Electric Supply Co.: DMB Roadway LED Lighting and Various Electrical Supplies for all Facilities

The existing high pressure sodium roadway lighting on the Delaware Memorial Bridge is being converted to LED in 2017. This project is estimated to create over \$300,000 in energy and maintenance savings over ten years. In addition, the Authority purchases bulbs, lighting fixtures, panel boxes, covers, ballasts, wire, cable, circuit breakers and other miscellaneous electrical components for use at all facilities through state contract pricing as awarded to United Electric.

United States Postal Service: General Postage Services

The Authority sends all regular mail via the United States Postal Service. The estimated expense includes an allotment for the CMLF annual direct mail campaign.

The Vane Brothers Company: Vessel Lube Oil

The Vane Brothers Company is the area sole source of Mobil-Exxon lubricating oil utilized on all Authority vessels.

Veolia North America: Hazardous Waste Management

The responsibility of properly handling regulated waste such as hazardous materials, light bulbs, paint, etc., falls upon on the generator (the Authority), a fact that is monitored very closely by the EPA. The Authority will be hiring Veolia to

safely manage the treatment, recycling and disposal of hazardous and regulated wastes and ensuring environmental compliance.

#### Visual Systems Group: New Equipment and Service for the Current Video Conference System

The Authority currently has three video conference rooms installed by and under a support contract with VSGi, a state contract provider of audio, video and surveillance equipment and services and support for the existing video conference system.

#### W&O Supply: Low-smoke Thermoplastic Piping, Valves and Strainers for Vessels

The Authority requires the purchase of thermoplastic piping and various marine plumbing for use in its vessels. W&O Supply, Inc. is the only North American distributor of a commercially available thermoplastic piping system that is approved for marine applications by the USCG, and meets requirements for flame spread, low smoke, and toxicity.

#### Walker Dive Co.: UWILD Hull Inspections at CMLF

Walker Dive Co., Dryden Diving, and Randive are the three contractors that will be contacted to submit quotes for any UWILD inspection work that may be necessary (UWILD stands for (Under Water In Lieu of Dry-docking). The Contractor's divers will do a complete video inspection of all hull weld seams, inspect all the propellers, shafts, rudders, bow thrusters, sea chests, intakes, anodes and underwater valves. All three firms will be contacted to provide quotes for each UWILD inspection. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, all three vendors have been included.

#### Wärtsilä Defense, Inc.: Spare Propeller Shaft Seal Parts and Service for M/V Delaware

Wärtsilä is the manufacturer and sole source supplier of the OEM spare parts needed for the propeller shaft system installed on the M/V Delaware. This purchase is to create a spare parts inventory to support the vessel in the future.

#### Waste Management: Refuse Removal Services

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

#### Wayman Fire Protection, Inc.: Authority-wide Fire Monitoring, Suppression Inspection, Replacements and Repairs

The Authority currently uses the services of Wayman Fire Protection for annual fire detection systems inspections at all DMB, ILG, 33N, MIV and WWD facilities, the Cape May Terminal and Salem Business Center. Wayman also provides the DMB facilities with fire suppression unit inspections, replacements and repairs. Quotes were solicited and received from three (3) contractors and Wayman submitted the lowest bid. The Authority is currently exercising the Optional Term per the contract. The Assistant Director of Maintenance plans to solicit quotes for a new multi-year contract in 2017.

#### Weidenhammer: Redesign and Rebuild of CMLF Website

Weidenhammer, Miles Media, Mobius New Media and White Penny are the firms that have been identified to submit proposals to redesign and rebuild the CMLF.com website on a new content management/digital platform, allowing the website to be mobile-responsive and better managed. All four firms are expected to provide proposals and only one firm will be awarded the job. It is impossible to

predict which specific vendor will be awarded the work, thus in our effort to have the new site up and running before the summer season, all four vendors have been added.

Wesco Distribution: Electrical Supplies for DMB Administrative Offices and ILG

The Authority purchases 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 include lamps, cord ends, breakers and other miscellaneous electrical components.

Western Pest Services: Authority-wide Pest Control Services

The Authority has entered into a contract to receive pest control solutions at all sites. Quotes for the work were solicited from three (5) five professional contractors to perform the necessary work. Western Pest Services was the qualified firm which submitted the lowest bid. 2017 represents Year 3 of the contract term.

White Penny: Redesign and Rebuild of CMLF Website

White Penny, Weidenhammer, Miles Media and Mobius New Media are the firms that have been identified to submit proposals to redesign and rebuild the CMLF.com website on a new content management/digital platform, allowing the website to be mobile-responsive and better managed. All four firms are expected to provide proposals and only one firm will be awarded the job. It is impossible to predict which specific vendor will be awarded the work, thus in our effort to have the new site up and running before the summer season, all four vendors have been added.

Wildcat Propeller: Propeller Design, Fabrication and/or Repair

The Authority anticipates that it may need to hire a contractor to perform propeller design, fabrication and/or repair during 2017. Wildcat Propeller, Sound Propeller and Schaffran Propeller are the three contractors that will be contacted to submit quotes for any propeller work that may be necessary. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, all three vendors have been included.

Winner Ford Accessories: Emergency Equipment for Police Vehicles

The Authority will be purchasing emergency equipment for two (2) Tahoe PPV's and two (2) Police Interceptors via an authorized dealer, Winner Ford Accessories, at competitively-bid state contract prices (Contract T-1786 - Equipment Acquisition & Installation for Marked and Unmarked Police Vehicles).

XO Communications: Internet Service Provider at DMB Administration Buildings

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

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.

**Classification Definitions:**

**Professional Service.** A purchase of services valued less than \$50,000 that are 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. Professional services may also be classified as those types of services that are original and creative in character and in a recognized field of artistic endeavor.

**Proprietary.** A purchase necessary to support or maintain existing Authority equipment for which a vendor has the right to prohibit an equivalent product from being supplied. Similar products or services may be available, however the Authority must purchase from the original equipment manufacturer or service provider to uphold a contract, warranty, etc. A proprietary specification typically restricts the acceptable product or service to one manufacturer or vendor; although the product or service may be available from more than one distributor.

**Quotes.** A purchase of equipment, supplies or non-professional services or a contract for construction or construction management 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...Construction management contracts or construction contracts...which are less than \$50,000 do not require formal solicitation of competitive prices and, if more than \$25,000 but less than \$50,000 require the solicitation of three written quotes or all available sources, whichever is less...”* (DRBA Resolution 98-31 Part 4).

**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.)

\* \* \* \* \*



**RESOLUTION 16-42 – ADOPTION OF THE DELAWARE RIVER AND BAY AUTHORITY’S 2017 CAPITAL IMPROVEMENT PROGRAM (CIP)**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) has developed a 2017 Capital Improvement Program (CIP) for capital projects Authority-wide in the amount of \$98,986,000.00; and

WHEREAS, the Projects Committee has conducted a publicly advertised meeting on the proposed 2017 CIP; and

WHEREAS, the Authority’s Projects Committee has reviewed and approved the proposed 2017 CIP and recommends its adoption by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby adopts a 2017 CIP investment proposal of \$98,986,000.00.

A motion to approve Resolution 16-42 was made by Commissioner Bennett, seconded by Commissioner Smith, and approved by a roll call vote of 11-0.

\* \* \* \* \*

**RESOLUTION 16-43 – LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND USRC PENNS GROVE, LLC AT THE SALEM BUSINESS CENTRE**

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the owner-operator of an 80,000 square foot building in the Salem Business Centre (“SBC”), Carney’s Point, New Jersey; and

WHEREAS, USRC Penns Grove, LLC (“USRC”) desires to lease approximately 8,460 square feet of space in a building located at 1 Collins Drive , commonly referred to as the Salem Business Centre; and

WHEREAS, USRC has agreed to pay the Authority annual rent in the amount of One Hundred Sixty Thousand Seven Hundred Forty Dollars (\$160,740.00) for the first five (5) years of the initial term; and

WHEREAS, USRC has agreed to pay the Authority annual rent in the amount of One Hundred Seventy-Seven Thousand Six Hundred and Sixty Dollars (\$177,660.00) for the second five (5) years of the initial term; and

WHEREAS, USRC will receive a Tenant Improvement Allowance of Thirty-Five dollars (\$35.00) per square foot of space with any overage in Tenant Improvements to be the responsibility of USRC; and

WHEREAS, the Lease Agreement shall provide a lease inducement in the form of a four (4) month rent abatement during the initial year of the lease; and

WHEREAS, the initial term of the Lease Agreement is for ten (10) years; and

WHEREAS, USRC shall have the option of renewing this lease agreement for two (2) option periods of five (5) years each; and

WHEREAS, if the renewal terms are exercised, rent shall be adjusted at the beginning of each renewal term to the Fair Market Value (FMV); and

WHEREAS, rent shall increase each year of the renewal terms by the Consumer Price Index (CPI); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Agreements with USRC Penns Grove, LLC and, with the advice and consent of counsel, to have such Agreements executed by the Chairperson, Vice Chairperson, and the Executive Director.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 16-34 is hereby rescinded.

A motion to approve Resolution 16-43 was made by Commissioner Murphy, seconded by Commissioner Downes, and approved by a roll call vote of 11-0.

### **Resolution 16-43 Executive Summary Sheet**

**Resolution:** Authorizing the Executive Director to execute a Lease Agreement with USRC Penns Grove, LLC

**Committee:** Economic Development

**Committee Date:** December 20, 2016

**Board Date:** December 20, 2016

#### **Purpose and Background for Resolution:**

USRC Penns Grove, LLC would like to lease approximately 8,460 square feet of space at 1 Collins Drive in a building commonly referred to as the Salem Business Centre. The initial rental rate is \$19.00/sq.ft. This space was previously occupied by NJ DYFS but has not been occupied since 2008. Tenant is a dialysis center and has an affiliation with a local medical practice. This agreement was originally approved under Resolution 16-34 as USRC Alliance, LLC.

\* \* \* \* \*

### **RESOLUTION 16-44 AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND BIG SKY AVIATION AT THE MILLVILLE AIRPORT**

WHEREAS, the Delaware River and Bay Authority (the "Authority"), is the operator of the Millville Airport (the "Airport"), Millville, New Jersey; and

WHEREAS, Big Sky Aviation ("Big Sky") desires to lease approximately 3,750 square feet office space at Thunderbolt Dr. and 3,600 square feet of land for a shop hangar at Millville Airport; and

WHEREAS, Big Sky has agreed to pay the Authority annual rent in the amount of Twenty Seven Thousand Three Hundred and Thirty-Three 00/100 dollars (\$27,330.00); and

WHEREAS, the initial term of the Lease ("Lease Agreement") shall be for nine (9) years; and

WHEREAS, Big Sky, with the consent of the Authority, shall have the option of renewing this Lease Agreement for two (2) additional three (3) year terms; and

WHEREAS, rent shall be adjusted annually by the Annual Consumer Price Index (CPI); and

WHEREAS, rent during any renewal period shall adjust to the Fair Market Value; and

WHEREAS, any and all existing agreements with Big Sky shall be terminated and replaced with the new agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Big Sky Aviation and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

A motion to approve Resolution 16-44 was made by Commissioner Smith, seconded by Commissioner Downes, and approved by a roll call vote of 11-0.

\* \* \* \* \*

11195. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director reported on events in and around the Authority since the last meeting including the following:

On November 22, 2016 Senator Carper, joined by Mayor Becker and Commissioner Ford visited the Lewes Terminal to recognize the M/V Delaware repowering with the use of funds from the Diesel Emission Reduction Act Grant; November 26, 2016- Winter Wonderfest-Christmas Village opened at the Lewes Terminal in conjunction with the light Display at Cape Henlopen State Park. The event has been a success and runs through the beginning of the year; Millville Army Air Field Museum’s Annual Wheels and Wings Airshow returns Memorial Day weekend; December 3, 2016- Breakfast with Santa at Cape May Terminal. All dates have been sellouts. With the conclusion of the December 8, 2016 – CPR Training class, all full-time Authority staff have now been CPR certified. On December 14 and 15, the staff in Cape May and Lewes had their annual holiday breakfasts. New Castle employees will be having their annual lunch after the conclusion of this meeting.

The Executive Director congratulated Commissioner Smith on her reappointment to the Memorial Hospital of Salem County’s leadership team.

\* \* \* \* \*

11196. COMMISSIONERS PUBLIC FORUM

Chairperson Lowe opened the public forum. Commissioner Downes reported that he had an opportunity to visit the Winter Wonderfest and commended staff on a job well-done. .

Chairperson Lowe called for any comments from the public. There were no public comments.

\* \* \* \* \*

There being no further business, a motion to adjourn was made by Commissioner Murphy, seconded by Commissioner Downes, and unanimously carried by a voice vote of 11-0.

The meeting was adjourned at 11:31 am.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Frank W. Minor  
Assistant Secretary