

**11156. RESOLUTION 16-28 - AUTHORIZING AUTHORITY EXPENDITURES  
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2016 THROUGH  
DECEMBER 31, 2016**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) adopted Resolution 01-84 requiring Commissioner review and approval of all Authority expenditures in excess of \$25,000; and

WHEREAS, the Authority anticipates expenditures at or over the \$25,000 amount to the following vendors:

DELAWARE RIVER & BAY AUTHORITY  
PROJECTED VENDORS TO BE PAID OVER \$25,000  
OPERATION EXPENDITURES  
FOR THE PERIOD 1/1/16 THROUGH 12/31/16

| <b>VENDOR</b>                              | <b>PURCHASE DESCRIPTION</b>   | <b>CLASSIFICATION</b> | <b>ESTIMATED<br/>\$</b> |
|--|---|-----------------------|-------------------------|
| Alimak Hek, Inc.                           | DMB Elevator Retrofit Project and Maintenance Contract                | Sole Source           | \$2,000,000             |
| EDiS Company                               | Hangar 603 Door Rail Replacement at ILG                               | Quotes                | \$32,000                |
| Enterprise Flasher Company                 | Replacement Truck-Mounted Attenuator at DMB                           | Sole Source           | \$30,000                |
| George W. Plummer & Son, Inc.              | Anti-personnel Gate at Lewes Floating Dock                            | Quotes                | \$32,000                |
| Gillespie Marine Services, LLC             | Professional Consultant Fees for M/V Delaware Repower Project         | Professional Services | \$26,000                |
| Shore Distributors, Inc.                   | HVAC upgrades at Lewes Terminal, Police and Toll Buildings            | Quotes                | \$29,000                |
| Strategic Products and Services, LLC (SPS) | Virtual Maintenance Support and Call Center Programming and Scripting | Professional Services | \$34,000                |

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 16-28 was made by Commissioner Lathem, seconded by Commissioner Murphy, and approved by a roll call vote of 10-0.

## **Resolution 16-28 Executive Summary Sheet**

**Resolution:** Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2016 through December 31, 2016.

**Committee:** Budget & Finance

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

**Purpose of Resolution:**

Authorizes the expenditure of \$25,000 or greater with the identified vendors for the calendar year.

**Background for Resolution:**

The proposed Resolution meets the requirements of Resolution 01-84, whereby the Authority shall not enter into any contract committing the Authority to spend or make any other expenditures relating to services, material and supplies in the amount of \$25,000 or more unless it has first been approved by a vote of Commissioners.

**Background for the specific purchases:**

Alimak Hek, Inc.: DMB Elevator Retrofit Project and Maintenance Contract

There are a total of eight (8) elevator units attached to the exterior of Delaware Memorial Bridge, each of which require some degree of repair. The Authority will hire a contractor to manufacture, install and maintain the specialized parts and materials necessary to retrofit the existing elevator units to increase reliability and functionality. Because the chosen contractor will be assigned complete responsibility for the retrofit and continued maintenance of the current system, the original manufacturer/supplier of the system, Alimak, is the single firm qualified to meet the objectives of the Authority (The original installation was competitively bid and was ultimately carried out by another contractor). The Authority has produced the full plans and specifications for the retrofit, which have been reviewed and agreed upon by Alimak.

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.

Enterprise Flasher Company: Replacement Truck-Mounted Attenuator at DMB

The Authority plans to purchase a new truck-mounted attenuator (\$26,000) to replace similar equipment that was that was destroyed during a vehicle collision. 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 of the equipment in Delaware. The estimate above includes the cost of replacement attenuator parts that were purchased from Enterprise Flasher earlier this year.

George W. Plummer & Son, Inc.: Anti-personnel Gate at Lewes Floating Dock

The Authority required the services of certified marine welders to provide and install an anti-personnel gate prior to the construction of the floating dock facility at the Lewes Terminal. Quotes were solicited from two fabricators and a marine maintenance group. Only one firm, G.W. Plummer, was able to commit to completion of the work before the May 1st opening of the floating dock.

Gillespie Marine Services, LLC: Professional Consultant Fees for M/V Delaware Repower Project

Due to project delays, the Authority retained the services of an on-site professional consultant to complete the repowering of the M/V Delaware.

Shore Distributors, Inc.: HVAC upgrades at Lewes Terminal, Police and Toll Buildings

The Authority plans to purchase various materials needed to upgrade the HVAC system at Lewes Terminal, Police and Toll Buildings. Quotes were solicited and received from three (3) suppliers, with Shore Distributors quoting the lowest cost to supply the materials as specified.

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.

**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 are also those types of services that are original and creative in character and in a recognized field of artistic endeavor.

**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.)