

**RESOLUTION 19-44 - 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 \$
Airport Lighting Company, Inc.	Replacement Airfield Regulators at ILG	Quotes	\$46,000
Coastal Pump and Tank, Inc.	Remove and Replace Diesel Tank at ILG	Quotes	\$46,000
Cohere	DRBA Mission and Strategic Branding Services	Professional Services	\$49,000
Diligent Corporation	Board Portal Software	Proprietary	\$27,000
J. Short Restoration, LLC	Temporary Roof Repairs at ILG and DMB	Quotes	\$40,000
Sobieski Services, Inc.	Replacement Sanitary Facilities at DMB Tolls	Quotes	\$44,000
Starr General Contracting	Mechanical and Plumbing Work at Cape May Terminal Kitchen	Quotes	\$46,000

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

Resolution 19-44 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: November 19, 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:

Airport Lighting Company, Inc.: Replacement Constant Current Regulators at ILG

The Authority is undergoing a multi-year improvement project to upgrade the New Castle Airport airfield lighting to LED. The project involves systematically replacing each regulator, pulling new cable and then replacing the lighting, with each step sequenced to minimize interruptions to operations. The year 2019 is the second of seven estimated years of planned material purchases for this project. This particular purchase will replace the antiquated Thyristor airfield regulators with new ferroresonant constant-current regulators. At the beginning of this effort, the Authority solicited prices from three vendors, two of which submitted quotes. Airport Lighting Company submitted the lowest quote to supply the materials as specified by the Authority. Additionally, Airport Lighting Company appears to be the only company that will manufacture the custom-built regulators to Authority specifications; other vendors resell Airport Lighting products.

Coastal Pump and Tank, Inc.: Remove and Replace Diesel Tank at ILG

The Authority intends to hire a Contractor to remove the existing 2000 gallon diesel tank at the ILG Air Traffic Control tower and replace it with a 1000 gallon diesel tank. The DRBA received quotes from three (3) contractors to disconnect and blow the existing lines, remove existing tank and contents and dispose, supply and install new tank, form and pour concrete steps, reconnect the lines, supply and install new Automatic Tank Gauge, and purge the lines to the tower. Coastal Pump and Tank submitted the lowest quote to complete the work per Authority specifications.

Cohere: DRBA Mission and Strategic Branding Services

In response to employee feedback received from an internal Climate Survey undertaken in August 2017, the Authority established the need for a professional strategic branding firm to assist in the development of a new mission statement and tag line to encourage employee understanding of the Authority's central mission. The Authority solicited proposals from nine area firms; five proposals were received and Cohere was selected as the best candidate to provide the services needed. Since beginning work in 2018, their services have included discovery and analysis of employee and management perspectives of the Authority's mission, logo and tag line; and the development of: 1) a new and memorable mission statement; 2) a fresh, bold, and simpler logo; and 3) a new tagline. The estimated expenditure will be for the provision of advisory and creative services for the internal and external roll-out of the new mission, logo and tag line.

Diligent Corporation: Board Portal Software

In 2018, the Authority transitioned from paper-based distribution of Board meeting materials to "Diligent Boards", commercial software intended to provide the Authority's Board of Commissioners and executives with modern tools to distribute monthly Board meeting materials. Diligent allows the Authority to electronically manage agendas, documents, discussions, and meeting minutes quickly and securely and enables Authority staff to provide updates to Board materials from a phone, tablet or computer.

J. Short Restoration, LLC: Temporary Roof Repairs at ILG and DMB

The roofs of ILG Buildings 135 and 137 and DMB Buildings 3 and 4 have active leaks which require immediate repair work. The Authority issued a request for quotes to three (3) roofing contractors to conduct repairs that will achieve leak-free performance at Buildings 135 and 137, and temporarily achieve leak-free performance at DMB Building 3 and 4 until the Authority performs a complete replacement at DMB in the warmer months of 2020. Sobieski submitted the lowest quote to complete the work per the Authority-provided plans and technical specifications. Note that the estimated expenditure amount listed above also reflects the cost of several small repair projects completed by this vendor in 2019.

Sobieski Services, Inc.: Replacement Sanitary Facilities at DMB Tolls

The sanitary line connecting to the bathroom facilities at DMB Tolls has collapsed. The Authority issued a request for quotes to three (3) mechanical contractors to demolish the collapsed line, construct a new sanitary line connection and replace the facilities. Sobieski submitted the lowest quote to complete the work per the Authority-provided plans and technical specifications. Note that the estimated expenditure amount listed above reflects the total aggregate cost of all projects issued to this vendor in 2019, none of which exceed the expenditure threshold individually. The total cost of this individual project is estimated to be \$23,000.

Starr General Contracting: Mechanical and Plumbing Work at Cape May Terminal Kitchen

The Authority intends to hire a contractor to supply and install new grease and solids interceptors and a wireless grease/oil sediment monitor at the Cape May Terminal kitchen. The Authority issued a request for quotes to three (3) contractors to complete the project. Starr General Contracting submitted the lowest quote to complete the work per the Authority-provided plans and technical specifications.

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.

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 typically restricts the acceptable product or service to one manufacturer or vendor; although the product or service may be available from more than one distributor. In another typical example of this classification, a purchase of closed-source commercial software would be categorized as proprietary because the software remains the property of its owner/creator and is utilized by end-users (such as the Authority) under predefined conditions.

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).