

**10940. RESOLUTION 15-06 – AUTHORIZING AUTHORITY EXPENDITURES
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2014 THROUGH
DECEMBER 31, 2015**

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 1/1/15 THROUGH 12/31/15

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Deardorff Associates	Media and Brand Strategy and Creative Services at ILG	Professional Service	\$ 49,000
Modern Controls	Electronics Shop Renovation at DMB Administration Facility	Proprietary	\$ 64,000
Stageline Mobile Stage, Inc.	Aluminum Mobile Stage for CMLF Outdoor Events	Sole Source	\$112,000
University of Delaware	Project Management Training and Design Team Consulting	Proprietary	\$ 65,000

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 15-06 was made by Commissioner Dorn, seconded by Commissioner Smith, and approved by a roll call vote of 11-0.

Resolution 15-06 – Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2015 through December 31, 2015.

Committee: Budget & Finance

Committee and Board Date: March 17, 2015

Purpose of Resolution:

Authorizes the expenditures of \$25,000 or greater with the identified vendor(s) for the calendar year.

Background for Resolution:

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

Background for the specific purchases:

Media and Brand Strategy and Creative Services at ILG

The Authority plans to hire a professional consultant to provide media and brand strategy and creative services at New Castle Airport (ILG). These professional services are being acquired through pricing as awarded to Deardorff Associates through their State Contract for Marketing, Public Relation Services, Advertising and Media Buying.

Electronics Shop Renovation at DMB Administration Facility

As part of the Electronics Shop Renovation Project (former E-ZPass office area) shown in our Capital Improvement Plan, the Authority solicited quotes from the two (2) proprietary firms authorized to supply parts and provide service to DRBA HVAC systems, Modern Controls and Johnson Controls, Inc. The lowest cost for the requested parts and service was submitted by Modern Controls (\$64,200).

Aluminum Mobile Stage for CMLF Outdoor Events

The DRBA organizes weekly outdoor concerts, promotions and events throughout the warmer months at the Ferry terminals. In seasons past we have rented the

necessary stage, a practice which has become increasingly costly each event. Stageline Mobile Stage, Inc. offers a product that will be a cost-effective and efficient way of staging DRBA events. The mobile stage is a road-legal trailer that quickly converts into a stage designed to resist high winds and to protect talent and crew under the most demanding outdoor situations. It offers multiple deck configurations and the unit can be towed with a standard DRBA pickup truck. The DRBA was able to find one other company offering comparable equipment (Front Row Stages by Century Industries); however, their price quote was higher than that offered by Stageline Mobile Stage, Inc.

Project Management Training and Design Team Consulting

In June of 2013 the DRBA Executive Team identified Project Management as a needed skillset within our workforce. To date, the DRBA has sponsored two cohorts (24 employees) who have graduated from the Project Management Program offered by the University of Delaware. The DRBA wishes to sponsor one additional cohort in the same Program, thus the Proprietary classification. The estimated purchase amount includes the cost of course materials, instruction and the cost charged by the University to provide the resulting DRBA Project Management Design Team with Project Portfolio Management (PPM) methodologies and guidance. In 2013, the DRBA solicited quotes from three (3) organizations providing instructor-led Project Management training (University of Delaware, Delaware State University and the American Management Association) and determined that the University of Delaware offered the most suitable curriculum to assist the DRBA in developing this skillset.

Classification Definitions:

Professional Service. A service, which individually does not exceed \$50,000, that is 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.

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 restricts the acceptable product or service to one manufacturer or vendor; however the product or service may be available from more than one distributor.

Sole Source. A purchase in which a single vendor is uniquely qualified to meet the Authority's procurement objective. Examples include a product or service being the only one that will meet a need and available from only one source, products specifically required for use in conjunction with a grant or contract, or products or services controlled or mandated by a local utility, government

or exclusive distributor. All sole source purchases are proprietary, however not all proprietary purchases are sole source. *“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”.* (DRBA Resolution 98-31 Part 2.f.)