

11388 RESOLUTION 18-18 - 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 \$
Delaware Department of Transportation (DelDOT)	Removal of Railway Crossing at Freeman Highway	State Contract	\$84,000
Laurel Lawnmower, Inc.	Two Replacement Mowers	State Contract	\$31,000
Prime Source Investigations	Investigative Services	Professional Services	\$58,000
UniFirst Corporation	Uniforms for Maintenance Department Employees	Quotes	\$36,000

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 18-18 was made by Commissioner Decker, seconded by Commissioner Smith, and approved by a roll call vote of 11-0.

Resolution 18-18 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: May 15, 2018

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:

Delaware Department of Transportation (DelDOT): Removal of Railway Crossing at Freeman Highway

DelDOT has hired a contractor to remove the abandoned railway which crosses Freeman Highway in Lewes, Delaware. The Authority plans to enter into an agreement with DelDOT to authorize the contractor remove the portion of rail on Authority property and repair the crossing. The Authority will reimburse DelDOT at their contracted unit prices.

Laurel Lawnmower, Inc.: Two Replacement Mowers

The Authority is replacing two mowers that have exceeded their useful life and meet the Authority's equipment replacement criteria. The Authority has already purchased one of the mowers for use at the Cape May Terminal, however the second mower purchase will exceed the Authority's allowed annual spending threshold with the vendor. The second mower purchase will be made via an authorized equipment dealer (Laurel Lawnmower, Inc.) at their NJPA competitively-bid cooperative contract price (#062117-EXM Grounds Maintenance Equipment, Attachments, Accessories, and Related Services).

Prime Source Investigations: Investigative Services

The Authority has hired a professional field surveillance firm for the purposes of case management and to provide a comprehensive and objective understanding of

an employment matter. The estimated expenditure amount represents the aggregate cost of two tasks assigned to the vendor, with the cost of each task being less than the expenditure threshold for professional services.

UniFirst Corporation: Uniforms for Maintenance Department Employees

The Authority supplies quality embroidered and logo-imprinted work uniforms to its Maintenance personnel. The Authority solicited prices from four (4) vendors, two of which submitted quotes. UniFirst submitted the lowest quote for the variety of clothing items that the Authority will purchase throughout the year.

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.

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).

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.).