

**MINUTES OF MEETING
THE DELAWARE RIVER AND BAY AUTHORITY
Delaware River and Bay Authority
Delaware Memorial Bridge Complex
Tuesday, December 17, 2019**

The meeting convened at 11:20 a.m. with Chairperson Lathem presiding.

The opening prayer was given by Chairperson Lathem, followed by the Pledge of Allegiance.

Chairperson Lathem called on the Authority Assistant Secretary to read the meeting notice. The Assistant Secretary announced that a notice of the meeting had been distributed to the offices of the Governor of New Jersey and the Governor of Delaware, to appropriate staff members and consultants, to the press in both States and to any other individuals who had indicated an interest in receiving a copy of the meeting notice.

Chairperson Lathem called for the acceptance of the Agenda

Chairperson Decker made a motion to accept the Agenda, seconded by Commissioner Wilson and the motion carried by a voice vote of 11-0.

Chairperson Lathem called on the Assistant Secretary to take the roll.

Commissioners from Delaware

Samuel Lathem, Chairperson
Crystal L. Carey
Henry J. Decker
James L. Ford III
Michael Ratchford
Veronica O. Faust

Commissioners from New Jersey

James N. Hogan, Vice-Chairperson
James Bennett - absent
Sheila McCann
Shirley R. Wilson
Ceil Smith
M. Earl Ransome, Jr.

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11587. APPROVAL OF THE MEETING MINUTES

Commissioner Faust made a motion to approve meeting minutes for November 19, 2019, seconded by Commissioner Decker and approved by a voice vote of 11-0.

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11588. DELAWARE RIVER AND BAY AUTHORITY – TRAFFIC AND REVENUE SUMMARY.

The Chief Financial Officer (CFO) presented charts showing Actual versus Projected Revenues for the Delaware Memorial Bridge, the Cape May-Lewes Ferry, Airports, Delaware City-Salem Ferry Crossing, and Food Services for November 2019.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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11589. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for November with comparisons to the same period last year.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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11590. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented chart for November showing expenses by division for the quarter to date vs. the projected quarter and for year to date vs. total budget.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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11591. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented a chart for the month of November showing the capital budget for crossing and economic development projects and dollars committed to date for the projects. The chart also included cash expenditures spent to date for the committed projects.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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11592. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR NOVEMBER 30, 2019.

The CFO presented charts indicating the cash fund balances for the entire Authority.

Without objection, the charts were ordered filed with the permanent records of the Authority.

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11593. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Lathem noted No Contract Awards, No Contract Close-Outs, and (4) Resolutions to be considered today. All action items have been reviewed and recommended for consideration during today’s Committee meetings. He then called for public comment.

There were no public comments.

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11594 CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE BOARD

RESOLUTION 19-49 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2020 THROUGH DECEMBER 31, 2020

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 1/1/20 THROUGH 12/31/20

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Adelte Ports and Maritime	Passenger Loader Tubes Maintenance Program at CMLF	Proprietary	\$44,000
Advantech Inc.	Replacement Video Management System	State Contract	\$100,000
Allied Beverage	Wine and Spirits for CMLF	Sole Source	\$55,000
American Bureau of Shipping (ABS)	Vessel Inspections and Certifications	Sole Source	\$50,000
AMSEC, LLC	Engineering Services for Vessel Improvements	Professional Services	\$30,000
Art Guild, Inc.	Exhibit Booth and Related Services	Proprietary	\$45,000
Assurance Media, LLC	Service and Equipment Installation for CCTV	State Contract	\$330,000
Beurteaux	Replacement Seating for CMLF Vessels	Sole Source	\$45,000
Breakthru Beverage Delaware	Wine and Spirits for CMLF	Sole Source	\$30,000
C.R. Cushing & Co., Inc.	Engineering Services for Vessel Improvements	Professional Services	\$50,000
Canon Business Solutions, Inc.	Authority-wide Copier Leases	State Contract	\$60,000
Cape Beverage Distributing	Wine and Spirits for CMLF	Sole Source	\$28,000
Cape Marine, Inc.	Replacement Rescue Boat Hulls	Proprietary	\$48,000
CapitalSoft, Inc.	Annual Maintenance and Support for Project Management Software	Proprietary	\$45,000
Carl King Energy	Gasoline and Ultra Low Sulfur Diesel	State Contract	\$40,000
Carus AB Ltd.	Maintenance and Support for CMLF Fare Collection and Reservation System	Proprietary	\$300,000
Cato, Inc.	Diesel Fuel for DMB Vehicles and Equipment	State Contract	\$40,000
Chemical Equipment Labs, Inc.	Deicing Rock Salt	State Contract	\$80,000
ClearBridge Media Consulting, d/b/a Imminent Communications & Marketing, LLC	Digital Marketing Campaign for MIV	Professional Services	\$49,000
CNI Sales, Inc.	Annual Maintenance and Equipment Costs for Wi-Fi	State Contract	\$26,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
The Coca-Cola Company	Fountain and Bottled Soda and Beverages for CMLF	Sole Source	\$120,000
Cohere	DRBA Mission and Strategic Branding Services	Professional Services	\$49,000
Collins + Co.	Public Relations Services for DRBA and CMLF	Professional Services	\$40,000
Collinson, Inc.	Supply and Install Guide Rail and Related Materials	Quotes	\$49,000
The Convention News Company, Inc.	Airport Advertising Services	Sole Source	\$35,000
Cryotech Deicing Technology	Runway Deicer	Sole Source	\$35,000
CTM Media Group	CMLF Brochure Placement & Distribution	Proprietary	\$30,000
Customers by Design	Market Research, Focus Groups, Satisfaction Surveys	Professional Services	\$40,000
Deardorff Associates	Media and Brand Strategy and Creative Services at Airports	Professional Services	\$49,000
Deere & Company c/o Atlantic Tractor, LLC	Replacement Tractor with Cab	Cooperative Contract	\$80,000
Delaware Business Systems	Annual Maintenance and Equipment for Point-of-Sale System at CMLF Terminals	Proprietary	\$128,000
Delaware Elevator, Inc.	Authority-Wide Interior Elevator Maintenance	Quotes	\$37,000
Delmarva Communications, Inc.	Police Vehicle Emergency Equipment	State Contract	\$40,000
Diedrich RPM	CMLF Digital Display Ads and Search Engine Marketing	Professional Services	\$35,000
Diligent Corporation	Board Portal Software	Proprietary	\$27,000
Directions in Design, Inc.	Design Services for M/V New Jersey Food Service Renovations	Professional Services	\$25,000
Downstream Aviation, LP d/b/a Epic Aviation, LLC	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$50,000
Dryden Diving	UWILD Hull Inspections at CMLF	Quotes	\$45,000
Duramax Marine, LLC	Cutlass Bearings and Keel Coolers	Proprietary	\$48,000
DVL Group, Inc.	Uninterruptible Power Systems (UPS) Services and Replacements	Professional Services	\$50,000
Eastern Salt Company (formerly Oceanport, LLC)	Deicing Rock Salt	State Contract	\$30,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Elliott Bay Design Group	Engineering Services for Vessel Improvements	Professional Services	\$50,000
eMaint	Annual Licenses, Maintenance and Support for CMMS System	Proprietary	\$65,000
Emergency Accessories & Installation, Inc. (EAI)	Emergency Lights and Equipment for Police Vehicles	State Contract	\$50,000
Emory Hill Real Estate Services, Inc.	Property Management Services for Salem Business Centre	Professional Services	\$30,000
Engine Systems, Inc. d/b/a Marine Systems Inc. (MSI)	Spare Engine Parts and Service for M/V Delaware	Proprietary	\$75,000
Fairbanks Morse Engine	Replacement Parts for CMLF Vessels	Proprietary	\$100,000
Farrell Roofing, Inc.	Lewes Ferry Terminal Roof Repair	Quotes	\$35,000
Fedway Associates, Inc.	Wine and Spirits for CMLF	Sole Source	\$75,000
Galls, LLC	New and Replacement Police Uniforms	State Contract	\$60,000
The Glosten Associates, Inc.	Peer Review of Propulsion Design Study for Vessel Repowers	Professional Services	\$30,000
Gourmet Kitchen, Inc.	Exclusive Food Products at CMLF	Sole Source	\$45,000
Gov Connections, Inc.	Microsoft Enterprise and other Software Licensing	Proprietary	\$130,000
Hartford Computer Government, Inc. (HCGI)	Desktop and Laptop Computers at Various DRBA Locations	State Contract	\$150,000
Hewlett Packard	Annual Server Maintenance	State Contract	\$50,000
The Home Depot Pro Institutional (formerly SupplyWorks)	Janitorial and Cleaning Supplies for Vessels and Terminals	State Contract	\$38,000
Hoopes Fire Protection	Annual Inspections of Fire Extinguishers	State Contract	\$40,000
Hubpoint Strategic Advisors, LLC	Professional Air Service Development Consulting at ILG	Professional Services	\$50,000
I.G. Burton	Replacement Police Vehicles	State Contract	\$200,000
International of Delmarva c/o Baylor, Inc.	Replacement Dump Trucks	Cooperative Contract	\$420,000
Jack N' Jill D.S.D	Ice Cream and Frozen Novelties at CMLF	Sole Source	\$40,000
Jackson Cross Partners	Real Estate Brokerage Services	Professional Services	\$25,000
Johnson & Towers, Inc.	Replacement Parts for Vessel Generators	Proprietary	\$45,000
Johnson Controls HVAC	HVAC System Installation, Maintenance and Parts for Building Automation System Authority-wide	Proprietary	\$100,000
Kapsch TrafficCom IVHS, Inc.	Annual Service, Support and Traffic Automation System for Traffic Management System	Proprietary	\$400,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Kent Oil Co.	Avgas for Resale and Off-Road Diesel at Delaware Airpark (33N)	Quotes	\$50,000
The Knotts Company	Vessel Sanitary Systems Parts and Service	Proprietary	\$45,000
Kramer Beverage Co.	Wine and Spirits for CMLF	Sole Source	\$60,000
Kronos	Software Licensing and Maintenance for Time and Attendance System	Proprietary	\$85,000
Kubota Tractor Corporation, c/o Burke Equipment Co.	Replacement Front-Mount Mowers	State Contract	\$55,000
Laurel Lawnmower, Inc.	Replacement Mowers	Cooperative Contract	\$40,000
Lawmen Supply Company	Ammunition, Targets and Body Armor	State Contract	\$60,000
Lionetti Associates, d/b/a Lorco Petroleum Services	Petroleum Recycling Services and Oil Filters at CMLF	Quotes	\$45,000
Lufkin Power Transmission	Spare Reduction Gear Parts and Service for M/V Delaware	Sole Source	\$35,000
Marine Safety Corporation d/b/a Sea Safety Services, Inc.	Vessel Life Raft Inspections	Proprietary	\$195,000
Maritime Institute of Technology and Graduate Studies (MITAGS)	CMLF Employee Maritime Training	Professional Services	\$43,000
Marketing & More Group, LLC	Media Planning Services for CMLF	Professional Services	\$35,000
MERE M-PACT Solutions, LLC	Maritime Emergency Response Training	Professional Services	\$26,000
Miles Media	CMLF Website Maintenance	Professional Services	\$42,000
Miller Environmental Group, Inc.	Emergency Environmental Response Services	State Contract	\$35,000
Motorola Solutions	Radio Maintenance and Equipment	State Contract	\$70,000
MTM Technologies	Annual Maintenance and Support for Network Hardware and Systems	State Contract	\$750,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
mXtr Automation, Inc.	Setup and Implementation of SharpSpring Tracking	Professional Services	\$40,000
National Capital Industries, Inc.	Replacement Truck-Mounted Attenuator	Sole Source	\$27,000
Network Fleet, Inc.	Authority-wide Wireless Fleet Management Services	State Contract	\$55,000
Northrop Grumman Sperry Marine	Electronics for CMLF Vessels	Proprietary	\$48,000
OmniThruster, Inc.	Maneuvering and Propulsion System Parts for CMLF	Sole Source	\$47,000
Oracle America, Inc.	Annual Maintenance and Support for Oracle Databases	Proprietary	\$48,000
Palfinger Marine USA Inc.	Inspections, Service and Parts for Rescue Boat Davits	Sole Source	\$47,000
Penn Jersey Paper Company	Food Service Items, Disposable Paper and Plastic Items at CMLF	State Contract	\$60,000
PetroChoice	Vessel Lube Oil	Quotes	\$90,000
Pivot Occupational Health	Occupational Health Services	State Contract	\$30,000
Randive	UWILD Hull Inspections at CMLF	Quotes	\$45,000
REVPAR International	Hospitality and Asset Management Consultant for CMLF	Professional Services	\$25,000
Riggins, Inc.	Gasoline and Ultra Low Sulfur Diesel	State Contract	\$100,000
Saf-Gard Safety Shoe Co.	Safety Shoes	State Contract	\$35,000
Siemens Building Technologies	Fire Detection System Installation and Support	Proprietary	\$50,000
Southern Glazer's Wine & Spirits of Delaware	Wine and Spirits for CMLF	Sole Source	\$25,000
Standard Distributing Co.	Wine and Spirits for CMLF	Sole Source	\$25,000
Star Building Services, Inc.	Janitorial Services at 33N	Quotes	\$25,000
Star Building Services, Inc.	Janitorial Services at ILG	Quotes	\$40,000
Steimling & Son, Inc.	Reconditioning of M/V Cape Henlopen Main Shafts, Rudders, Bearings and Sleeves	Sole Source	\$37,000
TIMCO Industries, Inc.	Spare Control Parts and Service for M/V Delaware	Proprietary	\$26,000
Titan Aviation Fuels, Inc.	Avgas for Resale at Delaware Airpark (33N)	Quotes	\$50,000
Trellist Marketing and Technology	Digital Marketing at CMLF and Customer email Program at ILG	Professional Services	\$42,000
TRGroup, Inc.	Upgrade CMLF Vessel Wi-Fi	Proprietary	\$30,000
Tyler Technologies	Maintenance and Support for Finance and Human Resources ERP Systems and Police CAD System	Proprietary	\$200,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
United Electric Supply Co.	Various Electrical Supplies for all Facilities	State Contract	\$200,000
USI Insurance Services, LLC	Authority-wide Insurance Brokerage and Consulting Services	Committee Waiver	\$299,000
The VATv Network	Video Production Services for CMLF and DRBA	Professional Services	\$28,000
W.B. Mason	Office Supplies and Printer Toner	State Contract	\$35,000
W.W. Grainger, Inc.	Industrial Supplies, Equipment and Maintenance	State Contract	\$25,000
Waste Management	Refuse Removal Services	State Contract	\$135,000
Wayman Fire Protection, Inc.	Authority-wide Fire Suppression System Replacements and Repairs (Maintenance Department)	Quotes	\$50,000
Yardi Systems, Inc.	Property Management Software	Proprietary	\$49,000

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 19-49 was made by Commissioner Decker, seconded by Commissioner Smith and approved by a roll call vote of 11-0 with one partial abstention. Prior to the vote Commissioner Carey noted that she had a conflict of interest as it relates to the approval of MTM Technologies. Her vote in the affirmative included abstention to the approval of MTM technologies.

Resolution 19-49 Executive Summary Sheet

Resolution: Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2020 through December 31, 2020.

Committee: Budget & Finance

Committee and Board Date: December 17, 2019

Purpose of Resolution:

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2020 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:

Adelte Ports and Maritime: Passenger Loader Tubes Maintenance Program at CMLF

The Authority entered into a service agreement for annual preventative maintenance training when it purchased the Adelte passenger boarding bridges located at the CMLF Terminals. As the original equipment manufacturer, Adelte technicians make several visits to train Authority staff on proper inspection, testing and lubrication of the system's mechanical, electrical and control equipment.

Advantech Inc.: Replacement Video Management System

The Authority will be utilizing Advantech to begin replacement of the current Video Management System (VMS). Advantech sells and supports Milestone Systems, the new VMS manufacturer selected by the Authority, and will provide integration and implementation of the new VMS in accordance with the prices of their competitively bid state contract for Building Access Security Services (GSS 19599-BLDG_SECURE).

Allied Beverage: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Allied Beverage Distributors for its Cape May terminal food operations. Allied Beverage holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

American Bureau of Shipping: Vessel Inspections and Certifications

The American Bureau of Shipping (ABS) is the sole regulatory body authorized to perform inspections on vessels that are built according to ABS standards/classifications. All of the Authority's vessels were built to ABS standards and thus all are subject to ABS inspections and associated US Coast Guard regulations.

AMSEC, LLC: Engineering Services for Vessel Improvements

AMSEC, Elliott Bay Design Group and C.R. Cushing are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

Art Guild, Inc.: Exhibit Booth and Related Services

The Authority attends several aviation-related conferences to promote its airport facilities throughout the year. Art Guild was hired to design and build a professional exhibit booth for the Authority to use during such events. Art Guild stores our exhibit booth in the off-season and ships and assembles it to locations as requested by the Authority.

Assurance Media, LLC: Service and Equipment Installation for CCTV

As part of its Security Enhancement Program, the Authority continues to upgrade its closed-circuit television (CCTV) located throughout the facilities to improve surveillance

and video streams, add network flexibility and provide enhanced features such as remote accessibility. The replacement equipment, professional services, and implementation will be purchased at prices matching Assurance Media's state contract to provide Audio Visual Equipment and Audio Visual Web Conferencing, Contract No. GSS15745-AV_EQPTCONF.

Beurteaux: Replacement Seating for CMLF Vessels

The Authority utilized an open-competitive bidding process in 2006 to select a marine seating manufacturer to outfit CMLF vessels. Replacement marine seating is planned to be purchased in 2020, with the goal being to provide the same style of seats on all three vessels.

Breakthru Beverage Delaware: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Breakthru Beverage Delaware for its Lewes terminal food operations. Breakthru Beverage holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

C.R. Cushing & Co., Inc.: Engineering Services for Vessel Improvements

C.R. Cushing, AMSEC and Elliott Bay Design Group are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

Canon Business Solutions: Authority-wide Copier Leases

Canon Business Solutions, Inc. is party to a state contract (GSS19091) to provide copier leases. This expenditure will cover the cost of all copier leases and supplies Authority-wide.

Cape Beverage Distributing: Wine and Spirits for CMLF

The Authority purchases beer and spirits through Cape Beverage Distributing for its Cape May terminal food operations. Cape Beverage Distributing holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

Cape Marine, Inc.: Replacement Rescue Boat Hulls

The Authority uses this distributor to supply and install new rescue boat hull sponsons, repair fiberglass, etc. The replacement sponsons are made by Zodiac Milpro, who maintains the exclusive rights to manufacture and sell via authorized distributors.

CapitalSoft, Inc.: Annual Maintenance and Support for Project Management Software

CapitalSoft is the proprietary vendor that developed the Authority's Project Management System (CapEx Manager). This expenditure is estimated to cover annual maintenance expenses as well as ongoing programming enhancements.

Carl King Energy: Gasoline and Ultra Low Sulfur Diesel

The Authority stores and dispenses Gasoline and Ultra Low Sulfur Diesel Fuel at its Delaware-based facilities for use in Authority-owned vehicles and equipment. The price per-gallon of gasoline and diesel fuel is competitively awarded by the State according to the county and the capacity of the tank in which the purchased fuel will be stored. Carl King Energy is currently a party to a competitively bid state contract to provide gasoline and diesel fuel to “A” tanks in Kent and Sussex Counties and “B” tanks in all counties (GSS16002-GASOLINE and GSS16550-ULSD).

Carus AB Ltd: Maintenance and Support for CMLF Fare Collection and Reservation System

Carus is the proprietary vendor that developed the Fare Collection and Reservation System for the Cape May-Lewes Ferry. This expenditure will cover the annual maintenance expense for this system as well as the purchase of additional modules.

Cato, Inc.: Diesel Fuel for DMB Vehicles and Equipment

The Authority stores and dispenses Ultra Low Sulfur Diesel Fuel at the DMB Administrative Complex for use in Authority-owned vehicles and equipment. The price per-gallon for diesel fuel is competitively awarded by the State according to the county and the capacity of the tank in which the purchased fuel will be stored. Cato, Inc. is currently a party to the lowest-priced state contract to provide diesel fuel to 5,000+ gallon tanks (“A” tanks) located within New Castle County (GSS16550-ULSD).

Chemical Equipment Labs, Inc.: Deicing Rock Salt

Chemical Equipment Labs has a state contract (GSS19469) to provide bulk rock salt. The Authority is responsible for the winter maintenance of 124 lane miles of roadway in New Castle County to keep the roads clear of ice and snow for the motoring public. This firm is one of the two suppliers under state contract from which the Authority requests quotes when in need of rock salt.

ClearBridge Media Consulting, d/b/a Imminent Communications & Marketing, LLC: Digital Marketing Campaign for MIV

ClearBridge Media Consulting was selected by the Cumberland County Improvement Authority (CCIA) for digital and video production. The Authority intends to engage ClearBridge Media Consulting to provide professional consulting services to mount a digital marketing campaign for Millville Airport.

CNI Sales, Inc.: Annual Maintenance and Equipment Costs for Wi-Fi

The Authority has installed a fully managed Wi-Fi network at all sites to better service our internal and external customers. CNI Sales is under state contract to provide Aruba Wi-Fi networks and web filter maintenance.

The Coca-Cola Company: Fountain and Bottled Soda and Beverages for CMLF

The Authority has contracted the Coca-Cola Co. to distribute its beverage products throughout the CMLF vessels and terminals. Coca-Cola is sold according to exclusive distribution rights.

Cohere: DRBA Mission and Strategic Branding Services

In response to employee feedback received from an internal Climate Survey undertaken in August 2017, the DRBA determined that it needed 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, Cohere was selected as the best candidate to provide the services needed. Since beginning work in 2018, Cohere's 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 proposed effort will be the continued provision of advisory and creative services for the internal and external rollout of the new mission, logo and tag line.

Collins + Co.: Public Relations Services for DRBA and CMLF

The Authority utilizes a professional public relations and marketing firm to enhance the visibility of the CMLF brand. Collins + Co. strategically develops customized communications to positively impact our growth and success.

Collinson, Inc.: Supply and Install Guide Rail and Related Materials

Throughout the year the Authority retains a contractor specializing in guide rail repair and related work to rehabilitate areas damaged by motorists. Quotes for the current repair work were solicited and received from three contractors, with Collinson quoting the lowest price to supply the materials and perform the work as specified by DRBA staff. Based on the cost of repairs from the prior year, it is likely that the cost of such services will exceed the \$25,000 threshold in 2020.

The Convention News Company, Inc.: Airport Advertising Services

The Authority plans to purchase an advertorial insert for placement in the August issue of "Solutions in Business Aviation" and plans to advertise in the "Convention News Daily" publication during the 2020 Business Aviation Convention and Expo. The advertising is meant to attract the attention of businesses who may be interested in the Authority's airport opportunities in the Northeast Corridor. The subject matter of the aforementioned publications correlate directly to the Authority's airport business.

Cryotech Deicing Technology: Runway Deicer

Cryotech Deicing Technology is the provider of liquid and solid runway and taxiway deicing materials for the Authority's Airports Operations. Cryotech is the sole supplier of E36, a fast acting, environmentally friendly and economical deicer that is the industry standard for use on airside pavements.

CTM Media Group: CMLF Brochure Placement & Distribution

As part of its CMLF ferry-marketing plan, the Authority makes arrangements to have CMLF ferry brochures displayed at local establishments in the CMLF regional area. CTM Media Group is the company that owns the brochure racks and controls such services in the following areas: New Jersey, New York, Pennsylvania, Virginia and part of Maryland.

Customers by Design: Market Research, Focus Groups, Satisfaction Surveys

Customers by Design provides the Authority with ongoing survey and market research gathered from the public and internal employee groups for market intelligence used for the Cape May-Lewes Ferry marketing program development and, more recently, internally for employee focus groups and satisfaction surveys.

Deardorff Associates: Media and Brand Strategy and Creative Services at Airports

Deardorff Associates provides professional media and brand strategy and creative services at several of the Authority's airports. Services include rebranding, updating logos, marketing campaigns, etc.

Deere & Company c/o Atlantic Tractor, LLC: Replacement Tractor with Cab

The Authority is replacing a tractor with cab that has exceeded its useful life and meets the equipment replacement criteria for age and/or condition. The purchase will be made via an authorized equipment dealer (Atlantic Tractor) at the Sourcewell (formerly NJPA) competitively bid cooperative contract price (Contract #021815-DAC: Agricultural Tractors & Equipment). The replaced equipment will be sold at public auction.

Delaware Business Systems: Annual Maintenance and Equipment for Point-of-Sale System at CMLF Terminals

Delaware Business Systems provides proprietary hardware and annual maintenance to the existing Food & Retail point-of-sale system at CMLF terminals.

Delaware Elevator, Inc.: Authority-Wide Interior Elevator Maintenance

The Authority requires a contractor perform annual safety inspections, pressure testing and additional services to building elevators Authority-wide. Maintenance staff solicited and received quotes from three contractors and Delaware Elevator submitted the lowest bid. 2020 represents the final year of a three-year contract for the services.

Delmarva Communications, Inc.: Police Vehicle Emergency Equipment

As new Police vehicles are acquired, the Authority purchases equipment for up-fitting each vehicle (e.g., light bars, controllers, power switches, etc.). Equipment prices are pursuant to Delmarva Communications' state contract (GSS15735A).

Diedrich RPM: CMLF Digital Display Ads and Search Engine Marketing

Diedrich provides services to the Cape May-Lewes Ferry which enable the Authority to benchmark results and analyze improvements year-over-year. Services include banner-ad placement, management of the Google Ads campaign, and real-time ad target modification.

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.

Directions in Design, Inc.: Design Services for M/V New Jersey Food Service Renovations

The Authority has hired Directions in Design to provide design services for food court, kitchen and bar area renovations to occur aboard the M/V New Jersey during its next scheduled dry dock/repower. The consultant was selected based on their experience providing design consulting services for other ferry operations.

Downstream Aviation, LP d/b/a Epic Aviation, LLC: Avgas for Resale at Delaware Airpark (33N)

Titan Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs.

Dryden Diving: UWILD Hull Inspections at CMLF

Dryden Diving and Randive are the two available contractors that will be contacted to submit quotes for any UWILD (Under Water In Lieu of Dry-docking) inspection work that may be necessary. The Contractor’s divers will do a complete video inspection of all hull weld seams, inspect all the propellers, shafts, rudders, bow thrusters, sea chests, intakes, anodes and underwater valves. Each firm will be contacted to provide quotes for each UWILD inspection. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, each of the two available vendors have been included.

Duramax Marine: Cutlass Bearings and Keel Coolers

Duramax Marine is the only ABS-approved source for the bronze-lined split flange cutlass bearings that fit the propellers on Authority vessels. These bearings have an eighteen (18) week lead-time.

DVL Group, Inc.: Uninterruptible Power Systems (UPS) Services and Replacements

The DRBA utilizes the expertise of the DVL Group to provide infrastructure management solutions and services. Uninterruptible Power Supplies (UPS) sustain the Authority’s critical operations/infrastructure in the following locations: DMB Administration - Authority Wide Server Room, DMB Julia Building - Toll System and critical power, Lewes Administration - Server Room, and Cape May Administration - Server Room.

Eastern Salt Company (formerly Oceanport, LLC): Deicing Rock Salt

Eastern Salt Co. offers the Authority competitively bid state contract pricing (GSS19469) for bulk magnesium chloride-treated deicing rock salt, which is effective in extremely low temperature conditions. This firm is one of the two suppliers under state contract from which the Authority requests quotes when in need of rock salt.

Elliott Bay Design Group: Engineering Services for Vessel Improvements

Elliott Bay Design Group, C.R. Cushing and AMSEC are each capable of providing various marine engineering and naval architect design and consulting services in support of the CMLF vessel improvements program and these vendors will be contacted for proposals as the need arises. Having each as an approved vendor will provide the latitude for the Authority to react quickly to fulfill the need for the aforementioned services.

eMaint: Annual Licenses, Maintenance and Support for CMMS System

In 2017, the Authority implemented the use of Computerized Maintenance Management System (CMMS) software to help schedule, plan, manage, and track maintenance activities associated with equipment, vehicles and facilities. The Authority reviewed sixteen different CMMS software packages, completed nine web demos and selected four vendors to present a live demo to a multi-department audience. Three quotes were received and independently scored, with eMaint being the selected vendor.

Emergency Accessories & Installation, Inc. (EAI): Emergency Lights and Equipment for Police Vehicles

As new Police vehicles are acquired throughout the year, the Authority purchases equipment for up-fitting each vehicle (e.g., light bars, controllers, power switches, brackets, barriers, K9 equipment, etc.). Equipment prices are pursuant to EAI's state contract (GSS17626 - Emergency Vehicle Warning Systems and Equipment).

Emory Hill Real Estate Services, Inc.: Property Management Services for Salem Business Centre

The DRBA uses a professional property management company to manage the operation of the Salem Business Center in Carneys Point, New Jersey. Emory Hill provides association and building management services such as rent collection, creating a tenant/facility database, assisting in the preparation of contracts and agreements, property maintenance, creating and updating a property management reporting system, and managing the association of parcel owners to handle the common affairs of the office park.

Engine Systems, Inc. d/b/a Marine Systems Inc. (MSI): Spare Engine Parts and Service for M/V Delaware

MSI owns the distributorship rights of Electro Motive Division (EMD) engines and parts in our region, thus they are the sole vendor for OEM replacement parts for the EMD engines installed on the M/V Delaware. This purchase is to create a spare parts inventory to support the vessel in the future.

Fairbanks Morse Engine: Replacement Parts for CMLF Vessels

Fairbanks Morse is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of the main engines on all Authority vessels.

Farrell Roofing, Inc.: Lewes Ferry Terminal Roof Repair

The Authority intends to hire a contractor to perform roof repair at the Lewes Ferry Terminal. Staff solicited quotes from three contractors and Farrell Roofing submitted the lowest bid to perform the work.

Fedway Associates, Inc.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Fedway Associates for its Cape May terminal food operations. Fedway Associates holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

Galls, LLC: New and Replacement Police Uniforms

The Authority purchases Police Uniforms for all sworn personnel at the Delaware Memorial Bridge, Lewes and Cape May Police Troop locations through a state contract. Purchases include replacement uniforms for those that have reached their useful wear expectancy and new uniforms for newly hired officers.

The Glosten Associates, Inc.: Peer Review of Propulsion Design Study for Vessel Repowers

The Authority has contracted Glosten to conduct a peer review of the Propulsion Design Review Study provided by the Authority's marine architects/engineers. This will serve to verify the new propulsion parameters of each vessel. If adjustments to the design parameters are needed, those adjustments will be made before moving forward to the next phase of design. The Authority's repower project is currently scheduled to continue through the spring of 2021.

Gourmet Kitchen, Inc.: Exclusive Food Products at CMLF

The Authority's Food and Retail Department will be sourcing specialty food products that are typically unavailable through traditional direct-to-consumer food distributors. Products include gourmet hors d'oeuvres, handmade desserts, and products made specifically for those with special dietary requirements. Gourmet Kitchen serves as the sole manufacturer and distributor of the food products that are available only through them.

Gov Connections, Inc.: Microsoft Enterprise and other Software Licensing

The Authority purchases Microsoft Enterprise operating licenses (such as Windows Enterprise, Microsoft Office, etc.) and other software licenses from Gov Connections (formerly Softmart), a contracted Microsoft reseller.

Hartford Computer: Desktop and Laptop Computers at Various DRBA Locations

The Authority uses HP hardware technology and will be purchasing desktop and laptop computers from HCGI, an authorized reseller of Hewlett Packard (HP) products. New and replacement units will be installed at various locations as-needed. HCGI holds a state contract (GSS15133) to resell HP hardware and offers those contract prices to the Authority.

Hewlett Packard: Annual Server Maintenance

Hewlett Packard (HP, Inc.) is the technology hardware provider for the Authority and offers the Authority equipment and services at prices matching their competitively bid state contract to provide Computer Equipment, Peripherals & Related Services (GSS15133).

The Home Depot Pro Institutional: Janitorial and Cleaning Supplies for Vessels and Terminals

The Authority purchases janitorial and cleaning supplies such as paper products, hand soap, floor stripper and wax, rug cleaning products, mops, brooms, etc., for the Ferry vessels through contract pricing as awarded to the Home Depot Pro Institutional (formerly SupplyWorks) by state contract (COL19013).

Hoopes Fire Protection: Annual Inspections of Fire Extinguishers

The Authority will be utilizing the services of Hoopes Fire Protection for annual fire extinguisher inspections at all Authority facilities. The pricing at which the Authority will receive the services is pursuant to the vendor's state contract (GSS16259-FIRE_SUPPR) for Fire Suppression Services, Inspection and Testing.

Hubpoint Strategic Advisors, LLC: Professional Air Service Development Consulting at ILG

The Authority will use the services of an air service development consultant during FY 2020.

I.G. Burton: Replacement Police Vehicles

The Authority is replacing five (5) police vehicles that have exceeded their useful life and meet the vehicle replacement criteria in place for the Authority. The replacement vehicles will be purchased via competitively-bid state contract (GSS19013A-POLICE_VEH) and the retired vehicles will be sold at public auction.

International of Delmarva c/o Baylor, Inc.: Replacement Dump Trucks

The Authority is replacing one 6-wheel and two 10-wheel dump trucks that have exceeded their useful life and meet the Authority's equipment replacement criteria. The purchase of replacement dump trucks will be made via an authorized equipment dealer (Baylor, Inc.) at the Sourcewell (formerly NJPA) competitively-bid contract price (#081716-NVS). The replaced vehicles will be sold at public auction.

Jack N' Jill D.S.D: Ice Cream and Frozen Novelties at CMLF

Due to limitations of the available Hershey-branded ice cream and frozen novelty products, the Authority's Food and Retail Department has decided to offer Nestle, Edy's and Good Humor ice cream and frozen novelties. Including their company-branded products Jack N' Jill is the sole and exclusive provider of the frozen products that the Authority intends to sell to customers.

Jackson Cross Partners: Real Estate Brokerage Services

The Authority periodically has a need for services including of professional advice, assistance and representation with respect to real estate matters including, but not limited to the sale of DRBA property, the leasing of DRBA property, and the purchase or lease of new property.

Johnson & Towers, Inc.: Replacement Parts for Vessel Generators

Johnson & Towers is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of service generators installed on Authority vessels.

Johnson Controls HVAC: HVAC System Installation, Maintenance and Parts for Building Automation System Authority-wide

Johnson Controls is authorized to provide parts and service to our Metasys Building Automation System. 2020 represents year two of a three-year contract for the services.

Kapsch TrafficCom IVHS, Inc.: Annual Service, Support and Traffic Automation System for Traffic Management System

Kapsch is the proprietary supplier of the DMB traffic management software system and provides annual maintenance, equipment, support and enhancements. The Authority uses Kapsch as its provider of intelligent transportation systems in the areas of tolling, traffic management and traffic safety.

Kent Oil: Avgas for Resale at Delaware Airpark (33N)

Titan Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs. Kent Oil is also a source of off-road diesel for Airport Maintenance crews at 33N.

The Knotts Company: Vessel Sanitary Systems Parts and Service

Each CMLF vessel uses a series of unique pumps to maintain a constant vacuum on sanitary system. These systems are aging and require service more regularly. The licensed distributor in our area is the Knotts Company.

Kramer Beverage Co.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Kramer Beverage for its Cape May terminal food operations. Kramer Beverage holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the State of New Jersey Alcoholic Beverage Commission.

Kronos: Software Licensing and Maintenance for Time and Attendance System

Kronos is the proprietary time and attendance system used throughout the Authority. The estimated cost includes the annual maintenance contract as well as the purchase of additional time clocks.

Kubota Tractor Corporation, c/o Burke Equipment Co.: Replacement Front-Mount Mowers

The Authority is replacing two (2) Kubota front-mount mowers that have exceeded their useful life and meet the equipment replacement criteria in place. The purchase will be made via an authorized equipment dealer (Burke Equipment) at the competitively-bid state contract price (#GSS17673). The replaced equipment will be sold at public auction.

Laurel Lawnmower, Inc.: Replacement Mowers

The Authority is replacing several mowers that have exceeded their useful life and meet the Authority's equipment replacement criteria. The mower purchases will be made via an authorized equipment dealer (Laurel Lawnmower, Inc.) at a competitively-bid cooperative contract price (Sourcewell #062117-EXM Grounds Maintenance Equipment, Attachments, Accessories, and Related Services).

Lawmen Supply Company: Ammunition, Targets and Body Armor

Lawmen Supply Company is under state contract [GSS16585 (armor); GSS17043 (ammunition & targets)] to provide police and homeland security equipment and supplies and offers those prices to DRBA Police.

Lionetti Associates, d/b/a Lorco Petroleum Services

The Cape May-Lewes Ferry uses Lorco Petroleum Services throughout the year for the disposal of oily water and contaminated diesel fuel, and for oil filters and related supplies for the vessels. Staff solicited quotes from three contractors and Lorco submitted the lowest bid to perform the services.

Lufkin Power Transmission: Spare Reduction Gear Parts and Service for M/V Delaware

Lufkin Power Transmission produced the precision-made reduction gears (a main component of the drive train) newly installed on the M/V Delaware. Lufkin is the sole source for OEM replacement parts for our reduction gears. This purchase is to create a spare parts inventory to support the vessel in the future.

Marine Safety Corporation d/b/a Sea Safety Services, Inc.: Vessel Life Raft Inspections

Marine Safety Corporation is the local proprietary providers and suppliers of replacement parts for overhauls, emergency repairs and maintenance of the existing life rafts installed on all Authority vessels.

Maritime Institute of Technology and Graduate Studies (MITAGS): CMLF Employee Maritime Training

Several CMLF employees will attend MITAGS throughout the year for maritime-related coursework.

Marketing & More Group, LLC: Media Planning Services for CMLF

Marketing & More works on behalf of the Authority to negotiate paid media rates for print and radio, creates media plans to help us allocate our budget across media outlets, creates the insertion orders required by the media outlets and helps us reconcile incoming invoices against orders.

MERE M-PACT Solutions, LLC: Maritime Emergency Response Training

The Authority utilizes professional instructors to provide emergency response training to the CMLF Marine department. The purpose of each course is to increase the knowledge and preparedness of Cape May-Lewes Ferry personnel concerning a variety of emergency situations. The company is the result of a merger between Maritime Emergency Response Educators, LLC and Maritime Protection Audit Training (M-PACT).

Miles Media: CMLF Website Maintenance

In 2017, four firms submitted proposals to redesign and rebuild the CMLF.com website on a new content management/digital platform. As a result of this competitive process, Miles Media was selected to provide the services. Miles Media continues to maintain the CMLF page.

Miller Environmental Group, Inc.: Emergency Environmental Response Services

The Authority requires the services of a Miller Environmental Group, a primary contractor for DNREC, who will serve as the responder for chemical spill incidents involving waterways. Miller Environmental Group offers mitigation services to the Authority at their competitively-bid state contract price (Contract No. GSS18731-HAZARDS).

Motorola Solutions: Radio Maintenance and Equipment

The Authority continues to replace all 800 MHz hand-held and in-vehicle radios via state held by Motorola (GSS15676-COMMEQUIP).

MTM Technologies: Annual Maintenance and Support for Network Hardware and Systems

Services and equipment including computer equipment purchases, ongoing annual maintenance contracts on existing systems and disaster recovery planning and associated equipment are purchased by the Authority at competitively-bid state contract prices through one of the following state contracts awarded to MTM: Telecommunications Systems and Services (GSS17455); Data Communications Products & Services (GSS14579); Audio Visual Equipment and Audio Visual Web Conferencing (GSS15745); and/or Computer Equipment, Peripherals & Related Services (GSS15133).

mXtr Automation, Inc.: Setup and Implementation of SharpSpring Tracking

mXtr Automation provides the Authority with marketing automation and tracking software and services to replace current email system, improve segmented outreach, integrate reporting across digital platforms, and track customer buying across multiple channels to get better data on the value of various marketing investments.

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.

Network Fleet: Authority-wide Wireless Fleet Management Services

Network Fleet, Inc. is under state contract (GSA17047) to provide wireless fleet management services. The estimated cost will cover the annual wireless expense to track and monitor all Authority-owned vehicles.

Northrop Grumman Sperry Marine: Electronics for CMLF Vessels

Northrop Grumman Sperry Marine is the proprietary supplier of replacement parts for overhauls, emergency repairs and maintenance of the radars and navigational equipment on all Authority vessels.

OmniThruster: Maneuvering and Propulsion System Parts for CMLF

OmniThruster, Inc. is the original equipment manufacturer of the hydraulic bow thruster system installed on the M/V Delaware and the M/V Cape Henlopen, and the sole distributor for parts necessary to keep the hydraulic bow thruster systems fully operational.

Oracle America, Inc.: Annual Maintenance and Support for Oracle Databases

Oracle is the proprietary database used for the existing Time Attendance System, the Fare Collection System, the Toll Reconciliation System, and the Procurement/Project Management System. The estimated cost will cover the annual maintenance plus the duplication of the Oracle database for disaster recovery.

Palfinger Marine USA Inc.: Inspections, Service and Parts for Rescue Boat Davits

Palfinger is the sole source provider of five-year inspections, certifications, and periodic emergency services for the rescue boat davits aboard each of the CMLF ferries. Such services are required for each CMLF vessel to remain in conformance with the USCG. The estimate includes the cost of replacing the wire falls, weight test certificates, and the inspection of winch and davit assembly for each CMLF vessel.

Penn Jersey Paper Company: Food Service Items, Disposable Paper and Plastic Items at CMLF

The Authority intends to purchase cleaning agents and disposable food service items via Penn Jersey Paper Company at competitively-bid state contract prices (GSS18603 - Janitorial and Cafeteria Supplies).

PetroChoice: Vessel Lube Oil

The Authority solicited quotes from all available area providers of Mobil-Exxon lubricating oil utilized on all Authority vessels. PetroChoice submitted the lowest quote.

Pivot Occupational Health: Occupational Health Services

The Authority will be using Pivot Occupational Health for various occupational health services including pre-employment physical examinations, lab work, fit-for-duty

evaluations, drug and alcohol testing and vaccinations. Pivot Occupational Health offers these services to the Authority at their competitively-bid state contract price (Contract No. GSS14712-PHYTESTLAB).

Randive: UWILD Hull Inspections at CMLF

Randive and Dryden Diving are the two available contractors that will be contacted to submit quotes for any UWILD (Under Water In Lieu of Dry-docking) inspection work that may be necessary. The Contractor's divers will do a complete video inspection of all hull weld seams, inspect all the propellers, shafts, rudders, bow thrusters, sea chests, intakes, anodes and underwater valves. Each firm will be contacted to provide quotes for each UWILD inspection. It is impossible to predict which contractor will be the lowest bidder, thus in an effort to avoid an emergency condition, each of the two available vendors have been included.

REVPAR International: Hospitality and Asset Management Consultant for CMLF

To further our initiative to provide a unique experience for all customers of the Cape May-Lewes Ferry, the Authority hired REVPAR to manage the process of selecting a food and beverage concessionaire to redevelop, reposition and manage the full operations of the Lewes terminal restaurant and all associated facilities and functions. The Authority continues engage REVPAR to perform additional hospitality analyses and projects at the Cape May-Lewes Ferry terminals.

Riggins, Inc.: Gasoline and Ultra Low Sulfur Diesel

The Authority stores and dispenses Gasoline and Ultra Low Sulfur Diesel Fuel at its Delaware-based facilities for use in Authority-owned vehicles and equipment. The price per-gallon of gasoline and diesel fuel is competitively awarded by the State according to the county and the capacity of the tank in which the purchased fuel will be stored. Riggins is currently a party to a competitively-bid state contract to provide gasoline and diesel fuel within all counties and for all tank sizes (GSS16002-GASOLINE and GSS16550-ULSD).

Saf-Gard Safety Shoe Co.: Safety Shoes

The Authority provides safety footwear for eligible employees. Saf-Gard is party to a competitively-bid state contract (GSS19070) to supply safety shoes and offers the Authority the products at matching rates.

Siemens Building Technologies: Fire Detection System Installation and Support

The Authority utilizes fire alarm system equipment manufactured by Siemens Building Technologies at all Delaware Memorial Bridge and Cape May-Lewes Ferry facilities and requires the proprietary programming services of the original equipment manufacturer to update the system at each facility to reflect changes to building infrastructure. The Authority also utilizes Siemens for general deficiency resolution requiring hardware and software modifications.

Southern Glazer's Wine & Spirits of Delaware: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Southern Wine & Spirits for its Lewes terminal food operations. Southern Wine & Spirits holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

Standard Distributing Co.: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Standard Distributing for its Lewes terminal food operations. Standard Distributing holds the exclusive regional distribution rights to the specific brands that the Authority uses according to customer demand. Sales are regulated by the Office of the Delaware Alcoholic Beverage Control Commissioner.

Star Building Services, Inc.: Janitorial Services at 33N

The Authority uses a contractor for janitorial services at 33N. Staff solicited quotes from five contractors and Star Building Services submitted the lowest bid to perform the work. The Authority and the vendor will enter into year two of a three-year contract in 2020.

Star Building Services, Inc.: Janitorial Services at ILG

The Authority uses a contractor for janitorial services at ILG. Staff solicited quotes from five contractors and Star Building Services submitted the lowest bid to perform the work. The Authority and the vendor will enter into year two of a three-year contract in 2020.

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 the CMLF fleet. The Authority intends to have the items serviced in advance to ensure they are ready during each shipyard visit.

TIMCO Industries, Inc.: Spare Control Parts and Service for M/V Delaware

TIMCO Industries, Inc. owns the distributorship rights of Kobelt Controls for parts and service for the main engine and reduction gear controls installed on the M/V Delaware. The estimated amount of the purchase is intended to create a spare parts inventory to support the vessel in the future.

Titan Aviation Fuels, Inc.: Avgas for Resale at Delaware Airpark (33N)

Titan Aviation Fuels, Inc., Epic Aviation, LLC and Kent Oil Co. have been identified as having the service ability to routinely deliver aviation gasoline (avgas) in small container loads (33N storage capacity is limited to 5,000 gallons) at competitive rates. Since it is impossible to predict which vendor will be offering the best spot rate at any time during the year, all three vendors have been added as possible fuel suppliers and will be contacted for quotes corresponding with our avgas needs.

Trellist Marketing: Digital Marketing at CMLF and Customer email Program at ILG

Trellist provides the Authority with professional email marketing and development, social business strategy and marketing support services for the Cape May-Lewes Ferry.

TRGroup, Inc.: Upgrade CMLF Vessel Wi-Fi

The Cape May-Lewes Ferry currently relies on a licensed microwave point-to-point wireless solution developed by TRGroup to keep CMLF employees and passengers Internet-connected while traveling. This continued project will replace the current tower equipment with new equipment required to license the Wi-Fi frequency, thereby eliminating interference with unlicensed frequencies.

Tyler Technologies: Maintenance and Support for Finance and Human Resources ERP Systems and Police CAD System

Tyler Technologies is the proprietary vendor that developed the Authority's Enterprise Resource Planning Systems (MUNIS) and the Police CAD System. This purchase will cover the annual maintenance expenses for these systems.

United Electric Supply Co.: Various Electrical Supplies for all Facilities

The Authority purchases bulbs, lighting fixtures, panel boxes, covers, ballasts, wire, cable, circuit breakers and other miscellaneous electrical components for use at all facilities through state contract pricing (GSS17491) as awarded to United Electric.

USI Insurance Services, LLC: Authority-wide Insurance Brokerage and Consulting Services

The Authority requires a professional insurance broker and consultant to manage and monitor the Authority's overall insurance program, to market and implement all Authority insurance policies, to administer and maintain the Authority's insurance coverages, to provide claim management and loss control services, and other related services.

The VATv Network: Video Production Services for CMLF and DRBA

The Authority uses a professional video production firm to provide camera crews, post-production and script-to-screen production services. VATv owns and operates the Philadelphia Visitor's Channel, the Brandywine Visitor's Channel and FerryVision TV.

W.B. Mason: Office Supplies and Printer Toner

The Authority purchases various office supplies, including paper and printer toner cartridges, through W.B. Mason's state contract (GSS18489).

W.W. Grainger, Inc.: Industrial Supplies, Equipment and Maintenance

Grainger and holds competitively-bid state contracts for Industrial Supplies and Equipment and Maintenance, Repair and Operations Items. Purchases will be made at a cost that Grainger has guaranteed on either state Contract (GSS18577 or M0002), whichever is less.

Waste Management: Refuse Removal Services

Waste Management provides the Authority with solid waste removal. Waste Management holds a state contract for refuse hauling and container rental service (GSS15061).

Wayman Fire Protection, Inc.: Authority-wide Fire Suppression System Replacements and Repairs (Maintenance Department)

The Authority currently uses the services of Wayman Fire Protection for annual fire suppression systems inspections, replacements and repairs at all DRBA facilities. Staff solicited and received quotes from three contractors and Wayman submitted the lowest bid. The Authority and the vendor have entered into a contract which is set to expire 12/20/20.

Yardi Systems, Inc.: Property Management Software

In 2019, the Authority replaced its Property Management software provider with Yardi Systems, Inc. Yardi provides online tenant management, payment processing, and capability to integrate with the Authority's financial system, MUNIS.

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 including, but not limited to, the desirability of owner furnished materiel and supplies in vessel repair, maintenance, renovation and rehabilitation, may increase or waive the thresholds established in paragraphs 1 and 2 of Resolution 98-31. (DRBA Resolution 98-31 Part 3).

Cooperative 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 publicly-bid contract price for state and governmental entities. In accordance with Resolution 11-36, this purchase classification 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"*.

Professional Service. 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).

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.).

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RESOLUTION 19-50 – ADOPTING THE DELAWARE RIVER AND BAY AUTHORITY’S 2020 CAPITAL IMPROVEMENT PROGRAM (CIP)

WHEREAS, The Delaware River and Bay Authority (the “Authority”) has developed a 2020 Capital Improvement Program (CIP) for capital improvement projects Authority wide in the amount of \$128,642,000.00 in Authority funds and \$12,536,000.00 in external funds, for a total of \$141,178,000.00; and

WHEREAS, the Projects Committee has conducted a publicly advertised meeting on the proposed 2020 CIP; and

WHEREAS, the Authority’s Projects Committee has reviewed and approved the proposed

2020 CIP and recommends its adoption by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby adopts a 2020 CIP investment proposal of \$141,178,000.00.

A motion to approve Resolution 19-50 was made by Commissioner Ratchford, seconded by Commissioner Decker and approved by a roll call vote of 11-0.

Resolution 19-50 Executive Summary Sheet

Resolution: Authorizing the adoption of The Delaware River and Bay Authority’s 2020 Capital Improvement Program (CIP) investment proposal

Committee: Projects Committee

Committee Date: December 17, 2019

Board Date: December 17, 2019

Purpose of Resolution: To authorize adoption of the Delaware River and Bay Authority’s 2020 Capital Improvement Program (CIP) investment proposal in the amount of \$128,642,000.00 in Authority funds and \$12,536,000.00 in external funds, for a total of \$141,178,000.00.

Background for Resolution:

The Delaware River and Bay Authority has developed a 2019 Capital Improvement Program (CIP) for major capital improvement projects, minor capital maintenance projects, minor capital equipment purchases, and automation/telecom upgrades at the Delaware Memorial Bridge, the Cape May-Lewes Ferry, the Forts Ferry, the New Castle Airport, the Millville Airport, the Cape May Airport, the Delaware Airpark, and the Civil Air Terminal in the amount of \$128,642,000.00 in Authority funds and \$12,536,000.00 in external funds, for a total of \$141,178,000.00.

The implementation of this 2020 Capital Improvement Program (CIP) will provide for the proper maintenance and improvement of the Authority’s infrastructure and facilities and assure that the public continues to enjoy safe and efficient transportation services.

The 2020 CIP is accompanied by a Five-Year (2020-2024) Strategic Plan showing projections for four additional years of capital spending.

The Projects Committee has conducted a publicly advertised meeting on the proposed 2020 CIP, approved the proposed 2020 CIP, and recommends its adoption to the Board of Commissioners.

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RESOLUTION 19-51 – SHARED SERVICES AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE MAY COUNTY

WHEREAS, in 1998, Cape May County (the “County”) and the Delaware River and Bay Authority (the “Authority”), entered into an Acquisition Agreement and Ground Lease whereby the Authority became the operator of the Cape May County Airport (“Airport”), and

WHEREAS, the Authority and the County have both independently and collectively expended time, manpower and other resources, including mutual investment into infrastructure, improvements and redevelopment of the Airport; and

WHEREAS, the Authority and the County have realized that there are goods, services and projects that can be shared and completed for both entities to achieve economic growth and development as well as greater efficiencies in their operations that were not contemplated at the time of the Ground Lease and Acquisition Agreement; and

WHEREAS, the Authority and the County have a history of a successful cooperative relationship and agree to continue it for the benefit of the future growth and development of the Airport; and

WHEREAS, the Authority and the County desire to formalize this relationship by entering into a Shared Services Agreement pursuant to the Uniform Shared Services and Consolidation Act of the State of New Jersey.

WHEREAS, the County at its sole cost and expense will conduct demolition and remediation of the parcels containing Buildings 9 and 22; and

WHEREAS, the Authority at its sole cost and expense undertake signage and wayfinding work at the Airport; and

WHEREAS, the Authority and the County will cooperatively develop a Strategic Marketing Program for the Airport; and

WHEREAS, the Authority and the County agree to share the costs related to the Strategic Marketing Program for the Airport equally with the parties’ costs capped at \$50,000 each; and

NOW, THEREFORE, BE IT RESOLVED, that Executive Director is hereby authorized to finalize the terms of the Shared Services Agreement and with the advice and consent of counsel, to execute such agreement.

A motion to approve Resolution 19-51 was made by Commissioner Ratchford, seconded by Commissioner Decker and approved by a roll call vote of 11-0.

Resolution 19-51 Executive Summary Sheet

Resolution: Shared Services Agreement between the Delaware River and Bay Authority and Cape May County

Committee: Economic Development

Committee Date: December 17, 2019

Board Date: December 17, 2019

Purpose and Background for Resolution:

Since 1998, the Authority has operated the Cape May County Airport. During that time, both the Authority and Cape May County have expended time, money and resources to improve the airport. In order to continue the economic growth at the Airport, the Authority and the County wish to share resources. The County will pay for the demolition and site remediation for Buildings 9 and 22, while the Authority will pay for new signage and wayfinding markers at the Airport. In addition, a cooperative Strategic Marketing Program will be developed to spur future development at the Airport.

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RESOLUTION 19-52 - A TRIBUTE TO FORMER COMMISSIONER REV. EDWARD W. DORN AND DEEPEST SYMPATHIES TO HIS FAMILY

The Executive Director presented the following Resolution:

WHEREAS, Rev. Edward W. Dorn was appointed by Governor James E. McGreevey to serve as a Commissioner from New Jersey on the Delaware River and Bay Authority, and was subsequently reappointed by Governor Jon S. Corzine and Governor Chris Christie; and

WHEREAS, Rev. Dorn, who served with distinction, enthusiasm and dedication as a Delaware River and Bay Authority Commissioner for more than thirteen years, participated in his first Commission Meeting on April 15, 2003, and

WHEREAS, as a DRBA Commissioner, Rev. Dorn willingly supplied his time, talents, and energy to the successful operation of the Delaware Memorial Bridge, Cape May - Lewes Ferry, the DRBA Business Centre, Wilmington-New Castle Airport, Millville Airport, Cape May Airport, Delaware Airpark, Civil Air Terminal at Dover, and the Forts Ferry Crossing, all of which are managed by the Delaware River and Bay Authority; and

WHEREAS, following his service in the United States Army, Rev. Dorn was hired by SEPTA in Philadelphia where he began as a trolley operator and retired as a District Superintendent in 1986; and

WHEREAS, Rev. Dorn began his pastoral duties with the Second Baptist Church of Pedricktown, NJ in August 1977, where he served for more than thirty-six fruitful years; and

WHEREAS, under this leadership, the Second Baptist Church of Pedricktown established the Calvary Community Development Corporation, which is committed to strengthening and revitalizing our communities through the empowerment of individuals and families; and

WHEREAS, the Commissioners of the Delaware River and Bay Authority, its staff and all employees were deeply saddened by the passing of our esteemed friend, Rev. Edward W. Dorn, on November 15, 2019; and

WHEREAS, the friendly spirit, cooperative manner, the devotion to his family and loyalty to his friends evidenced by Rev. Dorn will always be recalled with deep affection and admiration; and

NOW THEREFORE, BE IT RESOLVED that the Delaware River and Bay Authority does hereby recognize and appreciate Rev. Dorn's outstanding, invaluable contributions to the bi-state agency, the State of New Jersey, Salem County and his local community of Pedricktown.

BE IT FURTHER RESOLVED that the Delaware River and Bay Authority family extends its deepest sympathies and condolences to the family of Rev. Edward W. Dorn, and, in particular, his bride, Charlotte, and does hereby record our collective appreciation for the opportunity to know, respect, and love him by the presentation of this Resolution, adopted today, December 17, 2019.

A motion to approve Resolution 19-52 was made by Commissioner Ransome, seconded by Commissioner Smith and approved by a roll call vote of 11-0.

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11595. EXECUTIVE DIRECTOR'S COMMENTS

The Executive Director reported on events in and around the Authority as follows:

DMB Tidbits - November Traffic Count

November Traffic Count

- Saturday, November 30th – 79,071 – 2nd all-time highest day in Authority history
- All-time BEST November in Authority History (2015) – by almost +2.6%
- 7 out of last 8 months were All-time Best months
- YTD: 2019 vs. 2018 • Up Approximately 459,000 vehicles

Ferry Facts

November 2019

- Passengers = -4%
- Vehicles = -3%
- Fare Revenue = -1%
- Food and Retail = -37%

YTD: Year over Year (2019 versus 2018):

Vehicles = +3%
Passengers = +3%
Fare Revenue = +3%
Food and Retail = +3%

The Executive Director reported on events in and around the Authority as follows:

He spoke about the dedication of DRBA staff, noting in particular Breakfast with Santa in Cape May, New Jersey, which was attended by over 400 people and the recently developed DRBA mentoring program.

He also noted that the Southern New Jersey Development Council recognized the DRBA for 55 years of membership. Deputy Executive Director Stephen Williams and other staff members accepted the award.

Upcoming Events:

Wednesday, January 22, 2020 • Commission Meeting, 9:00am James Julian Board Room

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11596. COMMISSIONERS PUBLIC FORUM

Chairperson Lathem called for comments from the public and the Commissioners.

There being no further business, Chairperson Lathem adjourned the meeting at 11:30 a.m.

Respectfully submitted,

THE DELAWARE RIVER AND BAY AUTHORITY

Stephen D. Williams
Assistant Secretary