

**MINUTES OF MEETING  
THE DELAWARE RIVER AND BAY AUTHORITY  
VIDEO/TELECONFERENCE CONDUCTED FROM  
Delaware Memorial Bridge Complex  
Tuesday, December 21, 2021**

The meeting convened via Zoom at 10:00 a.m. with Chairperson Hogan presiding.

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

Chairperson Hogan 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.

The Assistant Secretary announced in order to adhere to applicable guidelines, until further notice, the public will not be permitted physical attendance to DRBA Committee and Board meetings. Therefore, until further notice, meetings are held electronically via Zoom.

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

Commissioners from New Jersey

James N. Hogan, Chairperson\*\*  
Shirley R. Wilson\*  
Ceil Smith \*\*  
Sheila McCann – absent  
M. Earl Ransome, Jr.\*  
Heather Baldini\*

Commissioners from Delaware

Samuel Lathem, Vice-Chairperson\*\*  
Crystal L. Carey+  
Henry J. Decker++  
Michael Ratchford\*  
Veronica O. Faust\*  
Theodore Becker - absent

\*Attended via telephone/Zoom

\*\* Physically present in James Julian Boardroom

+ Entered at 10:13 a.m.

++Entered at 11:00 a.m.

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Chairperson Hogan called for the acceptance of the Agenda.

Vice-Chairperson Lathem made a motion to accept the Agenda, seconded by Commissioner Baldini, and the motion failed because there was not yet a quorum from Delaware for a full board meeting.

Chairperson Hogan recessed the meeting for purpose of holding Executive Sessions for the Personnel and Economic Development Committees. Quorum for Committee meetings is one Commissioner from New Jersey and one Commissioner from Delaware. There was a quorum for the committee meetings.

Members of the public attending via Zoom were placed into the waiting room during the Executive Session.

The Executive Session started at 10:10 a.m. and ended at 10:36 a.m.

At the conclusion of the Executive Session, Chairperson Hogan reopened the meeting to the public, and recessed the Board meeting for the purpose of conducting Committee Meetings.

The Committee meetings started at 10:38 a.m. and ended at 12:25 p.m. During that time, the following committee meetings were held:

- Governance and Audit
- Budget and Finance
- Economic Development
- Projects

At the conclusion of the Committee meetings, there was a brief recess and Chairperson Hogan called the meeting back to order at 12:27 p.m.

A quorum now being present, Chairperson Hogan again called for the acceptance of the Agenda.

Vice-Chairperson Lathem made a motion to accept the Agenda, seconded by Commissioner Baldini, and the motion passed by a vote of 10-0.

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11865. APPROVAL OF THE NOVEMBER 16, 2021 MINUTES

Commissioner Ransome made a motion to approve meeting minutes for November 16, 2021, seconded by Commissioner Wilson, and approved by a voice vote of 10-0.

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11866. 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 Service for November charts were ordered filed with the permanent records of the Authority.

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11867. DELAWARE RIVER AND BAY AUTHORITY – STATEMENT OF INCOME AND EXPENSE.

The CFO presented charts showing statements of income and expense for November 2021 with comparisons to the same periods last year

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

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11868. DELAWARE RIVER AND BAY AUTHORITY – OPERATING EXPENSE BY DIVISION.

The CFO presented charts for November 2021 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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11869. DELAWARE RIVER AND BAY AUTHORITY – CAPITAL IMPROVEMENT PROGRAM.

The CFO presented charts for November 2021 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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11870. DELAWARE RIVER AND BAY AUTHORITY – CASH POSITION (MARKET VALUE) FOR NOVEMBER 30, 2021.

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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11871. PUBLIC COMMENT ON ACTION ITEMS

Chairperson Hogan noted that (2) Contract Awards, (1) Contract Close-Out, and (7) Resolutions were being considered at today's meeting.

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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11872. AWARD OF CONTRACT #CMLF-22-01 DRY DOCKING AND REPAIRS M/V CAPE HENLOPEN

The Chief Operations Officer (COO) noted that a public opening bid was held on December 3, 2021. The COO and Projects Committee recommended awarding the contract to the lowest responsible bidder Caddell Dry Dock & Repair Co., Inc. of Staten Island, New York, in the amount of \$7,235,849.00.

A motion to award CONTRACT #CMLF-22-01 to the aforementioned firm was made by Commissioner Decker, seconded by Commissioner Smith, and approved by a voice vote of 10-0.

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11873. REJECTION OF ALL BIDS FOR CONTRACT #DMB-20-A SHIP COLLISION PROTECTION SYSTEM

The Chief Operations Officer (COO) noted that a public opening bid was held on December 7, 2021. The COO and Projects Committee recommended rejecting all bids since they all exceeded the engineer's estimate by more than \$25 million.

A motion to Reject all bids for CONTRACT #DMB-20-A was made by Commissioner Decker, seconded by Commissioner Smith, and approved by a voice vote of 10-0.

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11874. CLOSE-OUT CONTRACT #CMLF-L21-01 – LEWES FERRY TERMINAL SIGNING IMPROVEMENTS

CONTRACT #CMLF-L21-01 – LEWES FERRY TERMINAL SIGNING IMPROVEMENTS was awarded to Collinson, Inc. of Uwchland, Pennsylvania.

It is recommended that the Authority accept this project and make the final payment to the contractor. The final cost of this project is \$200,296.26.

A motion to Close-Out Contract #CMLF-L21-01 was made by Vice-Chairperson Lathem, seconded by Commissioner Smith, and approved by a voice vote of 10-0.

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11875. CHAIRPERSON’S CALL FOR RESOLUTIONS BEFORE THE

BOARD

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**RESOLUTION 21-49 - AUTHORIZING AUTHORITY EXPENDITURES PURSUANT TO RESOLUTION 01-84 FOR THE PERIOD, JANUARY 1, 2022 THROUGH DECEMBER 31, 2022**

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  
 VENDORS PROJECTED TO BE PAID OVER \$25,000  
 FOR THE PERIOD 1/1/22 THROUGH 12/31/22

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Activu Corporation	<i>Replacement of Emergency Response Hardware and Software</i>	Proprietary	\$375,000
ADB Safegate Americas LLC	<i>Airfield Lighting System Components</i>	Sole Source	\$30,000
Adelte Ports and Maritime	<i>Passenger Loader Tubes Maintenance Program at CMLF</i>	Proprietary	\$45,000
Advantech Inc.	<i>Replacement Video Management System</i>	State Contract	\$150,000
Allied Beverage	<i>Wine and Spirits for CMLF</i>	Sole Source	\$45,000
American Bureau of Shipping	<i>Vessel Inspections and Certifications</i>	Sole Source	\$60,000
AMSEC, LLC	<i>Engineering Services for Vessel Improvements</i>	Professional Service	\$49,000
Art Guild, Inc.	<i>Exhibit Booth and Related Services</i>	Proprietary	\$45,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Assurance Media, LLC	<i>Service and Equipment Installation for CCTV</i>	State Contract	\$30,000
AVAYA, Communications, Inc., c/o ConvergeOne	<i>Authority-wide Phone System Service and Support</i>	State Contract	\$120,000
Avfuel	<i>Avgas for Resale at 33N</i>	Quotes	\$50,000
Beurteaux	<i>Replacement Seating for CMLF Vessels</i>	Sole Source	\$45,000
C.R. Cushing & Co., Inc.	<i>Engineering Services for Vessel Improvements</i>	Professional Service	\$49,000
Canon Business Solutions, Inc.	<i>Authority-wide Copier Leases</i>	State Contract	\$60,000
Cape Beverage Distributing	<i>Wine and Spirits for CMLF</i>	Sole Source	\$35,000
CapitalSoft, Inc.	<i>Annual Maintenance and Support for Project Management Software</i>	Proprietary	\$95,000
Carl King Energy	<i>Gasoline and Diesel Fuel</i>	State Contract	\$120,000
Carus AB Ltd.	<i>Maintenance and Support for CMLF Fare Collection and Reservation System</i>	Proprietary	\$300,000
Cato, Inc.	<i>Gasoline and Diesel Fuel for DMB Vehicles and Equipment</i>	State Contract	\$200,000
Chammings Electric, Inc.	<i>Annual Maintenance and Monitoring of the DMB Dehumidification System</i>	Sole Source	\$41,100
Chas. S. Winner, Inc. d/b/a, Winner Ford, Cherry Hill	<i>Replacement Vehicles</i>	State Contract	\$420,000
Chemical Equipment Labs, Inc.	<i>Deicing Rock Salt</i>	State Contract	\$40,000
Cisco Systems, Inc., c/o Info Solutions of North America LLC	<i>Data Communications, Products and Services</i>	State Contract	\$150,000
Clean Care Services, LLC	<i>Carpet and Solid Floor Cleaning and Maintenance</i>	Quotes	\$30,000
ClearBridge Media Consulting, d/b/a Imminent Communications & Marketing, LLC	<i>Digital Marketing Campaign for MIV</i>	Professional Service	\$49,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Coca-Cola Company	<i>Fountain and Bottled Soda and Beverages for CMLF</i>	Sole Source	\$100,000
Convention News Company, Inc. ConvergeOne, Inc.	<i>Airport Advertising Services Authority Wide Migration to Avaya Cloud Office</i>	Sole Source Committee Waiver	\$35,000 \$120,000
Council Fire	<i>Economic Consulting Services for CMLF Development Projects</i>	Professional Service	\$48,000
Deardorff Associates	<i>Media and Brand Strategy and Creative Services at Airports</i>	Professional Service	\$49,000
Deere & Company c/o Atlantic Tractor, LLC	<i>Replacement Utility Vehicles</i>	State Contract	\$150,000
Delaware Business Systems	<i>Annual Maintenance and Equipment for Point-of-Sale System at CMLF Terminals</i>	Proprietary	\$58,000
Delaware Elevator, Inc.	<i>Authority Wide Interior Elevator Maintenance &amp; Inspection</i>	Quotes	\$49,000
Delmarva Communications, Inc.	<i>Police Vehicle Emergency Equipment</i>	State Contract	\$50,000
DFFLM LLC T/A Ditschman Flemington Ford	<i>Replacement Cargo Vans</i>	State Contract	\$70,000
Diedrich RPM	<i>CMLF Digital Display Ads and Search Engine Marketing</i>	Professional Service	\$40,000
Downstream Aviation, LP d/b/a Epic Aviation, LLC	<i>Avgas for Resale at 33N</i>	Quotes	\$50,000
Dryden Diving	<i>UWILD Hull Inspections at CMLF</i>	Quotes	\$28,000
Duramax Marine, LLC	<i>Cutlass Bearings and Keel Coolers</i>	Proprietary	\$48,000
DVL Group, Inc.	<i>Uninterruptible Power Systems (UPS) Services and Replacements</i>	Professional Service	\$49,000
Eastern Salt Company	<i>Deicing Rock Salt</i>	State Contract	\$40,000
<b>Edit Dog</b>	<i>Video Production Services for CMLF and DRBA</i>	Professional Service	\$28,000
eMaint	<i>Annual Licenses, Maintenance and Support for CMMS System</i>	Proprietary	\$59,000
Emergency Accessories & Installation, Inc. (EAI)	<i>Emergency Lights and Equipment for Police Vehicles</i>	State Contract	\$50,000
Engine Systems, Inc. d/b/a Marine Systems Inc. (MSI)	<i>M/V Delaware Main Engine Service</i>	Proprietary	\$75,000
Fairbanks Morse, LLC, a subsidiary of EnPro Industries, Inc.	<i>Replacement Parts for CMLF Vessels</i>	Proprietary	\$675,000
Fedway Associates, Inc.	<i>Wine and Spirits for CMLF</i>	Sole Source	\$60,000

<b>VENDOR</b>	<b>PURCHASE DESCRIPTION</b>	<b>CLASSIFICATION</b>	<b>ESTIMATED \$</b>
Foley Caterpillar	<i>Auxiliary Engine Parts, Repairs and Rental Units</i>	Sole Source	\$45,000
Frank Mazza & Sons, Inc.	<i>Commercial Flooring Installation and Repairs</i>	State Contract	\$48,000
Gallo Wines	<i>Wine and Spirits for CMLF</i>	Sole Source	\$26,000
Gillespie Hall	<i>Crisis Response Management and Communications for CMLF</i>	Professional Service	\$49,000
Gourmet Kitchen, Inc.	<i>Exclusive Food Products at CMLF</i>	Sole Source	\$26,000
Gov Connections, Inc.	<i>Microsoft Enterprise and other Software Licensing</i>	Proprietary	\$150,000
Harrison Beverages	<i>Beer Distributor</i>	Sole Source	\$26,000
Hartford Computer Government, Inc. (HCGI)	<i>Desktop and Laptop Computers at Various DRBA Locations</i>	State Contract	\$150,000
Heritage-Crystal Clean	<i>Hazardous Waste Management</i>	Quotes	\$25,000
Home Depot Pro Institutional	<i>Janitorial and Cleaning Supplies for Vessels and Terminals</i>	State Contract	\$38,000
Douglas Christopher Banez d/b/a Hubpoint Strategic Advisors	<i>Professional Air Service Development Consulting at ILG</i>	Professional Service	\$35,000
Imtra	<i>Watertight Doors for CMLF Vessels</i>	Proprietary	\$48,000
Jack N' Jill D.S.D	<i>Ice Cream and Frozen Novelties at CMLF</i>	Sole Source	\$28,000
Johnson & Towers, Inc.	<i>Replacement Parts for Vessel Generators</i>	Proprietary	\$45,000
Johnson Controls HVAC	<i>HVAC System Installation, Maintenance and Parts for Building Automation System Authority-wide</i>	Quotes	\$38,000
Kapsch TrafficCom IVHS, Inc.	<i>Annual Service, Support and Traffic Automation System for Traffic Management System</i>	Proprietary	\$400,000
Klenzoid	<i>Authority-Wide Water Treatment</i>	Quotes	\$26,000
Knotts Company	<i>Vessel Sanitary Systems Parts and Service</i>	Proprietary	\$48,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Kramer Beverage Co.	<i>Wine and Spirits for CMLF</i>	Sole Source	\$50,000
Kronos	<i>Software Licensing and Maintenance for Time and Attendance System</i>	Proprietary	\$85,000
Lawmen Supply Company	<i>Ammunition, Targets, Body Armor, and Tactical Uniforms</i>	State Contract	\$60,000
Leading Agile	<i>Employee Communications Services</i>	Professional Service	\$49,000
Lionetti Associates, d/b/a Lorco Petroleum Services	<i>Petroleum Recycling Services and Oil Filters at CMLF</i>	Quotes	\$48,000
Lufkin Power Transmission	<i>Spare Reduction Gear Parts and Service for M/V Delaware</i>	Sole Source	\$35,000
MailChimp	<i>E-mail Services</i>	Professional Service	\$28,000
Marine Safety Corporation d/b/a Sea Safety Services, Inc.	<i>Vessel Life Raft Inspections</i>	Proprietary	\$265,000
Maritime Institute of Technology and Graduate Studies (MITAGS)	<i>CMLF Employee Maritime Training</i>	Professional Service	\$48,000
MERE M-PACT Solutions, LLC	<i>Maritime Emergency Response Training</i>	Professional Service	\$48,000
Miles Partnership, LLC	<i>CMLF Website Maintenance</i>	Professional Service	\$42,000
Miller Environmental Group, Inc.	<i>Hazardous Waste Management</i>	Quotes	\$25,000
M.J. Bradley & Associates	<i>Grant Consulting Services</i>	Professional Service	\$48,000
Motorola Solutions	<i>Radio Maintenance and Equipment</i>	State Contract	\$75,000
MTM Technologies	<i>Annual Maintenance and Support for Network Hardware and Systems</i>	State Contract	\$800,000
mXtr Automation, Inc.	<i>Setup and Implementation of SharpSpring Tracking</i>	Professional Service	\$42,000
Norfolk Bearing and Supply	<i>Replacement Bearings for Vessels</i>	Quotes	\$40,000
Northrop Grumman Sperry Marine	<i>Electronics for CMLF Vessels</i>	Proprietary	\$48,000
Northstar Environmental Group	<i>Hazardous Waste Management</i>	Quotes	\$25,000
OmniThruster, Inc.	<i>Maneuvering and Propulsion System Parts for CMLF</i>	Proprietary	\$48,000
Oracle America, Inc.	<i>Annual Maintenance and Support for Oracle Databases</i>	Proprietary	\$47,000
Palfinger Marine USA Inc.	<i>Inspections, Service and Parts for Rescue Boat Davits</i>	Proprietary	\$48,000
Parker and Partners Marketing Resources, LLC	<i>CMLF Marketing Consulting Services</i>	Professional Service	\$45,000
Pedroni Fuel Co.	<i>Unleaded Gasoline for CMLF Vehicles and Equipment</i>	State Contract	\$40,000

<b>VENDOR</b>	<b>PURCHASE DESCRIPTION</b>	<b>CLASSIFICATION</b>	<b>ESTIMATED \$</b>
Penn Jersey Paper Company	<i>Food Service Items, Disposable Paper and Plastic Items at CMLF</i>	State Contract	\$48,000
PetroChoice	<i>Vessel Lube Oil</i>	Quotes	\$49,000
Pivot Occupational Health	<i>Occupational Health Services</i>	State Contract	\$35,000
<b>Poppulo</b>	<b><i>Mobile Applications Development</i></b>	Professional Service	\$47,000
Randive	<i>UWILD Hull Inspections at CMLF</i>	Quotes	\$45,000
Ransome CAT	<i>CMLF Bow Thruster Engine and Generator Parts and Service</i>	Proprietary	\$35,000
Rowland Company	<i>Replacement Bearings and Clutches for Vessels</i>	Sole Source	\$49,000
Rubrik	<i>Support for Rubrik Cloud Backup Storage</i>	Proprietary	\$35,000
Saf-Gard Safety Shoe Co.	<i>Safety Shoes</i>	State Contract	\$25,000
Ships Machinery International, Inc.	<i>Maneuvering and Propulsion Systems Parts for CMLF</i>	Proprietary	\$50,000
Siemens Building Technologies	<i>Fire Detection System Installation and Support</i>	Proprietary	\$150,000
<b>Signarama</b>	<b><i>Resurface of ILG Entrance Sign</i></b>	Quotes	\$30,000
Slice Communications	<i>Digital Marketing Services for Employee/Applicant Surveys</i>	Professional Service	\$45,000
Sobieski Life Safety, Inc.	<i>Fire Suppression and Extinguisher Maintenance, Testing and Inspection</i>	Quotes	\$35,000
South Jersey Paper Products	<i>Food Service Items, Disposable, Paper and Plastic at CMLF</i>	State Contract	\$105,000
Southern Glazer's Wine & Spirits of Delaware	<i>Wine and Spirits for CMLF</i>	Sole Source	\$35,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
Steimling & Son, Inc.	<i>Reconditioning of M/V Cape Henlopen Main Shafts, Rudders, Bearings and Sleeves</i>	Sole Source	\$37,000
Sysco	<i>Food Products and Services at CMLF</i>	State Contract	\$68,000
Taylor Oil Co.	<i>Gasoline and Diesel Fuel for WWD and MIV Airports</i>	State Contract	\$25,000
Thomas J. Morris, Jr., d/b/a Eagle Point Gun/T.J. Morris & Son	<i>Police Ammunition, Range, and Target Supplies</i>	State Contract	\$60,000
TIMCO Industries, Inc.	<i>Spare Control Parts and Service for M/V Delaware</i>	Proprietary	\$42,000
Titan Aviation Fuels, Inc.	<i>Avgas for Resale at 33N</i>	Quotes	\$50,000
Tornado II Janitorial Services	<i>Air Traffic Control Tower Janitorial Services at ILG</i>	Quotes	\$39,000
Trellist, Inc.	<i>Digital Marketing at CMLF and Customer email Program at ILG</i>	Professional Service	\$36,000
TRGroup, Inc.	<i>Upgrade CMLF Vessel Wi-Fi</i>	Proprietary	\$30,000
TRMI	<i>Toll Lane Treadles</i>	Proprietary	\$50,000
Tyler Technologies	<i>Maintenance and Support for Finance and Human Resources ERP Systems and Police CAD System</i>	Proprietary	\$200,000
UniFirst Corporation	<i>New and Replacement Employee Uniforms</i>	Committee Waiver	\$45,000
United Electric Supply Co.	<i>Various Electrical Supplies for All Facilities</i>	State Contract	\$400,000
Vane Brothers Co.	<i>Vessel Lube Oil</i>	Quotes	\$49,000
VATv Network	<i>Video Production Services for CMLF and DRBA</i>	Professional Service	\$49,000
Veolia North America	<i>Hazardous Waste Management</i>	Quotes	\$25,000
Verizon Connect NWF	<i>Authority-Wide Wireless Fleet Management Services</i>	State Contract	\$50,000
W&O Supply, Inc.	<i>Low-smoke Thermoplastic Piping, Valves and Strainers for Vessels</i>	Sole Source	\$28,000
W.B. Mason	<i>Office Supplies and Printer Toner</i>	State Contract	\$35,000
W.W. Grainger, Inc.	<i>Industrial Supplies, Equipment and Maintenance</i>	State Contract	\$25,000
Waste Management	<i>Refuse Removal Services</i>	State Contract	\$135,000
WatchGuard	<i>Police In-Car Video Management System</i>	Proprietary	\$325,000
Wayman Fire Protection, Inc.	<i>Fire Alarm Monitoring, Inspection and System Installations</i>	Proprietary	\$150,000
Yardi Systems, Inc.	<i>Property Management Software</i>	Proprietary	\$49,000

VENDOR	PURCHASE DESCRIPTION	CLASSIFICATION	ESTIMATED \$
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NOW, THEREFORE, BE IT RESOLVED, that the Authority authorizes expenditures to the above-listed vendors for the described purposes and authorizes payment.

Resolution 21-49 was moved by Vice-Chairperson Lathem, seconded by Commissioner Wilson, and was approved by 8 votes in affirmative, 0 votes in the negative and 2 partial abstentions.

Prior to the Roll Call, Counsel noted that Commissioner Carey had previously advised the Board of the employment of a family member with Cisco Systems, Inc., c/o Info Solutions of North America and MTM Technologies which would require her recusal on matters involving these companies. Prior to the Roll Call, Legal Counsel noted that Commissioner Faust had previously advised the Board of a client conflict that required her recusal on matters involving actions taken at New Castle Airport. The following vendors would fall under the scope of that recusal, Douglas Banez d/b/a Hubpoint Strategic Advisors, Signarama, Tornado II Janitorial Services and Trellist, Inc.

Commissioner Carey abstained only as to Cisco Systems, Inc., c/o Info Solutions of North America, LLC and MTM Technologies.

Commissioner Faust abstained only as to Douglas Christopher Banez d/b/a Hubpoint Strategic Advisors, Signarama, Tornado II Janitorial Services, and Trellist, Inc.

Even with the abstentions noted above, each individual vendor received at least 4 votes in the affirmative from NJ Commissioners and 4 votes in the affirmative from DE Commissioners.

## Resolution 21-49 - Executive Summary Sheet

**Resolution:** Authorizing Authority Expenditures Pursuant to Resolution 01-84 for the period January 1, 2022, through December 31, 2022.

**Committee:** Budget & Finance

**Committee and Board Date:** December 21, 2021

**Purpose of Resolution:**

Authorizes expenditures of \$25,000 or greater with the identified vendors during the 2022 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.

**Purchase Detail:**

Activu Corporation: Replacement of Emergency Response Hardware and Software

The Authority plans to purchase and install new servers and equipment at the DMB Dispatch Center that are used to monitor Police and roadway operations. Activu provided the existing equipment and console at the DMB Dispatch Center. In a separate project, the Authority plans to refresh the existing visualization software at the DMB Dispatch Center and to install the same software at the Cape May Dispatch Center. Activu will be required to perform the install and provide software support in order to maintain interoperability between both dispatch centers. The expenditure amount represents the total estimate for both of these projects combined.

ADB Safegate Americas LLC: Airfield Lighting System Components

The FAA recently clarified certain elements of several Advisory Circulars as they pertain to recipient's use of non-original equipment manufacturer (OEM) components in FAA-certified airport lighting equipment. Airfield lighting systems purchased by the Authority as part of a federal Airport Improvement Program (AIP) project, or if funded with passenger facility charge (PFC) revenue, are required to be maintained in the same configuration as that which existed at certification and thus the FAA has confirmed that the replacement of OEM parts with non-OEM parts is forbidden. Additionally, the FAA has advised that if the Authority were to elect to use a non-OEM part on a self-funded project, we would no longer be able to rely upon the FAA certification, and in such a case, the responsibility (including the responsibility to satisfy FCC regulatory requirements) would fall on the Authority to make sure that the system with the non-OEM replacement parts or components meets the federal requirements. Therefore, Authority staff recommends using solely OEM components in all FAA-certified airport lighting equipment, whether the Authority acquired or installed the lights with AIP, PFC, or its own funds. ADB is the OEM manufacturer of Authority airfield lighting systems.

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 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 Building Access and Video Surveillance Systems, (*GSS21745-AV\_EQPTCONF*).

AVAYA, Communications, Inc., c/o ConvergeOne: Authority-wide Phone System Service and Support

The Authority purchases AVAYA enterprise phone system support from ConvergeOne for its on-premises phone system. Purchases are made via a local authorized dealer

(ConvergeOne) at their state contract price (*T1316 - Telecommunications Equipment & Services, Contract No. 80802*).

Avfuel: Avgas for Resale and Off-Road Diesel at 33N

Avfuel, Titan Aviation Fuels, Inc., and Epic Aviation, LLC 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.

Beurteaux: Replacement Seating for CMLF Vessels

The Authority utilized an open-competitive bid process to select a marine seating manufacturer to outfit CMLF vessels and purchases replacement seating from the original manufacturer on an as-needed basis, with the goal being to provide the same style of seats on all three vessels.

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

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.

Canon Business Solution, Inc.: 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.

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 Diesel Fuel

The Authority stores and dispenses Gasoline and 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 (*GSS21002-GASOLINE and GSS21550-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.: Gasoline and Diesel Fuel for DMB Vehicles and Equipment

The Authority stores and dispenses Gasoline and Diesel Fuel at the DMB Administrative Complex for use in Authority-owned vehicles and equipment. The price per-gallon for 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. Cato, Inc. is currently a party to the lowest-priced state contract to provide gasoline and diesel fuel to 5,000+ gallon tanks (“A” tanks) located within New Castle County (*GSS21002 -GASOLINE and GSS16550-ULSD*).

Chammings Electric, Inc: Annual Maintenance and Monitoring of the DMB Dehumidification System

Over the previous four years, Chammings Electric, as a subcontractor of American Bridge, has performed monthly preventative maintenance services to the Delaware Memorial Bridge cable dehumidification system. The contract which includes these services will expire in April of 2022. The Authority and its professional consultants have evaluated the options to continue receiving these necessary services, including assigning to in-house personnel or continuing with a contractor, and based on a favorable cost analysis and Chamming’s proven abilities, recommend that the Authority enter into a successive multi-year contract with Chammings Electric. If approved, 2022 will include the beginning of a possible five-year contract for these services, to be reassessed annually.

Chas. S. Winner, Inc. d/b/a, Winner Ford, Cherry Hill: Replacement Vehicles

The Authority is replacing four (4) F-350 pickup trucks, three (3) F-550 stake body trucks, and two (2) F-150 pickup trucks that have exceeded their useful life, meeting the Authority’s vehicle replacement criteria, and are programmed into the Capital Equipment Replacement Plan. The trucks will be purchased via Winner Ford’s competitively bid state contracts (*GSS19560 TRUCKS\_VANS and GSS20560 TRUCKS\_VANS*) and the retired vehicles will be sold at public auction.

Chemical Equipment Labs, Inc.: Deicing Rock Salt

Chemical Equipment Labs has a state contract (*GSS21469-ROCKSALT*) 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.

Cisco Systems, Inc. c/o Info Solutions of North America, LLC: Data Communications, Products and Services

The Authority plans to purchase various Cisco Systems data communications, products, and services at prices pursuant to their current state contract for the same. Purchases will be made via Info Solutions, a local authorized reseller of Cisco Systems under state contract *GSS20579-DATACOMMV33, Data Communications, Products and Services*.

Clean Care Services, LLC: Carpet and Solid Floor Cleaning and Maintenance

The Authority uses a contractor to provide carpet and solid floor cleaning and maintenance services at various buildings at our Delaware Memorial Bridge, New Castle Airport, and Lewes Ferry Terminal facilities. Staff solicited quotes from four (4) contractors and received three (3) bids for the potential 3-year contract. Clean Care Services submitted the lowest bid to perform the work in accordance with the Authority’s specifications. 2022 represents year-two of a potential 3-year contract.

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 coordinated digital and video production. The Authority thus intends to engage the consultant to provide a digital marketing campaign for Millville Airport.

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.

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 2022 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 correlates directly to the Authority's airport business.

ConvergeOne, Inc: Authority-wide Migration to Avaya Cloud Office

The Authority's Avaya phone system is currently comprised of over 500 telephone handsets, 25 fax lines, the CMLF Reservation Department call center and Police Dispatch center. This "premise-based" phone system has experienced an increasing number of phone system outages due to limited redundancy. Our previous system integrator, ConvergeOne has developed a solution to lead the Authority to a cloud-based Avaya platform that will provide the redundancy and capabilities that the Authority needs (Avaya Cloud Office powered by Ring Central Contact Center). ConvergeOne, Inc. is an authorized provider and reseller of SYNEX Corporation (Avaya Cloud Office) and RingCentral products and services. Additionally, the Authority has negotiated significant hardware discounts and greatly reduced annual service costs (over-\$400K in cost savings/avoidances). The Authority will be migrating it's phone system over multiple years to the cloud-based solution.

Council Fire: Economic Consulting Services for CMLF Development Projects

The Authority has previously contracted with a professional management consultant to provide an Economic Impact Study of the Cape May-Lewes Ferry. After the results of the initial study have been analyzed, the Authority will evaluate the need for Phase 2 of the study regarding transit and transportation comparisons.

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 Utility Vehicles

The Authority plans to replace three (3) grounds maintenance utility vehicles that have exceeded their useful life and meet the Authority's equipment replacement criteria. The purchase of the new equipment is included in the 2022 Capital Equipment Replacement Plan and will be made via the competitively awarded state contract price (*GSS21673-GRNDMAINT*).

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 & Inspection

The Authority utilizes an elevator contractor perform annual safety inspections, pressure testing and additional services for the internal building elevators. DRBA staff developed specifications for the services and solicited quotes to perform the services from eight (8) elevator contractors and received quotes from three (3). Delaware Elevator submitted the lowest bid. 2022 represents the second of a potential three-year contract for these 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., emergency light bars, controllers, power switches, etc.). Equipment prices are pursuant to Delmarva Communications' state contracts (*GSS20735-VEH\_UPFIT* and *GSS17626-ERVEH\_WARN*).

DFFLM LLC T/A Ditschman/Flemington Ford: Replacement Cargo Vans

The Authority is replacing two (2) cargo vans that have exceeded their useful life, meeting the Authority's vehicle replacement criteria, and are programmed into the approved 2022 Capital Equipment Replacement Plan. The vans will be purchased via Ditschman/Flemington Ford's competitively-bid state contract (*T2103*) and the retired vehicles will be sold at public auction.

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.

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

Epic Aviation, LLC, Titan Aviation Fuels, Inc., and Avfuel 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.

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: Deicing Rock Salt

Eastern Salt Co. offers the Authority competitively bid state contract pricing (*GSS21469-ROCKSALT*) 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.

Edit Dog: Video Production Services for CMLF and DRBA

The Authority has selected a secondary professional video production firm to provide camera crews, post-production, and script-to-screen production services. Video services are being expanded to include Operations at the Authority Airports, Human Resources recruitment and CMLF related projects.

eMaint: Annual Licenses, Maintenance and Support for CMMS System

The Authority uses a proprietary Computerized Maintenance Management System (CMMS) to help schedule, plan, manage, and track maintenance activities associated with equipment, vehicles, and facilities. This purchase represents the estimated annual cost for licenses, maintenance, and support.

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*).

Engine Systems, Inc. d/b/a Marine Systems Inc. (MSI): M/V Delaware Main Engine Service

MSI is the regional sales, parts, and service distributor for the Electro Motive Division (EMD) main engines installed on the M/V Delaware. This purchase is for the 16,000-hour maintenance of the port and starboard engines, including inspection of engine internals and aftercoolers, and replacement fuel injectors, valve bridges, sensors, and wiring harnesses.

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.

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.

Foley Caterpillar: Auxiliary Engine Parts, Repairs and Rental Units

The Authority uses Foley Caterpillar to power the bow thrusters and auxiliary engines aboard the CMLF fleet. Foley Caterpillar is the sole supplier for OEM parts for Caterpillar equipment.

Frank Mazza & Sons, Inc.: Commercial Flooring Installation and Repairs

As an authorized dealer/distributor for several flooring suppliers under state contract, Frank Mazza is able to install flooring at competitively-bid state contract prices (*G2005*).

Gallo Wines: Wine and Spirits for CMLF

The Authority purchases wine and spirits through Gallo Wines for the Cape May Terminal and Vessel Operations. Gallo Wines holds the exclusive regional distribution rights to the specific brands that the Authority uses due to customer demand. Sales are regulated by the New Jersey Alcoholic Beverage Commission.

Gillespie Hall: Crisis Response Management and Communications for CMLF

The Authority has selected a professional marketing and public relations firm to develop a new crisis response plan to include staff training on a variety of crisis scenarios such as active shooters and boat groundings for CMLF while also enhancing the Authority's digital response mechanisms.

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, a licensed Microsoft reseller.

Harrison Beverages: Beer Distributor

The Authority purchases beer through Harrison Beverage for its Cape May terminal food operations. The State of New Jersey regulates which brand each vendor can sell, thus alcohol companies and brands are sold exclusively via a sole wholesale distribution house. All prices are governed by the New Jersey State Alcohol Beverage Commission.

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 is a party to state contract (*GSS15133*) to resell HP hardware and offers those contract prices to the Authority.

Heritage-Crystal Clean: Hazardous Waste Management

Heritage-Crystal Clean, Veolia North America, Miller Environmental Group and Northstar Environmental Group each have the ability to provide hazardous waste management services to the Authority. Since it is impossible to predict which vendor will be offering the best rate at any time during the year, all four vendors have been added as possible suppliers and will be contacted for quotes corresponding with the Authority's hazardous waste needs.

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 (*COL21010-CUSTOD\_SUP*).

Douglas Christopher Banez d/b/a Hubpoint Strategic Advisors, LLC: Professional Air Service Development Consulting at ILG

The Authority will continue to use the services of an air service development consultant in 2022.

Imtra: Watertight Doors for CMLF Vessels

Imtra is the exclusive dealer of parts for watertight steel doors used on the CMLF fleet.

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.

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. 2022 represents the first year of a three-year service contract with this vendor.

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.

Klenzoid: Authority-Wide Water Treatment

Klenzoid submitted the lowest quote for Authority-wide water treatment services and supplies an on-call Certified Water Technologist Consulting Services. 2022 represents the final year of a three-year service contract with this vendor.

The Knotts Company: Vessel Sanitary Systems Parts and Service

Each CMLF vessel uses a series of unique pumps to maintain a constant pressure within the 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.

Lawmen Supply Company: Ammunition, Targets, Body Armor, and Tactical Uniforms

Lawmen Supply Company is a party to state contracts (*GSS21585 - Armor*), (*GSS21043 - Ammunition & Targets*) and (*GSS17707 - Tactical*) and provides police and homeland security equipment to DRBA Police at their state contract price.

Leading Agile: Employee Communications Services

The Authority has selected a professional marketing firm to create an employee communications plan to implement the Authority's next steps in branding communications, namely the values and vision statement. Leading Agile will be replacing Cohere, the agency which previously consulted on the implementation of the Authority's mission statement.

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) 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.

MailChimp: E-mail Services

The Authority has selected a secondary email service provider for additional email outreach efforts for Authority projects not previously included under previous CMLF email provider agreements.

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.

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.

Miles Partnership, LLC: CMLF Website Maintenance

Miles Media was previously hired to redesign and rebuild the CMLF.com website on a new content management/digital platform and will continue to maintain the CMLF page in 2022.

Miller Environmental Group, Inc.: Hazardous Waste Management

Miller Environmental Group, Heritage-Crystal Clean, Veolia North America and Northstar Environmental Group each have the ability to provide hazardous waste management services to the Authority. Since it is impossible to predict which vendor will be offering the best rate at any time during the year, all four vendors have been added as possible suppliers and will be contacted for quotes corresponding with the Authority's hazardous waste needs.

M.J. Bradley & Associates: Grant Consulting Services

The Authority continues to utilize M.J. Bradley to assist in managing the Federal Transit Agency's (FTA) reporting requirements and all other grant compliance elements associated with the Passenger Ferryboat Grant agreement executed between the Authority and FTA.

Motorola Solutions: Radio Maintenance and Equipment

The Authority continues to replace all 800 MHz hand-held and in-vehicle radios at pricing in accordance with the state contract 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: (*GSS17455 Telecommunications Systems and Services*) and/or (*GSS15133 Computer Equipment, Peripherals & Related Services*).

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.

Norfolk Bearings and Supply: Replacement Bearings for Vessels

The Authority's CMLF operations requires the purchase of a specialty split bearing and cartridge housing. The Authority requested quotes from the three 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.

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.

Northstar Environmental Group: Hazardous Waste Management

Northstar Environmental Group, Heritage-Crystal Clean, Veolia North America and Miller Environmental Group each have the ability to provide hazardous waste management services to the Authority. Since it is impossible to predict which vendor will be offering the best rate at any time during the year, all four vendors have been added as possible suppliers and will be contacted for quotes corresponding with the Authority's hazardous waste needs.

OmniThruster, Inc.: 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.

Parker and Partners Marketing Resources, LLC: CMLF Marketing Consulting Services

The Authority uses the services of a marketing consultant for the messaging, production, and creative development of the annual CMLF marketing campaign. The firm designs our print and digital advertising, banners, and signs, and delivers creative options to target different segments of CMLF ridership.

Pedroni Fuel Co.: Unleaded Gasoline for CMLF Vehicles and Equipment

The Authority stores and dispenses unleaded gasoline at the Cape May-Lewes Ferry Terminals for use in Authority-owned vehicles and equipment. Pedroni Fuel Co. supplies the Authority with unleaded gasoline at prices matching their current state contract (*T0083 Unleaded Automotive Gasoline*).

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

Due to the volatility of the petroleum markets, the Authority solicits quotes from all available area providers before making bulk purchases of the ExxonMobil lubricating oil utilized on all Authority vessels. PetroChoice and The Vane Brothers Co. have both been identified as having the ability to provide a minimum of 1,000 USG to the Authority. This procurement method allows the Authority to react quickly to swings in spot pricing and ensure that the Authority receives the best value at the time of purchase.

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 (*GSS19712-PHYTESTLAB*).

Poppulo: Mobile Applications Development

The Authority has selected a professional mobile applications firm to develop a mobile application for employee communications not currently available within existing Authority systems.

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.

Ransome CAT: CMLF Bow Thruster Engine and Generator Parts and Service

The Authority uses Caterpillar engines to power the bow thrusters and generators aboard the CMLF fleet. Ransome CAT is the authorized full-service Caterpillar dealer in Southern New Jersey for parts, sales, and service.

The Rowland Company: Replacement Bearings and Clutches for Vessels

The Authority's vessel operations require the purchase of Thordon brand bearings for vessel steering gear and Eaton Airflex brand clutch parts for vessel reduction gears. The distribution of these products within our area of operations is authorized exclusively to the Rowland Company.

Rubrik: Support for Rubrik Cloud Backup Storage

Rubrik is a proprietary software platform that manages and protects all the Authority's data in the cloud for backup, disaster recovery, archival compliance, analytics, and general data management. This cost is for the Authority's annual support contract for this platform.

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.

Ships Machinery International, Inc.: Maneuvering and Propulsion Systems Parts for CMLF:

The M/V New Jersey and M/V Delaware operate using a Brunvoll electric bow thruster system (The M/V Delaware uses a combination of electric and hydraulic thrusters). Brunvoll (of Norway) is a single-source supplier and has named Ships Machinery International as the exclusive Brunvoll agent for all sales, service, and parts in North America.

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.

Signarama: Resurface of ILG Entrance Sign

The Authority plans to hire a sign company to resurface the entrance sign at New Castle Airport. Staff solicited quotes from four (4) companies and received two (2) bids. Signarama submitted the lowest bid to perform the work.

Slice Communications: Digital Marketing Services for Employee/Applicant Surveys

The Authority has selected a professional marketing and communication consultant to provide digital recruitment marketing training and social media strategies to enhance and promote employee and applicant surveys.

Sobieski Life Safety, Inc: Fire Suppression and Extinguisher Maintenance, Testing and Inspection

In 2021, Authority staff requested bids for Authority-wide Fire Suppression and Extinguisher Maintenance, Testing and Inspection. Four bids were received, with Sobieski Life Safety being the lowest bidder. 2022 represents the second of three potential years under contract with this vendor.

South Jersey Paper Products: Food Service Items, Disposable, Paper and Plastic at CMLF:

South Jersey Paper offers the Authority state contract pricing via the state contract (*T0012 Food Service Items: Disposable, Paper and Plastic for Distribution and Support Services*).

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.

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 prior to the vessel arriving at the shipyard.

Sysco: Food Products and Services at CMLF

The Authority currently has a contract with US Foods to provide food products. Due to current supply chain issues, the Authority will also be utilizing Sysco products to cover food shortages that may occur. Sysco offers the Authority state contract pricing via the state contract (*GSS17728-FOOD\_PROD*).

Taylor Oil Co.: Gasoline and Diesel Fuel

The Authority stores and dispenses Gasoline and Diesel Fuel at its New Jersey-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. Taylor Oil Co. is currently a party to a competitively-bid state contract to provide gasoline and diesel fuel within all counties and for all tank sizes (*T0083 GASOLINE, AUTOMOTIVE and T1845 - ULTRA-LOW SULFUR DIESEL AND BIODIESEL FUEL*).

Thomas J. Morris, Jr., d/b/a Eagle Point Gun / T.J. Morris & Son: Police Ammunition, Range and Target Supplies

Eagle Point Gun / T.J. Morris & Son is a party to a state contract (*T0106 - Law Enforcement Firearms Equipment and Supplies*) and provides firearms and supplies to DRBA Police at their state contract price.

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 33N

Titan Aviation Fuels, Inc., Epic Aviation, LLC and Avfuel 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.

Tornado II Janitorial Services, LLC: Air Traffic Control Tower Janitorial Services at ILG

The Authority uses a contractor to provide janitorial services at the FAA Air Traffic Control Tower at New Castle Airport. In 2021, staff solicited quotes from four (4) contractors and received three (3) bids for the potential 3-year contract. Tornado II Janitorial Services submitted the lowest bid to perform the work in accordance with the Authority's specifications. 2022 will represent year-two of a potential three years under the contract.

Trellist, Inc.: 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.

TRMI: Toll Lane Treadles

TRMI manufactures the treadles that are used to classify vehicles as they enter DRBA toll collection lanes. TRMI treadles are proprietary to the toll lanes installed at the Delaware Memorial Bridge and cannot be purchased from any other vendor.

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.

UniFirst Corporation: New and Replacement Employee Uniforms

The Authority purchases quality embroidered and logo-imprinted work uniforms for use by Maintenance, Electronics and Engineering Department personnel. A variety of uniforms that the Authority requires throughout the year will be purchased via UniFirst's competitively bid cooperative contract (*Sourcewell #040920-UFC: Uniforms and Uniform-Related Products and Services*).

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.

The Vane Brothers Co.: Vessel Lube Oil

Due to the volatility of the petroleum markets, the Authority solicits quotes from all available area providers before making bulk purchases of the ExxonMobil lubricating oil utilized on all Authority vessels. The Vane Brothers Co. and Petrochoice have both been identified as having the ability to provide a minimum of 1,000 USG to the Authority. This procurement method allows the Authority to react quickly to swings in spot pricing and ensure that the Authority receives the best value at the time of purchase.

The VATv Network: Video Production Services for DRBA

The Authority uses a professional video production firm to provide camera crews, post-production and script-to-screen production services. Video services are being expanded to include Executive Leadership employee communications.

Veolia North America: Hazardous Waste Management

Veolia North America, Heritage-Crystal Clean, Miller Environmental Group, Northstar Environmental Group each have the ability to provide hazardous waste management services to the Authority. Since it is impossible to predict which vendor will be offering the best rate at any time during the year, all four vendors have been added as possible suppliers and will be contacted for quotes corresponding with the Authority's hazardous waste needs.

Verizon Connect NWF: Authority-wide Wireless Fleet Management Services

Verizon Connect NWF (formally 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.

W&O Supply, Inc.: Low-smoke Thermoplastic Piping, Valves, and Strainers for Vessels

The Authority requires the purchase of thermoplastic piping and various marine plumbing for use in its vessels. W&O Supply, Inc. is the only North American distributor of a commercially available thermoplastic piping system that is approved for marine applications by the USCG, and meets requirements for flame spread, low smoke, and toxicity.

W.B. Mason: Office Supplies and Printer Toner

The Authority purchases various office supplies and paper 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 (*GSS20061*).

WatchGuard: Police In-Car Video Management System

The DRBA Police Department requires the proprietary purchase of WatchGuard in-car video systems. This is the final stage of the effort to equip all Police Officers with similar technology. The Authority also intends to add Body Cam systems in the future.

Wayman Fire Protection, Inc.: Fire Alarm Monitoring, Inspection and System Installations

The Authority currently uses the services of Wayman Fire Protection for fire alarm monitoring inspections, replacements, and repairs at all DRBA facilities.

Yardi Systems, Inc.: Property Management Software

The Authority uses Property Management Software provided by Yardi Systems, Inc.

## **Classification Definitions:**

### **Committee Waiver.**

The Budget and Finance Committee, in consideration of the overall procurement process, may increase or waive the thresholds established in paragraphs 1 and 2 of Resolution 98-31 for the following reasons: operational needs and issues, a need for uniformity and continuity in materiel and services required by the Authority, and unique or 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 (DRBA Resolution 98-31 Part 3)

**Cooperative Contract.** A purchase of equipment, supplies or non-professional services which, under normal circumstances, would require public competitive bidding in accordance with Resolution 98-31, however the vendor has agreed to provide the goods or services to the Authority at prices less than or equal to that vendor's respective contract pricing awarded as a result of a public and competitively bid cooperative contract intended for the use of other 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.).

\* \* \* \* \*

**RESOLUTION 21-50 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND LOVE THE COOK & COMPANY LLC**

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (“Airport”); and

WHEREAS, Love the Cook & Company LLC (“Love the Cook”) desires to lease approximately 3,000 square feet of warehouse/shop space located in Units 1 and 2, 241 Ranger Rd at the Cape May Airport; and

WHEREAS, Love the Cook has agreed to pay the Authority annual rent in the amount of Thirty Thousand Dollars 00/100(\$30,000); and

WHEREAS, the initial term of the lease (“Lease Agreement”) is for Five (5) years; and

WHEREAS, Love the Cook shall have the option to renew the Lease Agreement for one (1) additional two (2) year term; and

WHEREAS, rent shall be adjusted at the beginning of the renewal term to the then Fair Market Value (FMV); and

WHEREAS, rent during the initial term and the second year of the renewal term shall increase annually by 2.25%; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Love the Cook and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson, and the Executive Director.

NOW, THEREFORE, BE IT RESOLVED, that Resolution 21-29 is hereby rescinded.

Resolution 21-50 was moved by Commissioner Wilson, seconded by Commissioner Smith and was approved by a roll call vote of 10-0.

### **Resolution 21-50 - Executive Summary**

**Resolution:** Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Love the Cook & Company, LLC, regarding Cape May Airport

**Committee:** Economic Development

**Committee Date:** December 21, 2021

**Board Date:** December 21, 2021

**Purpose of Resolution:** To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Cape May Airport.

**Background for Resolution:** The Delaware River and Bay Authority has built a new light industrial building located at 241 Ranger Rd at the Cape May Industrial Park. The building has 10 units each comprising approximately 1,500 sq.ft. of space. Love the Cook & Company, LLC currently occupies Units 9a & 10 in Building 96 and will be relocating to Units 1 & 2 in the new building. We have asked Love the Cook to relocate in an effort to group compatible/like uses together in our buildings. Love the Cook runs a coffee roasting operation at the airport.

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**RESOLUTION 21-51 - AUTHORIZES A LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND DELMOPRO, LLC AT THE CAPE MAY AIRPORT**

WHEREAS, the Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (the “Airport”), Cape May, New Jersey; and

WHEREAS, DelmoPro, LLC (“Delmo”) desires to lease approximately 1,600 square feet of space in the terminal building located at 505 Terminal Dr for office use and storage space at the Cape May Airport; and

WHEREAS, Delmo has agreed to pay the Authority annual rent in the amount of Twelve Thousand Nine Hundred and Sixty Dollars 00/100 (\$12,960.00); and

WHEREAS, the initial term of the Lease (“Lease Agreement”) shall be for one (1) year; and

WHEREAS, Delmo shall have the option of renewing this Lease Agreement for three (3) additional one (1) year terms; and

WHEREAS, rent shall adjust annually by the Consumer Price Index (CPI); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with DelmoPro, LLC and, with the advice and consent of counsel, to have such agreement executed by the Chairperson, Vice Chairperson, and the Executive Director.

Resolution 21-51 was moved by Commissioner Wilson, seconded by Commissioner Ransome and was approved by a roll call vote of 10-0.

**Resolution 21-51 - Executive Summary**

- Resolution:** Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and DelmoPro, LLC regarding the Cape May Airport
- Committee:** Economic Development
- Committee Date:** December 21, 2021
- Board Date:** December 21, 2021
- Purpose of Resolution:** To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Cape May Airport.
- Background for Resolution:**

The Delaware River and Bay Authority operates a terminal building located at 505 Terminal Drive in the Cape May Airport. DelmoPro, LLC will use the space for offices and storage in support of their road race and triathlon production business in the Delaware Valley. DelmoPro, LLC has been in business for several years and currently leases one of our units in the Ranger Rd complex. Their business has grown to a point that they needed to enlarge their business operation space. DelmoPro is the entity that produces the Escape the Cape Event at the Ferry. The rate is based upon the current FMV for comparable space at the airport.

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**RESOLUTION 21-52 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE ISLAND FOODS, LLC**

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (“Airport”); and

WHEREAS, Cape Island Foods, LLC (“Cape Island”) desires to lease approximately 3,200 square feet of warehouse/shop space located in the terminal at the Cape May Airport; and

WHEREAS, Cape Island has agreed to pay the Authority annual rental in the amount of Twenty-Five Thousand Two Hundred Dollars (\$25,200.00); and

WHEREAS, the initial term of the lease (“Lease Agreement”) is for two (2) years; and

WHEREAS, Cape Island shall have the option of renewing this Lease Agreement for three (3) additional one (1) year terms; and

WHEREAS, rent shall adjust annually by the Consumer Price Index (CPI); and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with Cape Island Foods, LLC and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson and the Executive Director.

Resolution 21-52 was moved by Commissioner Wilson, seconded by Commissioner Faust and was approved by a roll call vote of 10-0.

**Resolution 21-52 - Executive Summary**

**Resolution:** Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and Cape Island Foods, LLC, regarding Cape May Airport.

**Committee:** Economic Development

**Committee Date:** December 21, 2021

**Board Date:** December 21, 2021

**Purpose of Resolution:** To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the Cape May Airport.

**Background for Resolution:** The Delaware River and Bay Authority operates the Terminal Building at the Cape May Airport. The terminal building has a warehouse and office area comprising approximately 3,200 sq.ft of space. Cape Island operates a peanut butter, pasta and olive oil production operation at several other locations both at the airport and in the City of Cape May and is in need of additional warehouse and production space.

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**RESOLUTION 21-53 - LEASE AGREEMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND THE FEDERAL AVIATION ADMINISTRATION**

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the New Castle Airport (“Airport”), New Castle, Delaware; and

WHEREAS, the Federal Aviation Administration (“FAA”) desires to lease approximately 5,397 sq.ft of space in the Air Traffic Control Tower and Base Building owned by the airport; and

WHEREAS, the term of this Lease Agreement shall be five (5) years; and

WHEREAS, the FAA has agreed to pay the Authority annual rent in the amount of One Hundred and Nine Thousand Eight Hundred and Twenty-Eight Dollars 92/100 (\$109,828.92). This rate is based upon a computation of the costs the airport incurs related to the requirements of this agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Agreement with the Federal Aviation Administration and, with the advice and consent of counsel, to have such Agreement executed by the Chairperson, Vice Chairperson, and the Executive Director.

Resolution 21-53 was moved by Commissioner Wilson, seconded by Vice-Chairperson Lathem and was approved by a roll call vote of 9-0-1. Prior to the Roll Call, Counsel noted that Commissioner Faust had previously advised the Board of client conflict that required her recusal on matters involving actions taken at New Castle Airport. Commissioner Faust abstained.

**Resolution 21-53 - Executive Summary**

**Resolution:** Authorizing the Execution of a Lease Agreement between the Delaware River and Bay Authority and the Federal Aviation Administration at the New Castle Airport

**Committee:** Economic Development

**Committee Date:** December 21, 2021

**Board Date:** December 21, 2021

**Purpose of Resolution:** To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease agreement for space at the New Castle Airport.

**Background for Resolution:** The Delaware River and Bay Authority built and owns the control tower located at the New Castle Airport. The Federal Aviation Administration operates from the control tower and provides flight control at the New Castle Airport from 6:30 am till 11pm. This is a desirable service to offer at the airport for traffic control. The lease is prepared by the Federal Aviation Administration and the prices are predetermined by the federal government and are in direct relationship to the airport’s cost to operate the facility.

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**RESOLUTION 21-54 - LEASE AMENDMENT BETWEEN THE DELAWARE RIVER AND BAY AUTHORITY AND CAPE MAY BREWING LLC.**

WHEREAS, The Delaware River and Bay Authority (the “Authority”), is the operator of the Cape May Airport (“Airport”); and

WHEREAS, CMB desires to continue to lease approximately 6,000 square feet of space in Building 96 comprised of Units 5,6,7 & 8 and approximately 30,000 square feet of land adjacent to the building for a beer garden at the Cape May Airport; and

WHEREAS, Cape May Brewing LLC entered into an agreement with the Airport to add approximately 42,100 sq.ft. area to expand the beer garden and build a permanent structure on the premises, bringing the leasehold to 72,100 sq.ft.; and

WHEREAS, NJ Alcohol Beverage Control (ABC) has added additional requirements to CMB expansion plans that necessitates CMB to add an additional 5,000 sq.ft. of space to the leasehold. The total beer garden leasehold with the addition will be 77,100 sq.ft.; and

WHEREAS, the term of this agreement shall be coterminous with the base agreement; and

WHEREAS, the commencement of this amendment will be contingent upon Cape May Brewery acquiring the necessary permits and approvals from NJ Alcohol Beverage Control and the local permitting agencies, and

WHEREAS, the rent for the initial year of this agreement shall be an additional Nine Thousand Four Hundred Twenty Dollars 00/100 Dollars (\$9,420.00) annually; and

WHEREAS, rent shall increase beginning March 1, 2023, by the Consumer Price Index (CPI) and on each March 1<sup>st</sup> during the remain years of the renewal period; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director is hereby authorized to finalize the terms and conditions of the Lease Amendment with Cape May Brewing LLC and, with the advice and consent of counsel, to have such Lease Amendment executed by the Chairperson, Vice Chairperson, and the Executive Director.

Resolution 21-54 was moved by Commissioner Wilson, seconded by Commissioner Ransome and was approved by a roll call vote of 10-0.

#### **Resolution 21-54 - Executive Summary**

**Resolution:** Authorizing the Execution of a Lease Amendment between the Delaware River and Bay Authority and Cape May Brewing LLC, regarding Cape May Airport

**Committee:** Economic Development

**Committee Date:** December 21, 2021

**Board Date:** December 21, 2021

**Purpose of Resolution:** To permit the Executive Director, Chairman and Vice Chairman to execute and deliver a lease amendment for existing lease space at the Cape May Airport.

**Background for Resolution:**

The Delaware River and Bay Authority operates a retail building at the Cape May Airport commonly referred to as Building 96. Cape May Brewing currently leases Units 5, 6, 7 & 8 in the building in addition to 30,000 sq.ft. of space behind the building for a beer garden at the Cape May Airport. Cape May Brewing would like to expand their beer garden and build a permanent building with restrooms and a sales area. NJ ABC has made additional requirements in order to approve the expanded beer garden that will require additional space to be leased. The term of the lease coordinates with the remaining term of their facilities at the airport so that they will all expire at the same time.

\* \* \* \* \*

**RESOLUTION 21-55 – ADOPTING THE DELAWARE RIVER AND BAY AUTHORITY’S 2022 CAPITAL IMPROVEMENT PROGRAM (CIP)**

WHEREAS, The Delaware River and Bay Authority (the “Authority”) has developed a 2022 Capital Improvement Program (CIP) for major and minor capital projects Authority-wide in the amount of \$126,851,000.00 in Authority funds and \$24,307,000.00 in external funds, for a total of \$151,158,000.00; and

WHEREAS, the Projects Committee has conducted a publicly advertised meeting on the proposed 2022 CIP; and

WHEREAS, the Authority’s Projects Committee has reviewed and approved the proposed 2022 CIP and recommends its adoption by the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby adopts the 2022 CIP investment proposal in the amount of \$151,158,000.00.

Resolution 21-55 was moved by Commissioner Wilson, seconded by Commissioner Ransome and was approved by a roll call vote of 9-0-1. Prior to the Roll Call, Counsel noted that Commissioner Faust had previously advised the Board of a client conflict that required her recusal on matters involving actions taken at New Castle Airport. The Resolution passed with 9 votes in the affirmative, 0 votes in the negative and 1 partial abstention. Commissioner Faust abstained as to that portion of the CIP that allocates funds for New Castle Airport. The CIP allocates \$6,093,000 in Authority Funds and \$3,088,000 in external funds. Even with the partial abstention, all funds to be allocated in the CIP received at least 4 votes in the affirmative from NJ Commissioners and 4 votes in the affirmative from DE Commissioners

## Resolution 21-55 - Executive Summary Sheet

**Resolution:** Authorizing the adoption of The Delaware River and Bay Authority's 2022 Capital Improvement Program (CIP) investment proposal

**Committee:** Projects Committee

**Committee Date:** December 21, 2021

**Board Date:** December 21, 2021

**Purpose of Resolution:** To authorize adoption of the Delaware River and Bay Authority's 2022 Capital Improvement Program (CIP) investment proposal in the amount of \$126,851,000.00 in Authority funds and \$24,307,000.00 in external funds, for a total of \$151,158,000.00.

### **Background for Resolution:**

The Delaware River and Bay Authority has developed a 2022 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 \$126,851,000.00 in Authority funds and \$24,307,000.00 in external funds, for a total of \$151,158,000.00.

The implementation of this 2022 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 2022 CIP is accompanied by a Five-Year (2022-2026) Strategic Plan showing projections for four additional years of capital spending.

The Projects Committee has conducted a publicly advertised meeting on the proposed 2022 CIP, approved the proposed 2022 CIP, and recommends its adoption to the Board of Commissioners.

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11876. COMMISSIONERS PUBLIC FORUM

Chairperson Hogan called for comments from the public and Commissioners.

There were no additional public comments.

\* \* \* \* \*

11877. EXECUTIVE DIRECTOR’S COMMENTS

The Executive Director introduced Colonel Richard Arroyo, Police Administrator for the Delaware River Bay Authority. Colonel Arroyo reviewed the DRBA Police CALEA Gold Standard Recognition. Delaware River and Bay Authority Police Department (DRBA) with the Gold Standard with Excellence Award. CALEA is an international association that accredits law enforcement agencies for achieving industry-established performance standards and professional practices. CALEA presented this prestigious designation in recognition of this agency’s outstanding compliance with accreditation standards during its eighth reaccreditation in 2021. CALEA voted unanimously to re-accredit the DRBA Police Department for the next four (4) years, The DRBA Police Department is extremely honored to have been selected to serve as a CALEA Accreditation with Excellence award winning agency. A tremendous amount of credit for the department’s success must go to the men and women of the DRBA Police Department.

**Upcoming Meeting:**

Wednesday, January 19, 2022 – Board of Commissioners Meeting

There being no further business, Chairperson Hogan adjourned the meeting at 1:00 p.m.

Respectfully submitted,

**THE DELAWARE RIVER AND BAY AUTHORITY**

Stephen D. Williams