

**RESOLUTION 19-28 - 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 \$
Bearing Distributors Inc. (BDI)	Capstan Replacement at Lewes Terminal	Sole Source	\$125,000
Council Fire, LLC	CMLF Economic Impact Study	Professional Services	\$48,000
Johnson Controls, Inc.	Replacement Chillers and Cooling Tower at DMB Admin	Sole Source	\$578,000
National Capital Industries, Inc.	Replacement Truck-Mounted Attenuator	Sole Source	\$27,000
Norfolk Bearings & Supply Co.	Replacement Bearing for CMLF	Quotes	\$40,000
Rommel Harley-Davidson	Two (2) Police Motorcycles	State Contract	\$54,000
SeaGear Marine Supply	New and Replacement Uniforms, Vessel Parts and Ropes	Quotes	\$30,000
Yardi Systems, Inc.	Property Management Software	Quotes	\$49,000

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

## **Resolution 19-28 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:** July 16, 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:**

Bearing Distributors Inc. (BDI): Capstan Replacement at Lewes Terminal

A capstan is a critical piece of equipment used to secure the bow of the vessel during docking. In 2018, the Authority solicited quotes from three contractors to remanufacture an existing capstan/motor assembly and create a new motor assembly for a second capstan. As part of the 2018 work, the low bidder, BDI, was also tasked with recording the dimensions of the dismantled equipment to enable the Authority to order spare capstans custom-manufactured by BDI in the future. BDI is the sole company with the information necessary to remanufacture the capstan to its original specifications, thus this purchase request is classified as a sole source. This is the first of two planned capstan replacements to occur over the next two years.

Council Fire, LLC: CMLF Economic Impact Study

The Authority plans to engage a management consultant to provide an Economic Impact Study of the Cape May-Lewes Ferry. A request for proposals was sent by the Authority to four potential candidates, all of which submitted proposals and were interviewed by a panel consisting of Authority personnel. Council Fire, LLC was selected to provide the proposed services.

Johnson Controls, Inc.: Replacement Chillers and Cooling Tower at DMB Admin

The Authority has planned a project to replace the cooling tower and three chillers that service the Administration Building, all of which have exceed their service life (22 years) and operate on R-22 refrigerant, which is being phased out of use by the EPA. York, a

subsidiary of Johnson Controls is the sole brand of HVAC equipment that is compatible with the Authority's building automation system and is installed at all Authority facilities. The Authority also has a preventative maintenance contract with York/Johnson Controls, stocks York replacement parts Authority-wide, and our technicians are trained to service York equipment.

#### National Capital Industries, Inc.: Replacement Truck-Mounted Attenuator

The Authority is replacing one Truck-Mounted Attenuator (TMA) that has exceeded its useful life and meets the replacement criteria in place. This TMA unit is designed to help absorb rear impacts at speeds of up to 62 mph and is identical to the other TMA's on the Authority's traffic control vehicles. Our prior vendor (Enterprise Flasher) is no longer a distributor of the TMA manufacturer (Trinity) within the state of Delaware. National Capital Industries is the DRBA's sole source for the particular make of attenuator needed. After the new TMA is put into service, the retired equipment will be sold at public auction.

#### Norfolk Bearings & Supply Co.: Replacement Bearing for CMLF

The Authority's CMLF operations requires the purchase of a specialty split bearing and cartridge housing. The DRBA requested quotes from the two distributors permitted to stock and sell the required products within the CMLF sales area. Norfolk Bearings & Supply submitted the lowest-cost quote. The estimated purchase price reflects an aggregate estimate of expenditures for routine purchases made from the vendor throughout the year.

#### Rommel Harley-Davidson: Two (2) Police Motorcycles

The Authority is replacing two 2006 model year motorcycles used by DMB Police that have exceeded their useful life and meet the vehicle replacement criteria in place. Each will be replaced with 2019 Harley-Davidson FLHTP Electra Glide Police models. The base pricing (non-equipped) at which the Authority will acquire the vehicles is pursuant to the vendor's state contract to supply motorcycles (GSS16702). The retired motorcycles will be either traded-in for vendor credit or sold at public auction.

#### SeaGear Marine Supply: New and Replacement Uniforms, Vessel Parts and Ropes

The Authority purchases and provides quality embroidered and logo-imprinted work uniforms for Cape May – Lewes Ferry personnel. The Authority solicited quotes from three (3) uniform vendors. SeaGear Marine Supply submitted the lowest quote for the variety of clothing items that the Authority will purchase throughout the year. Of note, the Authority spends approximately \$10,000 per year on various marine-related parts and ropes from the above vendor, which has been factored into the estimated purchase amount.

#### Yardi Systems, Inc.: Property Management Software

The Authority is recommending Yardi Systems, Inc. to replace Colonial Systems as its Property Management solution. Quotes were solicited from four software providers, and

a selection committee comprised of representatives from DRBA Property Management, Airport Operations, Finance, Maintenance, and IT reviewed vendor demonstrations and proposals. Yardi provided the lowest quote and was able to meet the collective needs of the panel providing online tenant management, payment processing, and capability to integrate with the Authority's financial system, MUNIS.

### **Purchase 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).

**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.). In accordance with Resolution 11-36, this purchase classification also includes those *“...purchases from cooperatives and/or the piggy-backing of existing publicly-bid contracts for state and governmental entities which State of Delaware or New Jersey may or may not individually publicly advertise”.*