

**RESOLUTION 19-02 - AUTHORIZING AUTHORITY EXPENDITURES
PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2019 THROUGH
DECEMBER 31, 2019**

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 1/1/19 THROUGH 12/31/19

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Steimling & Son, Inc.	Reconditioning of M/V Cape Henlopen Main Shafts, Rudders, Bearings and Sleeves	Sole Source	\$37,000
UniFirst Corporation	New and Replacement Uniforms	Quotes	\$49,000
US Foods, Inc.	Food and Food Service Equipment for CMLF	Committee Waiver	\$69,000

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

Resolution 19-02 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2019 through December 31, 2019.

Committee: Budget & Finance

Committee and Board Date: February 20, 2019

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2019 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:

Steimling & Son, Inc.: Reconditioning of M/V Cape Henlopen Main Shafts, Rudders, Bearings and Sleeves

Steimling & Son is the only machine shop in the local area with the experience to work on propeller shafts of the size and vintage of M/V Cape Henlopen. The Authority intends to have the items serviced in advance to ensure they are ready during the shipyard visit.

UniFirst Corporation: New and Replacement Uniforms

The Authority purchases quality embroidered and logo-imprinted work uniforms on behalf of Maintenance and Engineering Department personnel. The Authority solicited quotes from four (4) uniform vendors, including a certified WBE. UniFirst submitted the lowest quote for the variety of clothing items that the Authority will purchase throughout the year.

US Foods, Inc.: Food and Food Service Equipment for CMLF

The Authority purchases quality food products from US Foods, Inc. to prepare and resell to the public at the Cape May-Lewes Ferry terminals and vessels. US Foods, Inc. is no longer party to a state contract, thus in order to continue uninterrupted Ferry food service operations in 2019, the Authority formally requests a waiver of the purchasing threshold of Resolution 98-31 while it subsequently works toward achieving a new contract with a food distributor.

Purchase Classification Definitions:

Committee Waiver. *“The Budget and Finance Committee, in consideration of the overall procurement process, operational needs and issues, the need for uniformity and continuity in materiel and services required by the Authority, the unique and special needs of the Authority....may increase or waive the thresholds established in paragraphs 1 and 2 [of Resolution 98-31]”.* (DRBA Resolution 98-31 Part 3).

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.)