

MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Tuesday, December 19, 2017
James Julian Boardroom
Delaware Memorial Bridge Plaza
New Castle, Delaware 19720

Prior to the start of the meeting, Senator Stephen Sweeney administered the Oath of Office to Commissioner Hogan, Commissioner Smith and Commissioner Wilson who were all reappointed to the Board of Commissioners.

Prior to the start of the meeting, Senator Stephen Sweeney also administered the Oath of Office to Sheila McCann of Upper Deerfield, New Jersey. Commissioner McCann is the new Cumberland County representative to the Board of Commissioners.

Prior to the start of the meeting, Executive Director announced that Commissioner McCann would be serving on the Projects, Personnel, and Audit & Governance Committees effective immediately.

Prior to the start of the meeting, Chairperson Hogan also announced that the Staff Attorney would be serving as the Assistant Secretary for today's meeting.

The meeting convened at 11:10 a.m. with Chairperson Hogan presiding.

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

Chairperson Hogan called on the Authority Staff Attorney to read the meeting notice. The Staff Attorney 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 Hogan called on the Staff Attorney to take the roll.

Commissioners from Delaware

Commissioners from New Jersey

PRESENT

William E. Lowe, Vice-Chairperson
Crystal L. Carey
James L. Ford, III
Samuel E. Lathem
Michael Ratchford
Henry J. Decker

James N. Hogan, Chairperson
Sheila McCann
Shirley R. Wilson
Ceil Smith
James Bennett
VACANT

Chairperson Hogan called for the acceptance of the Committee Assignments.

Vice-Chairperson Lowe made a motion to accept the Committee Assignments, seconded by Commissioner Smith and the motion carried by a voice vote of 11-0.

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Chairperson Hogan called for the acceptance of the Agenda as amended.

Commissioner Decker made a motion to accept the Agenda, as amended, seconded by Commissioner Smith, and the motion carried by a voice vote of 11-0.

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11332. APPROVAL OF THE NOVEMBER 21, 2017 MINUTES

Chairperson Hogan called for the approval of the November 21, 2017 meeting minutes.

Vice-Chairperson Lowe made a motion to approve the November 21, 2017 meeting minutes, seconded by Commissioner Carey, and unanimously approved by a voice vote of 11-0.

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11333. 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 2017.

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

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11334. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

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

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

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11335. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

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

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

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11336. 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.

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11337. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) AS OF NOVEMBER 30, 2017.

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.

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11338. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that there are five (5) Contract Close-Outs (Final Payment) and seven (7) Resolutions for consideration.

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

There were no public comments.

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11339. CLOSE-OUT CONTRACT- #CMLF 12-15, COATING AND REPAIRS OF STEEL SHEET PILING – CAPE MAY AND LEWES TERMINALS

On February 22, 2017, Contract No. CMLF 12-15, COATING AND REPAIRS OF STEEL SHEET PILING – CAPE MAY AND LEWES TERMINALS, was awarded to AGATE CONSTRUCTION COMPANY for the bid price of \$1,659,401.00.

It is recommended that the Authority accept the project and make final payment to the contractor. The final cost of this project was \$1,777,291.65 (+7.1%).

A motion to close-out Contract CMLF 12-15 was made by Commissioner Ratchford, seconded by Commissioner Smith, and approved by a voice vote of 11-0.

11340. CLOSE-OUT CONTRACT- #CMLF 17-11 – LEWES STAGING LANES PAVEMENT REPAIRS

On July 18, 2017, Contract No. CMLF 17-11, LEWES STAGING LANES PAVEMENT REPAIRS, was awarded to GEORGE & LYNCH for the bid price of \$260,969.95.

It is recommended that the Authority accept the project and make final payment to the contractor. The final cost of this project was \$299,125.60 (+14.6%).

A motion to close-out Contract CMLF 17-11 was made by Commissioner Lowe, seconded by Commissioner Carey, and approved by a voice vote of 11-0.

11341. CLOSE-OUT CONTRACT- #ILG 16-01, EXPAND TERMINAL APRON

On July 19, 2016, Contract No. ILG 16-01, COATING AND REPAIRS OF STEEL SHEET PILING – CAPE MAY AND LEWES TERMINALS, was awarded to DIAMOND MATERIALS, INC. of Wilmington, Delaware for the bid price of \$4,401,373.30.

It is recommended that the Authority accept the project and make final payment to the contractor. The final cost of this project was \$4,528,016.91.

A motion to close-out Contract ILG 16-01 was made by Commissioner Ratchford, seconded by Commissioner Wilson, and approved by a voice vote of 11-0.

11342. CLOSE-OUT CONTRACT- #ILG 13-04, BOEING 603 RAMP REPAIRS

On October 18, 2016 Contract No. ILG 13-04, BOEING 603 RAMP REPAIRS, was awarded to DIAMOND MATERIALS, INC. of Wilmington, Delaware for the bid price of \$1,240,620.00.

It is recommended that the Authority accept the project and make final payment to the contractor. The final cost of this project was \$1,464,113.39.

A motion to close-out Contract ILG 13-04 was made by Commissioner Ratchford, seconded by Commissioner Carey, and approved by a voice vote of 11-0.

11343. CLOSE-OUT CONTRACT- #33N 15-01, RUNWAY 9-27 EXTENSION AND ASSOCIATED IMPROVEMENTS, PACKAGE 3

On July 14, 2015, Contract No. 33N 15-01, RUNWAY 9-27 EXTENSION AND ASSOCIATED IMPROVEMENTS PACKAGE, was awarded to DIAMOND MATERIALS, INC. of Wilmington, Delaware for the bid price of \$5,882,684.09.

It is recommended that the Authority accept the project and make final payment to the contractor. The final cost of this project was \$6,272,458.72.

A motion to close-out Contract 33N 15-01 was made by Commissioner Carey, seconded by Commissioner Ford, and approved by a voice vote of 11-0.

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11344. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

RESOLUTION 17-61 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2018 THROUGH DECEMBER 31, 2018

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 1/1/18 THROUGH 12/31/18

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
AAA Allied	CMLF Advertising Placement	Sole Source	\$29,000
Adelte Ports and Maritime	Passenger Loader Tubes Maintenance Program at CMLF	Proprietary	\$40,000
Advanced Paving Services, a division of Stripe-A-Lot, Inc.	Parking Area Repair, Sealcoating and Striping at Salem Business Centre	Quotes	\$29,000
Allied Beverage	Wine and Spirits for CMLF	Sole Source	\$60,000
American Bureau of Shipping (ABS)	Vessel Inspections and Certifications	Sole Source	\$50,000
AMSEC, LLC	Engineering Services for Various CMLF Vessel Improvements	Professional Services	\$50,000
Art Guild, Inc.	Exhibit Booth and Related Services	Proprietary	\$45,000
Assurance Media, LLC	Service and Equipment Installation for CCTV	State Contract	\$50,000
Atlantic Cape Community College	Management Development Program	Professional Services	\$25,000
Atlantic Tactical, Inc.	New and Replacement Weapons and Associated Leather Gear	State Contract	\$30,000
Blueglobes, LLC	Airfield Lighting	Proprietary	\$75,000
Brady Marine	Marine Welding Services for CMLF	Quotes	\$45,000
Breakthru Beverage Delaware (formerly United Distributors of Delaware)	Wine and Spirits for CMLF	Sole Source	\$60,000
Breslin Contracting, Inc.	Drop Ceiling Supply and Installation	Quotes	\$35,000
C.R. Cushing & Co., Inc.	Engineering Services for Various CMLF Vessel Improvements	Professional Services	\$50,000
Canon Business Solutions, Inc.	Authority-wide Copier Leases	State Contract	\$50,000
Cape May Brewing Co.	Wine and Spirits for CMLF	Sole Source	\$25,000
CapitalSoft, Inc.	Annual Maintenance and Support for Project Management Software	Proprietary	\$45,000
Carus AB Ltd.	Maintenance and Support for CMLF Fare Collection and Reservation System	Proprietary	\$250,000
CDW-G, Inc.	IT/Electronics Equipment	State Contract	\$25,000
Chas. S. Winner, Inc. d/b/a Winner Ford - Cherry Hill	Replacement Vehicles	State Contract	\$553,000
Chemical Equipment Labs, Inc.	Deicing Rock Salt	State Contract	\$60,000
Chesapeake Supply & Equipment Co., c/o Crafcoc, Inc.	Replacement Tar Pot	State Contract	\$48,000
Citrix Systems	NetScaler Annual Support	Proprietary	\$30,000
ClearBridge Media Consulting	Digital Marketing Campaign for MIV	Professional Services	\$49,000
CNI Sales, Inc.	Annual Maintenance and Equipment Costs for Wi-Fi	State Contract	\$25,000
The Coca-Cola Company	Fountain and Bottled Soda and Beverages for CMLF	Sole Source	\$160,000
Computers and Structures, Inc. (CSI)	Bridge Analysis and Rating Software	Proprietary	\$31,000
Convergint Technologies, LLC	Security CCTV Equipment and Installations	State Contract	\$125,000
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
Customers by Design	Market Research, Focus Groups, Satisfaction Surveys	Professional Services	\$26,000
Deardorff Associates	Media and Brand Strategy and Creative Services at ILG	Professional Services	\$49,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Delaware Business Systems	Annual Maintenance and Equipment for Point-of-Sale System at CMLF Terminals	Proprietary	\$115,000
Delaware Elevator, Inc.	Authority-Wide Interior Elevator Maintenance	Quotes	\$35,000
Delmarva Communications, Inc. Diedrich RPM	Police Vehicle Emergency Equipment CMLF Digital Display Ads and Search Engine Marketing	State Contract Professional Services	\$35,000 \$48,000
Directions in Design, Inc.	Design Services for M/V New Jersey Food Service Renovations	Professional Services	\$37,000
Dover Door Co.	Door Supply and Installation	Quotes	
Downstream Aviation, LP d/b/a Epic Aviation, LLC	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$35,000 \$50,000
Dryden Diving Drywall Inc.	UWILD Hull Inspections at CMLF Finishing Services for Office Renovations	Quotes Quotes	\$25,000 \$38,000
Duffield Associates, Inc.	Authority-wide Environmental Services	Professional Services	\$50,000
Duramax Marine, LLC DVL Group, Inc.	Cutlass Bearings and Keel Coolers Uninterruptible Power Systems (UPS) Services and Replacements	Proprietary Professional Services	\$40,000 \$50,000
Eastern Aviation Fuels, Inc.	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$50,000
EBC Carpet Services Corporation	Annual Floor Maintenance at Delaware Facilities	Quotes	\$41,000
Elliott Bay Design Group	Engineering Services for Various CMLF Vessel Improvements	Professional Services	\$50,000
eMaint	Annual Licenses, Maintenance and Support for CMMS System	Proprietary	\$48,000
Emory Hill Real Estate Services, Inc.	Property Management Services for Salem Business Centre	Professional Services	\$30,000
Engine Systems, Inc. d/b/a Marine Systems Inc. (MSI)	Spare Engine Parts and Service for M/V Delaware	Sole Source	\$75,000
Equity Communications	Mobile Targeting Ad Campaign	Professional Services	\$35,000
ERCO Ceilings and Interior Supplies	Drop Ceiling Supply and Installation	Quotes	\$35,000
Express Services, Inc., d/b/a Express Employment Professionals	CMLF Summer Season Contract Casual Employees	Professional Services	\$33,000
Fairbanks Morse Engine Fedway Associates, Inc. G.A. Blanco and Sons, Inc.	Replacement Parts for CMLF Vessels Wine and Spirits for CMLF Office Furniture	Proprietary Sole Source State Contract	\$100,000 \$50,000 \$100,000
Gallo Wines	Wine and Spirits for CMLF	Sole Source	\$35,000
The Glosten Associates, Inc.	Peer Review of Propulsion Design Study for Vessel Repowers	Professional Services	\$30,000
Gov Connections, Inc.	Microsoft Enterprise and other Software Licensing	Proprietary	\$130,000
Grainger	Industrial Supplies, Equipment and Maintenance	State Contract	\$25,000
Graybar Electric Company, Inc.	Electrical Supplies for DMB and Airport Facilities	State Contract	\$60,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
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	\$186,000
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
Hewlett Packard	Annual Server Maintenance	State Contract	\$65,000
Hubpoint Strategic Advisors, LLC	Professional Air Service Development Consulting at ILG	Professional Services	\$50,000
I.G. Burton	Replacement Vehicles for Police	State Contract	\$160,000
IBS Direct	CMLF Schedule Printing and Distribution	Quotes	\$28,000
Jackson Cross Partners	Real Estate Brokerage Services	Professional Services	\$25,000
John Deere, Inc. c/o Atlantic Tractor	Replacement Tractor with Cab	State Contract	\$80,000
Johnson & Towers, Inc.	Replacement Parts for Vessel Generators	Proprietary	\$100,000
Johnson Controls, Inc.	HVAC System Installation, Maintenance and Parts for Building Automation System Authority-wide	Proprietary	\$230,000
Kapsch TrafficCom IVHS, Inc.	Annual Service, Support and Traffic Automation System for Traffic Management System	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	\$46,000
The Knotts Company	Vessel Sanitary Systems Parts and Service	Proprietary	\$25,000
Kramer Beverage Co.	Wine and Spirits for CMLF	Sole Source	\$50,000
Kratos Public Safety & Security Solutions, Inc.	Security System Support and Services	Proprietary	\$25,000
Kronos	Software Licensing and Maintenance for Time and Attendance System	Proprietary	\$60,000
KTA-Tator, Inc.	DMB Coatings Condition Assessment	Professional Services	\$28,000
Kut Kwick Corporation	Replacement Steep Slope Mower	Sole Source	\$70,000
Lawmen Supply Company	Ammunition, Targets and Body Armor	State Contract	\$60,000
Lufkin Power Transmission	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	\$25,000
Marine Safety Corporation	Vessel Life Raft Inspections	Proprietary	\$25,000
Maritime Emergency Response Educators, LLC	CMLF Employee Emergency Response Training	Professional Services	\$38,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Maritime Institute of Technology and Graduate Studies (MITAGS)	CMLF Employee Maritime Training	Professional Services	\$43,000
Marketing & More Group, LLC	Media Planning Services for CMLF	Professional Services	\$26,000
McFarland-Johnson, Inc.	Airport Planning Services	Professional Services	\$25,000
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	\$45,000
Modern Controls	Parts and Service for DRBA HVAC Systems	Proprietary	\$25,000
Motorola	Radio Maintenance and Equipment	State Contract	\$70,000
MTM Technologies	Annual Maintenance and Support for Network Hardware and Systems	State Contract	\$650,000
Network Fleet, Inc.	Authority-wide Wireless Fleet Management Services	State Contract	\$55,000
The News Journal Co.	Public Notices, Advertising, Employment Information	Sole Source	\$25,000
NKS Distributors, Inc.	Wine and Spirits for CMLF	Sole Source	\$25,000
Oceanport, LLC	Deicing Rock Salt	State Contract	\$30,000
OmniThruster, Inc.	Maneuvering and Propulsion Systems Parts for CMLF	Sole Source	\$36,000
Oracle America, Inc.	Annual Maintenance and Support for Oracle Databases	Proprietary	\$110,000
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	\$30,000
Pitney Bowes, Inc.	Postage Metering, Mailroom Equipment and Supplies	State Contract	\$25,000
PTN WorkPRO Holdings, d/b/a WorkPRO Health	Occupational Health Services	State Contract	\$30,000
Quinn Collins	CMLF Public Relations Services	Professional Services	\$26,000
R.A. Wiedemann & Associates	ILG Business Plan Update	Professional Services	\$25,000
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	\$150,000
The Rowland Company	Replacement Bearings and Clutches for Vessels	Sole Source	\$30,000
Schwarze Industries Inc. c/o Atlantic Machinery	Replacement Sweeper Truck	State Contract	\$250,000
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

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Shone Lumber	Door Supply and Installation	Quotes	\$35,000
Siemens Building Technologies	Fire Detection System Installation and Support	Proprietary	\$50,000
South Jersey Paper Products	Food Service Items, Disposable, Paper and Plastic at CMLF	State Contract	\$130,000
Southern Glazer's Wine & Spirits of Delaware	Wine and Spirits for CMLF	Sole Source	\$40,000
Spacecon Specialty Contractors, LLC	Finishing Services for Office Renovations	Quotes	\$38,000
Standard Distributing Co.	Wine and Spirits for CMLF	Sole Source	\$27,000
Staples, Inc.	Office Supplies and Printer Toner	State Contract	\$35,000
Star Building Services, Inc.	FAA Tower Cleaning Services at ILG	Quotes	\$40,000
Stout's Transportation	Bus Transportation for Lucky 7 Excursions from Cape May	Quotes	\$25,000
Strategic Products and Services, LLC (SPS)	Authority-wide Phone System Service and Support	State Contract	\$120,000
SupplyWorks	Janitorial and Cleaning Supplies for Vessels and Terminals	State Contract	\$38,000
Susan's Uniforms	Uniforms for Maintenance Department Employees	Quotes	\$36,000
Synerfac Technical Staffing	Temporary Staffing for IT Department	Professional Services	\$50,000
Sysco Eastern Maryland, LLC	Food Products and Services at CMLF	State Contract	\$50,000
T.H. Easter Consulting, LLC	Temporary Administrative Staffing for DMB Police	Professional Services	\$50,000
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	\$100,000
Tyler Technologies	Maintenance and Support for Finance and Human Resources ERP Systems and Police CAD System	Proprietary	\$200,000
Union Wholesale Co.	Door and Drop Ceiling Supply and Installation	Quotes	\$35,000
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	\$25,000
US Foods, Inc.	Food and Food Service Equipment at CMLF	State Contract	\$800,000
The Vane Brothers Company	Vessel Lube Oil	Sole Source	\$130,000
Veolia North America	Hazardous Waste Management	Professional Services	\$50,000
Viking Drywall Inc.	Finishing Services for Office Renovations	Quotes	\$38,000
Visual Systems Group, Inc. (VSGi)	New Equipment and Service for the Current Video Conference System	State Contract	\$120,000
W&O Supply, Inc.	Low-smoke Thermoplastic Piping, Valves and Strainers for Vessels	Sole Source	\$25,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
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	\$125,000
Wayman Fire Protection, Inc.	Authority-wide Fire Monitoring, Suppression Inspection, Replacements and Repairs	Quotes	\$50,000
Wesco Distribution, Inc.	Electrical Supplies for DMB Administrative Offices and ILG	State Contract	\$25,000
Western Pest Services	Authority-wide Pest Control Services	Quotes	\$30,000
Woods Equipment Co. c/o Hooper Inc.	Replacement Batwing Mower	State Contract	\$25,000

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 17-61 was made by Commissioner Decker, seconded by Commissioner Smith, and approved by a roll call vote of 10-0, with an abstention by Commissioner Carey.

Resolution 17-61 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2018 through December 31, 2018.

Committee: Budget & Finance

Committee and Board Date: December 19, 2017

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2018 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 to reach travelers in our area. The estimated expenditures are needed for the advertising, although there may be some costs associated with other AAA partnership ventures.

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 Paving Services, a division of Stripe-A-Lot, Inc.: Parking Area Repair, Sealcoating and Striping at Salem Business Centre

The Authority will be hiring a contractor to repair, sealcoating and Stripe the parking lot at the Salem Business Centre. Quotes were received from three contractors. Stripe-A-Lot submitted the lowest quote and will be hired to perform the work.

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 brands that the Authority uses according to customer demand. Sales 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, LLC: Engineering Services for Various CMLF Vessel Improvements

AMSEC, Elliott Bay Design Group and C.R. Cushing are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

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: Service and Equipment Installation for CCTV

As part of its Security Enhancement Program, the Authority will be upgrading closed-circuit television (CCTV) located throughout the facilities 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 at prices matching Assurance Media's state contract 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.

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.

Breakthru Beverage Delaware (formerly United Distributors of Delaware): Wine and Spirits for CMLF

The Authority purchases wine and spirits through Breakthru Beverage Delaware for its Lewes terminal food operations. Breakthru Beverage holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

Breslin Contracting, Inc.: Drop Ceiling Supply and Installation

The Authority will be hiring specialty contractors to complete several office renovation projects throughout its facilities. Breslin Contracting, Union Wholesale and ERCO will each be solicited for quotes for work involving drop ceiling supply and installation and the work will be awarded to the lowest bidder.

C.R. Cushing & Co., Inc.: Engineering Services for Various CMLF Vessel Improvements

C.R. Cushing, AMSEC and Elliott Bay Design Group are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

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.

Cape May Brewing Co.: Wine and Spirits for CMLF

The Authority purchases beer and spirits through Cape May Brewing Co. for its Cape May terminal food operations. Cape May Brewing holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

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.

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.

Chas. S. Winner, Inc. d/b/a Winner Ford - Cherry Hill: Replacement Vehicles

The Authority is replacing four Ford pickup trucks that have exceeded their useful life and meet the vehicle replacement criteria in place for the Authority. The following vehicles are being replaced: 2006 F-350 having 69,000 miles with body and frame rusted out, 2009 F-350 utility body having 115,000 miles with body in poor condition, 2003 F-350 having 107,000 miles with engine and body in poor condition, and a 2006 Ford Explorer and having 75,000 miles with body rusted out. The replacement vehicles will be purchased via competitively-bid state contract (GSS17560 TRUCKS-VANS) and 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 two suppliers under state contract from which the Authority requests quotes when in need of rock salt.

Chesapeake Supply & Equipment Co., c/o Crafcoc, Inc.: Replacement Tar Pot

The Authority is replacing a tar pot that has exceeded its useful life and meet the equipment replacement criteria in place for the Authority. The following equipment is being replaced: a 2006 Crafcoc unit having 2,650 hours and in need of a new pump and wand. The replacement equipment will be purchased via competitively-bid contract (NJPA #052417-CFC).

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.: Annual Maintenance and Equipment Costs for Wi-Fi

The Authority has installed 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.

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.

Computers and Structures, Inc. (CSI): Bridge Analysis and Rating Software

This vendor was approved at the September 19, 2017 meeting, however the expenditure is likely to happen in 2018. DRBA engineering consultants have developed a complex model of bridge geometries, boundary conditions and load cases for both Delaware Memorial Bridge structures using CSiBridge, software owned by CSI. In order put use the models as intended, the Authority must the purchase an upgraded license to run the proprietary software. Amongst the many benefits of integrated 3-D software, this purchase will enable in-house engineers to analyze the effect of different loads on DMB structures (e.g., run load analysis on trucks before approving/denying permits).

Convergent Technologies, LLC: Security CCTV Equipment and Installations

The Authority will be continuing its project to expand the use of Axis IP-based cameras at all locations, purchased from Convergent Technologies at prices pursuant to the firm's state contract for Building Access Security Services (GSS15599).

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 area. 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.

Customers by Design: Market Research, Focus Groups, Satisfaction Surveys

Customers by Design provides the Authority with ongoing survey and market research gathered from the public and internal employee groups for market intelligence used for Cape May-Lewes Ferry marketing program development and, more recently, internally for employee focus groups and satisfaction surveys.

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).

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

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

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

The Authority requires a contractor perform annual safety inspections, pressure testing and additional services to building elevators Authority-wide. Maintenance staff solicited and received quotes from three contractors and Delaware Elevator submitted the lowest bid.

Delmarva Communications, Inc.: Police Vehicle Emergency Equipment

As new Police vehicles are acquired, the Authority purchases equipment for up-fitting each vehicle (e.g., light bars, controllers, power switches, etc.). Equipment prices are pursuant to Delmarva Communications' state contract (GSS15735A).

Diedrich RPM: CMLF Digital Display Ads and Search Engine Marketing

Diedrich 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.

Directions in Design, Inc.: Design Services for M/V New Jersey Food Service Renovations

The Authority has hired Directions in Design to provide design services for food court, galley kitchen and bar area renovations aboard the M/V New Jersey. The consultant was selected based on their experience providing design consulting services for other ferry operations.

Dover Door Co.: Door Supply and Installation

The Authority will be hiring specialty contractors to complete several office renovation projects throughout its facilities. Dover Door Co., Shone Lumber and Union Wholesale will each be solicited for quotes for work involving door supply and installation and the work will be awarded to the lowest bidder.

Downstream Aviation, LP d/b/a Epic Aviation, LLC: 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.

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 (Under Water In Lieu of Dry-docking) inspection work that may be necessary. 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.

Drywall Inc.: Finishing Services for Office Renovations

The Authority will be hiring specialty contractors to complete several office renovation projects throughout its facilities. Drywall Inc., Spacecon and Viking Drywall Inc. will each be solicited for quotes for work involving drywall installation and finishing and the work will be awarded to the lowest bidder.

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.

DVL Group, Inc.: Uninterruptible Power Systems (UPS) Services and Replacements

The DRBA utilizes the expertise of the DVL Group to provide infrastructure management solutions and services. Uninterruptible Power Supplies (UPS) sustain the Authority's critical operations/infrastructure in the following locations: DMB Administration - Authority Wide Server Room, DMB Julia Building - Toll System and critical power, Lewes Administration - Server Room, and Cape May Administration - Server Room.

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.

EBC Carpet Services Corporation: Annual Floor Maintenance at Delaware Facilities

The Authority requires a contractor perform floor cleaning services at its Delaware facilities. Maintenance staff solicited and received quotes from three contractors and EBC Carpet submitted the lowest bid.

Elliott Bay Design Group: Engineering Services for Various CMLF Vessel Improvements

Elliott Bay Design Group, C.R. Cushing and AMSEC are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

eMaint: Annual Licenses, Maintenance and Support for CMMS System

In 2017, the Authority implemented the use of Computerized Maintenance Management System (CMMS) software to help schedule, plan, manage, and track maintenance activities associated with equipment, vehicles and facilities. The Authority reviewed sixteen different CMMS software packages, completed nine web demos and selected four vendors to present a live demo to a multi-department audience. Three quotes were received and independently scored, with eMaint being the selected vendor.

Emory Hill Real Estate Services, Inc.: Property Management Services for Salem Business Centre

The DRBA uses a professional property management company to manage the operation of the Salem Business Center in Carneys Point, New Jersey. Emory Hill provides association and building management services such as rent collection, creating a tenant/facility database, assisting in the preparation of contracts and agreements, property maintenance, creating and updating a property management reporting system, and managing the association of parcel owners to handle the common affairs of the office park.

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.

Equity Communications: Mobile Targeting Ad Campaign

The Authority will be hiring a professional to test new Mobile Advertising platforms through Vici Media, but sold through Equity Communications, which target travelers in high ad-cost areas such as Washington DC, Virginia Beach, North Jersey and NYC. This will enable advanced digital targeting on smartphones in lieu of the less effective legacy media platforms in those high-cost media markets. The full program launch will depend on the early results reports.

ERCO Ceilings and Interior Supplies: Drop Ceiling Supply and Installation

The Authority will be hiring specialty contractors to complete several office renovation projects throughout its facilities. ERCO, Union Wholesale, and Breslin Contracting will each be solicited for quotes for work involving drop ceiling supply and installation and the work will be awarded to the lowest bidder.

Express Services, Inc., d/b/a Express Employment Professionals: CMLF Summer Season Contract Casual Employees

The Authority will be hiring a staffing professional to provide temporary summer season contract casual staff at the Cape May-Lewes Ferry. Temporary staffing is used to bridge the gap during peak operation times, and it is estimated that costs will exceed the threshold in 2018.

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.

Fedway Associates, Inc.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Fedway Associates for its Cape May terminal food operations. Fedway Associates holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

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.

Gallo Wines: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Gallo Wines for its Cape May terminal food operations. Gallo Wines holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

The Glosten Associates, Inc.: Peer Review of Propulsion Design Study for Vessel Repowers

The Authority has contracted Glosten to conduct a peer review of the Propulsion Design Review Study provided by the Authority's marine architects/engineers. This will serve to verify the new propulsion parameters of each vessel. If adjustments to the design parameters are needed, those adjustments will be made before moving forward to the next phase of design.

Gov Connections, 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 Gov Connections (formerly Softmart), a contracted Microsoft reseller.

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.

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 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.

Hewlett Packard: Annual Server Maintenance

Hewlett Packard (HP, Inc.) is the technology hardware provider for the Authority and offers the Authority equipment and services at prices matching their competitively bid state contract to provide Computer Equipment, Peripherals & Related Services (GSS15133-COMPUTER).

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

The Authority will use the services of an air service development consultant during FY 2018.

I.G. Burton: Replacement Vehicles for Police

The Authority is replacing four police vehicles that have exceeded their useful life and meet the vehicle replacement criteria in place for the Authority. All replacement vehicles will be Chevy Police Tahoes. The following vehicles are being replaced: 2008 Ford Crown Victoria having 106,000 miles, 2010 Ford Crown Victoria having 89,000 miles, 2010 Ford Crown Victoria K-9 unit having 110,000 miles in poor condition, and a 2010 Ford Crown Victoria having 84,000 miles and mechanical problems. The replacement vehicles will be purchased via competitively-bid state contract (GSS17013-POLICE_VEH) and the retired vehicles will be sold at public auction.

IBS Direct: CMLF Schedule Printing and Distribution

The Cape May-Lewes Ferry annually selects a vendor to print and distribute the Ferry schedule, Pirate Pete Coloring Books and other specialty printing projects. Bids were solicited from three (3) vendors for the printing and delivery of 650,000 schedules with IBS submitting the lowest quote.

Jackson Cross Partners: Real Estate Brokerage Services

The Authority periodically has a need for services including of professional advice, assistance and representation with respect to real estate matters including, but not limited to the sale of DRBA property, the leasing of DRBA property, and the purchase or lease of new property.

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

The Authority is replacing a 2000 New Holland tractor with 3,312 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 (#062117 GROUNDS MAINTENANCE EQUIPMENT, ATTACHMENTS, ACCESSORIES, AND RELATED SERVICES). 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 Installation, Maintenance and Parts for Building Automation System Authority-wide

Johnson Controls authorized to provide preventative service to our Metasys Building Automation System. Major 2018 projects will include HVAC upgrades (York) at Cape May Terminal and chiller replacement at the Julia Building.

Kapsch TrafficCom IVHS, Inc.: Annual Service, Support and Traffic Automation System for Traffic Management System

Kapsch is the proprietary supplier of the DMB traffic management software system and provides annual maintenance, equipment, support and enhancements. The Authority uses Kapsch as its provider of intelligent transportation systems in the areas of tolling, traffic management and traffic safety.

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, Inc.: 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.

The Knotts Company: Vessel Sanitary Systems Parts and Service

Each CMLF vessel uses a series of unique pumps to maintain a constant vacuum on sanitary system. These systems are aging and require service more regularly. The Authority will be replacing the Elmo-Reitschle vacuum pumps aboard each vessel. The licensed distributor in our area is the Knotts Company.

Kramer Beverage Co.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Kramer Beverage for its Cape May terminal food operations. Kramer Beverage holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

Kratos Public Safety & Security Solutions, Inc.: Security System Support and Services

The Authority uses Lenel-branded equipment for all integrated security and access control systems. Kratos is the Lenel distributor for our region.

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.

KTA-Tator, Inc.: DMB Coatings Condition Assessment

The Authority will be hiring a consultant to perform a comprehensive evaluation of the Delaware Memorial Bridge coatings. The assessment will allow the Authority to better determine the coating needs of each bridge section and allow the Authority to prioritize the work necessary to reduce the amount of corrosion that occurs on the steel superstructures and therefore extend the service life of the structures.

Kut Kwick Corporation: Replacement Steep Slope Mower

The Authority is replacing a 2008 Kut Kwick bank mower that has exceeded its useful life and meets the equipment replacement criteria in place. This is a sole-source purchase, shipped directly from the manufacturer. The replacement equipment is made exclusively for slope mowing up to 40° (84% grade), has zero turn radius and is made in the USA. With the exception of Kut Kwick, no vendor has demonstrated a machine that can mow these areas without complications. 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.

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 Emergency Response Educators, LLC: CMLF Employee Emergency Response Training

The Authority utilizes professional instructors to provide emergency response training to the CMLF Marine department. The purpose of each course is to increase the knowledge and preparedness of Cape May-Lewes Ferry personnel concerning a variety of emergency situations.

Maritime Institute of Technology and Graduate Studies (MITAGS): 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.

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).

Miles Media: Redesign and Rebuild of CMLF Website

In 2017, four firms submitted proposals to redesign and rebuild the CMLF.com website on a new content management/digital platform. As a result of this competitive process, Miles Media was selected to provide the services.

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 vendors and chooses the vendor that offers the lowest cost for the requested parts and service.

Motorola: Radio Maintenance and Equipment

The Authority continues its project to replace all 800 MHz hand-held and in-vehicle 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 (GSS12455); Data Communications Products & Services (GSS14579); Audio Visual Equipment and Audio Visual Web Conferencing (GSS15745); and/or Computer Equipment, Peripherals & Related Services (GSS15133).

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.

The News Journal: Public Notices, Advertising, Employment Information

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

NKS Distributors, Inc.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through NKS Distributors for its Lewes terminal food operations. NKS Distributors holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

Oceanport, LLC: Deicing Rock Salt

Oceanport 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 two suppliers under state contract from which the Authority requests quotes when in need of rock salt.

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.

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.

Pitney Bowes: Postage Metering, Mailroom Equipment and Supplies

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).

Quinn Collins: CMLF Public Relations Services

The CMLF uses the services of Quinn Collins for ongoing annual outbound PR pitching and partnership development to travel writers and bloggers outside of the DRBA's core area for "earned media" placements in key travel editions, publications and travel sites, generally on the Northeast Corridor from Florida to Canada.

R.A. Wiedemann & Associates: ILG Business Plan Update

The Authority has hired a professional specializing in strategic airport business planning, aviation-specific marketing and economic impact analysis. This effort will maximize the use of previously completed work to forecast and baseline facility and air service needs for the New Castle Airport business plan.

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 (Under Water In Lieu of Dry-docking) inspection work that may be necessary. 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.

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.

Schwarze Industries Inc. c/o Atlantic Machinery: Replacement Sweeper Truck

The Authority is replacing a 2004 Sterling sweeper truck having 48,000 miles 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 Machinery) at the National Joint Powers Alliance (NJPA) competitively-bid contract price (#022014-AMI Street Sweepers). The replaced equipment will be sold at public auction.

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 utilizes a variety of different technologies together to monitor its network and application infrastructure. When an anomaly within the network occurs, a report can be quickly generated, helping to reduce the time needed to repair the problem. The Authority plans to upgrade the SevOne system in 2018 by increasing its capacity to monitor additional elements.

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.

Shone Lumber: Door Supply and Installation

The Authority will be hiring specialty contractors to complete several office renovation projects throughout its facilities. Shone Lumber, Union Wholesale and Dover Door Co. will each be solicited for quotes for work involving door supply and installation and the work will be awarded to the lowest bidder.

Siemens Building Technologies: Fire Detection System Installation and Support

The Authority utilizes fire alarm system equipment manufactured by Siemens Building Technologies at all Delaware Memorial Bridge and Cape May-Lewes Ferry facilities and requires the proprietary programming services of the original equipment manufacturer to update the system at each facility to reflect changes to building infrastructure. The Authority also utilizes Siemens for general deficiency resolution requiring hardware and software modifications.

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.

Southern Glazer's Wine & Spirits of Delaware: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Southern Wine & Spirits for its Lewes terminal food operations. Southern Wine & Spirits holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

Spacecon Specialty Contractors, LLC: Finishing Services for Office Renovations

The Authority will be hiring specialty contractors to complete several office renovation projects throughout its facilities. Spacecon, Drywall Inc., and Viking Drywall Inc. will each be solicited for quotes for work involving drywall installation and finishing and the work will be awarded to the lowest bidder.

Standard Distributing Co.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Standard Distributing for its Lewes terminal food operations. Standard Distributing holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

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 2018 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 required 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.

Synerfac Technical Staffing: Temporary Staffing for IT Department

The Authority will be hiring a staffing professional to provide temporary IT staffing. Temporary staffing is used to bridge the gap when critical positions are left vacant.

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

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

T.H. Easter Consulting, LLC: Temporary Administrative Staffing for DMB Police

The Authority will be hiring a staffing professional to provide temporary administrative staffing. Temporary staffing is used to bridge the gap when critical positions are left vacant.

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 Systems and Police CAD System

Tyler Technologies is the proprietary vendor that developed the Authority's Enterprise Resource Planning Systems (MUNIS) and the Police CAD System. This purchase will cover the annual maintenance expenses for these systems.

Union Wholesale Co.: Door and Drop Ceiling Supply and Installation

The Authority will be hiring specialty contractors to complete several office renovation projects throughout its facilities. Union Wholesale, ERCO and Breslin Contracting will each be solicited for quotes for work involving drop ceiling supply and installation and the work will be awarded to the lowest bidder. Union Wholesale, Shone Lumber and Dover Door Co. will each be solicited for quotes for work involving door supply and installation and the work will be awarded to the lowest bidder.

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

The next phase of the project to convert the existing high pressure sodium roadway lighting on the Delaware Memorial Bridge to LED is continuing in 2018. 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.

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

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

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.

Viking Drywall Inc.: Finishing Services for Office Renovations

The Authority will be hiring specialty contractors to complete several office renovation projects throughout its facilities. Viking Drywall Inc., Drywall Inc. and Spacecon will each be solicited for quotes for work involving drywall installation and finishing and the work will be awarded to the lowest bidder.

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 (Under Water In Lieu of Dry-docking) inspection work that may be necessary. 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. Maintenance staff solicited and received quotes from three contractors and Wayman submitted the lowest bid.

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 five (5) professional contractors to perform the necessary work. Western Pest Services was the qualified firm which submitted the lowest bid.

Woods Equipment Co. c/o Hooper Inc.: Replacement Batwing Mower

The Authority is replacing a batwing mower that has exceeded its useful life and meets the equipment replacement criteria in place for the Authority. The replacement equipment will be purchased via competitively-bid contract (NJPA #042815-WDE) and the retired equipment will be sold at public auction.

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 17-62 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND PIASECKI AIRCRAFT CORPORATION.

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the New Castle Airport (“Airport”); and

WHEREAS, Piasecki Aircraft Corporation (“Piasecki”) desires to continue to lease approximately 5,200 square feet of hangar space located in Unit 4 at 11 Penns Way at the New Castle Airport; and

WHEREAS, Piasecki has agreed to pay the Authority monthly rental in the amount of Four Thousand Three Hundred and Five Dollars 91/100 (\$4,305.91); and

WHEREAS, the initial term of the lease (“Lease Agreement”) is for six (6) months; and

WHEREAS, Piasecki shall have the option of renewing the Lease Agreement for ten, six month (6) month periods; and

WHEREAS, rent shall adjusted each year by two percent (2%); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Piasecki Aircraft Corporation 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 17-62 was made by Commissioner Wilson, seconded by Commissioner Ford, and approved by a roll call vote of 11-0.

Resolution 17-62 Executive Summary

Resolution: Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Piasecki Aircraft Corporation, regarding New Castle Airport

Committee: Economic Development

Committee Date: December 19, 2017

Board Date: December 19, 2017

Purpose of Resolution:

To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the New Castle Airport.

Background for Resolution:

The Delaware River and Bay Authority owns a hangar known as Unit 4 at 11 Penns Way at the New Castle Airport. Piasecki Aircraft Corporation currently leases and wishes to continue to lease this hangar facility for the storage, maintenance, development

and testing of a US Navy helicopter. The initial term of the lease is for 6 months to coincide with their grant funding cycle. The lease price is based upon an appraisal and market demand.

RESOLUTION 17-63 – AUTHORIZING THE DEVELOPMENT AND CONSTRUCTION OF A 2ND LIGHT INDUSTRIAL BUILDING(S) AT THE CAPE MAY AIRPORT

WHEREAS, the Delaware River and Bay Authority is the operator of the Cape May Airport, and

WHEREAS, the Authority is entrusted with the economic expansion and improvement of the airport, and

WHEREAS, pursuant to Resolution 15-50 the Authority authorized the construction of no more than two (2) light industrial buildings at the airport, provided that prior to the construction of the second building the Authority shall have expressions of interest for the occupancy of at least 50% of the second building, and

WHEREAS, the Executive Director has been in advanced discussion and negotiations with a tenant for 100% of a second building, and

WHEREAS, the tenant desires the 2nd building to be located at an alternate site at the Cape May Airport, and

WHEREAS, time is of the essence to construct and substantially complete a second building in time for the tenant to take occupancy in the fall of 2018, prior to the 2019 business season, and

WHEREAS, the Authority is in the process of developing a design concept for the ordering of a pre-engineered metal building, with subsequent site engineering and detail building design to be undertaken in a contemporaneous manner, and

NOW, THEREFORE, BE IT RESOLVED that the Commission hereby authorizes the construction of the 2nd light industrial building, at an alternate location as need be, at the Cape May Airport.

A motion to approve Resolution 17-63 was made by Commissioner Decker, seconded by Commissioner Carey, and approved by a roll call vote of 11-0.

Resolution 17-63 Executive Summary Sheet

Resolution: Authorizes the construction of the 2nd light industrial buildings originally contemplated in Resolution 15-50 at the Cape May Airport

Committee: Economic Development

Committee Date: December 19, 2017

Board Date: December 19, 2017

Purpose of Resolution: This Resolution would enable the Authority, in an expedited manner, to proceed with the ordering of structural steel and the construction of the 2nd light industrial buildings at the Cape May Airport. The advance ordering of the prefabricated lead-time steel will enable the Authority to construct and deliver the building in advance of the 2019 business season.

Background for Resolution:

The Cape May Airport has experienced positive economic activity and interest from local businesses desiring to conduct commerce at the Airport. Existing space for lease is limited in both size and type of use at the Airport. The Authority has experienced an increase in the number of inquiries into space availability and is not currently able to pursue those opportunities. The addition of the 2nd light industrial flex building will enable the Authority to offer lease space to interested parties.

RESOLUTION 17-64 – LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND NASW FOUNDATION AT THE CAPE MAY AIRPORT

WHEREAS, Delaware River and Bay Authority’s (“DRBA”) predecessor in interest, the County of Cape May (“County”), and NASW Foundation (“NASW”) entered into a lease dated September 10, 1997 (“Lease”) pursuant to which NASW leased from the County certain property at the Cape May County Airport located in Lower Township, Cape May New County, New Jersey, (“Cape May County Airport”) consisting of 4.907 acres of land (“Premises”); and

WHEREAS, simultaneously therewith the County and NASW entered into an agreement pursuant to which the County sold and transferred to NASW and NASW acquired and accepted from County a certain building located on the Premises, known as Hangar No.1 (the “Hangar”)

WHEREAS, the County and the DRBA entered into an Acquisition Agreement (“Acquisition Agreement”) pursuant to which the DRBA took operation and control of land and improvements located at the airport and Cape May County Industrial Park ; and

WHEREAS, the Lease states that the agreement is subject to and contingent upon any necessary approvals or reviews of the Federal Aviation Administration (“FAA”); and

WHEREAS, in connection with a review of the Lease by the FAA, the FAA has determined that certain NASW uses were in effect commercial operations and as such were in violation of their not for profit waiver from paying land rent requirement; and

WHEREAS, by this Amendment, the DRBA and NASW desire to amend the Lease to bring the Lease into compliance with FAA regulation and to clarify, amend and modify certain terms of the Lease specifically related to permitted uses; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Amendment with NASW Foundation in order to bring the Lease Agreement into compliance with FAA regulations 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 17-64 was made by Commissioner Wilson, seconded by Commissioner Carey, and approved by a roll call vote of 11-0.

Resolution 17-64 Executive Summary Sheet

Resolution: Authorizing the Executive Director to execute a Lease Amendment with NASW Foundation

Committee: Economic Development

Committee Date: December 19, 2017

Board Date: December 19, 2017

Purpose and Background for Resolution:

NASW Foundation is currently a tenant at the Cape May Airport. During a recent review by the FAA, it was determined that the permitted uses in the NASW Lease Agreement were in violation of current FAA regulations. The Lease Agreement is being amended to change the permitted uses in the lease to bring them into compliance.

RESOLUTION 17-65 – ADOPTING THE DELAWARE RIVER AND BAY AUTHORITY’S 2018 CAPITAL IMPROVEMENT PROGRAM (CIP)

WHEREAS, The Delaware River and Bay Authority (the “Authority”) has developed a 2018 Capital Improvement Program (CIP) for capital improvement projects Authority wide in the amount of \$38,351,000.00 in Authority funds and \$19,115,000.00 in external funds, for a total of \$57,466,000.00; and

WHEREAS, the Projects Committee has conducted a publicly advertised meeting on the proposed 2018 CIP; and

WHEREAS, the Authority’s Projects Committee has reviewed and approved the proposed 2018 CIP and recommends its adoption by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby adopts a 2018 CIP investment proposal of \$57,466,000.00.

A motion to approve Resolution 17-65 was made by Commissioner Decker, seconded by Commissioner Ratchford, and approved by a roll call vote of 11-0.

Resolution 17-65 Executive Summary Sheet

Resolution: Authorizing the adoption of The Delaware River and Bay Authority’s 201 Capital Improvement Program (CIP) investment proposal

Committee: Projects Committee

Committee Date: December 19, 2017

Board Date: December 19, 2017

Purpose of Resolution: To authorize adoption of the Delaware River and Bay Authority’s 2018 Capital Improvement Program (CIP) investment proposal in the amount Of \$38,351,000.00 in Authority funds and \$19,115,000.00 in external funds, for a total of \$57,466,000.00

Background for Resolution:

The Delaware River and Bay Authority has developed a 2018 Capital Improvement Program (CIP) for capital improvement projects at the Delaware Memorial Bridge, the Cape May-Lewes Ferry, the Forts Ferry, the New Castle Airport, the Millville Airport, the Cape May Airport, the Delaware Airpark, and the Civil Air Terminal in the amount of \$38,351,000.00 in Authority funds and \$19,115,000.00 in external funds, for a total of \$57,466,000.00.

The implementation of this 2018 Capital Improvement Program (CIP) will provide for the proper maintenance and improvement of the Authority's facilities and assure that the public continues to enjoy safe and efficient transportation services.

The Projects Committee has conducted a publicly advertised meeting on the proposed 2018 CIP, approved the proposed 2018 CIP, and recommends its adoption to the Board of Commissioners.

RESOLUTION 17-66 – ADOPTION OF AMENDMENT TO PERSONNEL MANUAL REGARDING BOARD-APPOINTED POSITIONS

WHEREAS, Article 2.4 of the by-laws of the Delaware River and Bay Authority ("Authority") provide that the Authority's Board of Commissioners ("Board") shall have the authority for the appointment and dismissal of the Secretary, Executive Director, Deputy Executive Director, and Chief Financial Officer; and

WHEREAS, Article 2.4 further provides that employment actions relating to these officers "shall be authorized by the Commissioners by Resolution of the Commissioners"; and

WHEREAS, the by-laws further provide that these officers "shall continue to hold office until their respective successors are elected or appointed and qualified"; and

WHEREAS, Article XVIII of the Personnel Manual of the Authority states that permanent full-time employees are subject to dismissal for cause or under conditions set forth in Article XIII involving work funding or reorganizations; and

WHEREAS, the Personnel Manual defines a "permanent full-time employee" as "an employee who has satisfactorily completed the probationary period, and has been accepted into a 12-month position"; and

WHEREAS, the officers set forth above ("Secretary, Executive Director, Deputy Executive Director, and Chief Financial Officer") are appointed in the sole discretion of the Board, are not subject to the hiring processes of the Personnel Manual, do not serve probationary periods, and serve only until their respective successors are elected or appointed and qualified; and

WHEREAS, the above officers do not fall into any of the employee categories identified in the Personnel Manual ("Probationary," "Permanent Full-Time," "Seasonal" "Casual," or "Permanent Part-time"); and

WHEREAS, confirmation that Board-appointed officers are not subject to Article XVIII of the Personnel Manual aids the proper interpretation of the Manual;

NOW, THEREFORE, BE IT RESOLVED, that the Delaware River and Bay Authority hereby approves as follows:

Article IV is amended to include the following additional provision, Section G:

G. A "BOARD APPOINTED OFFICER" is any employee in the position of Executive Director, Deputy Executive Director, Secretary, or Chief Financial Officer. Board Appointed Officers are appointed in the sole discretion, and serve at the pleasure, of the Board of Commissioners.

Article XVIII is amended to include the following additional provision, Section D, confirming as follows:

D. Board Appointed Officers are not subject to the provisions of this Article, including but not limited to the Tenure Policy.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the proper officers and employees of the Authority are hereby authorized to take whatever action to execute whatever instruments with the advice and consent of General Counsel may be necessary or convenient to carry out the foregoing resolution.

A motion to approve Resolution 17-66 was made by Commissioner Smith, seconded by Commissioner Decker, and approved by a roll call vote of 11-0.

Resolution 17-66 Executive Summary

Resolution: Adoption of Amendment to Personnel Manual Regarding Board-Appointed Positions.

Committee: Personnel Committee

Committee/Board Date: December 19, 2017

Purpose of Resolution: To confirm that Board-appointed positions are not subject to the tenure provisions of the Personnel Manual.

Background for Resolution: The Personnel Manual sets forth certain employee classifications but does not address Board-appointed positions. This Resolution confirms that Board-appointed officers are not subject to any tenure provisions of the Personnel Manual, as their employment is governed by the Authority's by-laws.

RESOLUTION 17-67 – AUTHORIZING REMOVAL OF FRANK MINOR AS DEPUTY EXECUTIVE DIRECTOR AND APPOINTMENT OF STEPHEN D. WILLIAMS AS DEPUTY EXECUTIVE DIRECTOR

WHEREAS, Resolution 04-04 of the Delaware River and Bay Authority (the "Authority") sets forth the job responsibilities and duties of the Deputy Executive Director;

WHEREAS, the Authority's Board of Commissioners ("Board") finds that the superior and efficient execution of the duties of the Deputy Executive Director is vital to the Authority's core interests and mission;

WHEREAS, pursuant to Resolution 09-26, the Board appointed Frank Minor to serve in the position of Deputy Executive Director;

WHEREAS, Mr. Minor serves in the position of Deputy Executive Director at the pleasure of the Board of Commissioners;

WHEREAS, the Board no longer believes that Mr. Minor is the individual best suited to serve in the position of Deputy Executive Director;

WHEREAS, the Board, in its sole discretion, believes that the appointment of a new Deputy Executive Director will best advance the Authority's objectives and goals at this time; and

WHEREAS, the Board finds that Mr. Stephen D. Williams, who has served the Authority as Director of Airport Operations, meets and exceeds the required knowledge, skills, abilities, and experience for the position of Deputy Executive Director;

NOW, THEREFORE, BE IT RESOLVED, that the Delaware River and Bay Authority hereby approves as follows:

1. Effective upon passage of Resolutions 17-66 and 17-67 and expiration of the attendant veto period, Mr. Minor is terminated from the position of Deputy Executive Director of the Delaware River and Bay Authority.
2. Effective upon passage of Resolutions 17-66 and 17-67 and expiration of the attendant veto period, the Board appoints Stephen D. Williams to serve as the Deputy Executive Director.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the proper officers and employees of the Authority are hereby authorized to take whatever action to execute whatever instruments with the advice and consent of General Counsel may be necessary or convenient to carry out the foregoing resolution.

A motion to approve Resolution 17-67 was made by Commissioner Smith, seconded by Commissioner Lathem and approved by a roll call vote of 11-0.

Resolution 17-67 Executive Summary

Resolution: Authorizing Removal of Frank Minor as Deputy Executive Director and Appointment of Stephen D. Williams as Deputy Executive Director

Committee: Personnel Committee

Committee/Board Date: 12/19/17

Purpose of Resolution: To allow for removal of current Deputy Executive Director and replacement with new Deputy Executive Director.

Background for Resolution: The effective and efficient functioning of the Deputy Executive Director is vital to the core mission and interests of the Authority. The Board of Commissioners no longer finds that Mr. Minor is best suited to complete the critical duties of this position. Mr. Minor serves as the pleasure of the Board, and therefore, in its discretion, Mr. Minor’s appointment as Deputy Executive Director will cease with execution of this Resolution. The Board further finds that Stephen D. Williams, who has served the Authority as Director of Airport Operations, meets and exceeds the required knowledge, skills, abilities, and experience for the position of Deputy Executive Director.

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11345. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director had no comments.

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11346. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan opened the public forum.

Chairperson Hogan called for any comments from the public.

There were no public comments.

Chairperson Hogan called for any comments from Commissioners:

Commissioner Lathem wished everyone a Merry Christmas and Happy New Year.

Chairperson Hogan thanked everyone for the support shown to his family during this difficult year.

* * * * *

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

The meeting was adjourned at 11:37 A.M.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY
Michelle Warner Hammel
Acting Assistant Secretary