

**RESOLUTION 18-38 - 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 \$
E. Troiano & Sons	Concrete Replacement at Cape May Terminal	Quotes	\$39,000
Grant Thornton, LLP	Employment Tax Consulting Services	Professional Services	\$42,000
Integrity Staffing Services	Temporary HR Staffing	Professional Services	\$31,000
PAPCO, Inc.	Gasoline for DMB Vehicles and Equipment	State Contract	\$40,000

NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above-listed vendors for the described purposes and authorizes payment.

Resolution 18-38 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: October 16, 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:

E. Troiano & Sons: Concrete Replacement at Cape May Terminal

The Authority will be hiring a concrete contractor to perform various concrete replacement around the Cape May Terminal and Administrative Building. The Authority solicited prices from ten (10) contractors, three of which submitted quotes. E. Troiano & Sons submitted the lowest quote to complete the work as specified. The estimated expenditure amount above includes prior payments made to the vendor for separate projects that were completed this year.

Grant Thornton, LLP: Employment Tax Consulting Services

The Authority will be utilizing a professional auditor and tax specialist to perform a full Payroll Operational review as well as to deliver general tax consulting services.

Integrity Staffing Services: Temporary HR Staffing

The Authority will be utilizing a temporary staffing firm on an as-need basis to supply HR personnel. Due to both unforeseen circumstances and employee retirements, several positions are currently vacant. Temporary staffing is occasionally used to bridge the gap during these times, and it is estimated that costs will exceed the threshold in 2018.

PAPCO, Inc.: Gasoline for DMB Vehicles and Equipment

The Authority stores and dispenses gasoline at the DMB Administrative Complex for use in Authority-owned vehicles and equipment. The price-per-gallon of gasoline is

competitively awarded according to the county and the capacity of the tank in which the fuel will be stored. PAPCO holds the state contract to provide reformulated gasoline to 5,000+ gallon tanks within New Castle County (GSS16002-GASOLINE).

Classification Definitions:

Professional Services. 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.)