SUMMARY STATEMENT

ITEM NO.: DRPA-15-076

SUBJECT: Consideration of Pending DRPA Contracts (Between $25,000 and $100,000)

COMMITTEE:

New Business

COMMITTEE MEETING DATE:

N/A

BOARD ACTION DATE:

June 17, 2015

PROPOSAL:

That the Board consider authorizing staff to enter into contracts as shown on the Attachment to this Resolution.

PURPOSE:

To permit staff to continue and maintain DRPA operations in a safe and orderly manner.

BACKGROUND:

At the Meeting held August 18, 2010 the DRPA Commission adopted Resolution 10-046 providing that all DRPA contracts must be adopted at an open meeting of the DRPA Board. The Board proposed modifications to that Resolution at its meeting of September 15, 2010; specifically that all contracts between $25,000 and $100,000 be brought to the Board for approval. The contracts are listed on the Attachment hereto with the understanding that the Board may be willing to consider all of these contracts at one time, but if any member of the Board wishes to remove any one or more items from the list for separate consideration, each member will have that privilege.

SUMMARY:

Amount: N/A
Source of Funds: See Attached List
Capital Project #: N/A
Operating Budget: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: N/A
Other Parties Involved: N/A
RESOLUTION

RESOLVED: That the Board authorizes and directs that subject to approval by the Chair, Vice Chair, General Counsel and the Chief Executive Officer, staff proceed to negotiate and enter into the contracts listed on the Attachment hereto.

SUMMARY:  
Amount: N/A  
Source of Funds: See Attached List  
Capital Project #: N/A  
Operating Budget: N/A  
Master Plan Status: N/A  
Other Fund Sources: N/A  
Duration of Contract: N/A  
Other Parties Involved: N/A
<table>
<thead>
<tr>
<th>Item #</th>
<th>Vendor/Contractor</th>
<th>Description</th>
<th>Amount</th>
<th>Procurement Method</th>
<th>Bids Received</th>
<th>Bid Amounts</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reuter-Hanney Co. Inc. Ivyland, PA</td>
<td>Purchase of Switchgear Testing, Maintenance and Calibration at the Walt Whitman Bridge Facility.</td>
<td>$25,700.00</td>
<td>Competitive Formal Bid- IFB B0006326 was publicly advertised and issued to eight (8) prospective bidders. Four (4) bids were received and publicly opened on May 21, 2015.</td>
<td>1. Reuter-Hanney Co. Inc. Ivyland, PA 2. M+L Power Systems Old Bridge, NJ 3. Trace Testing Hamilton, NJ 4. Chammings Electric Vineland, NJ</td>
<td>1. $25,700.00 2. $36,500.00 3. $58,575.00 4. NO BID</td>
<td>General Fund</td>
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<td>2</td>
<td>Pioneer Supply Co. Inc. Pittsburgh, PA</td>
<td>Purchase and Installation of One (1) RollsRoller Flatbed Applicator at the Walt Whitman Bridge Facility.</td>
<td>$30,302.00</td>
<td>Competitive Formal Bid- IFB B0006325 was publicly advertised and issued to five (5) prospective bidders. Two (2) bids were received and publicly opened on May 27, 2015.</td>
<td>1. Pioneer Supply Co. Inc. Cinnaminson, NJ 2. Wensco Sign Supply Belmont, MI</td>
<td>1. $30,302.00 2. NON-RESPONSIVE</td>
<td>General Fund</td>
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<tr>
<td>3</td>
<td>SHI (Software House International) Somerset, NJ</td>
<td>One (1) year maintenance agreement for LawSoft software. LawSoft is the software utilized by the Authority’s Public Safety department for computer-aided dispatch. This maintenance keeps up to date with the latest software upgrades as well as technical support.</td>
<td>$28,540.88</td>
<td>In accordance with New Jersey State Contract #M-00003, vendor award #77560.</td>
<td>1. SHI (Software House International) Somerset, NJ</td>
<td>1. $28,540.88</td>
<td>Revenue Fund</td>
</tr>
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### Item # | Vendor/Contractor | Description | Amount | Procurement Method | Bids Received | Bid Amounts | Source of Funds |
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<td>4</td>
<td>JPC Group, Inc. Blackwood, NJ</td>
<td>Purchase and Installation of New Water Line Service at the Ben Franklin Bridge 4th Street Abutment Garage - Philadelphia, PA.</td>
<td>$45,000.00</td>
<td>Competitive Formal Bid- FB B0006317 was publicly advertised and issued to seventeen (17) prospective bidders. Four (4) bids were received and publicly opened on April 30, 2015.</td>
<td>1. JPC Group, Inc. Blackwood, NJ 2. Seravelli, Inc. Philadelphia, PA 3. East Coast Minority Supply Wilmington, DE 4. Winzinger, Inc. Hainesport, NJ</td>
<td>1. $45,000.00 2. $84,500.00 3. $120,000.00 4. NO BID</td>
<td>General Fund</td>
</tr>
<tr>
<td>5</td>
<td>SimplexGrinnell Cranberry Township, PA</td>
<td>One (1) year maintenance agreement for Access Control System hardware and software maintenance for One Port Center/DRPA Headquarters and all DRPA bridge facilities.</td>
<td>$34,150.00</td>
<td>In accordance with Commonwealth of Pennsylvania Contract #4400010438.</td>
<td>1. SimplexGrinnell Cranberry Township, PA</td>
<td>1. $34,150.00</td>
<td>Revenue Fund</td>
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<tr>
<td>6</td>
<td>EEOC Training Institute McLean, VA</td>
<td>Provide in-house 2015 EEOC training to DRPA and PATCO employees.</td>
<td>$34,000.00</td>
<td>Sole Source Provider - see attached Sole Source Justification Memo marked as Exhibit &quot;1&quot;.</td>
<td>1. EEOC Training Institute McLean, VA</td>
<td>1. $34,000.00</td>
<td>Revenue Fund</td>
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MEMORANDUM: PURCHASES GREATER THAN $25,000

DELaware River Port Authority
of Pennsylvania and New Jersey

TO: James White, Chief Financial Officer
John T. Hanson, CEO-DRPA/President-PATCO

FROM: Toni P. Brown, Division Director/Project Manager: DE&CO

SUBJECT: SOLE SOURCE APPROVAL = EEOC Training Institute

PURCHASE REQUISITION: #2015706

DATE: May 28, 2015

Background:

On February 26, 2015, the Authority’s CFO issued the following memo: ‘This is to confirm that the Authority has obtained the required EEOC Training Certification and has reviewed the content of the training module. The Authority has determined that the training is appropriate for all employees who require EEO training.’

The EEOC Training Institute is proprietary and the Authority has determined that the training is appropriate for all employees who require EEO training. The Authority has reviewed the content of the training module and has determined that the training is appropriate for all employees who require EEO training.

Justification for Proprietary/Sole Source:

The EEOC Training Institute is proprietary.

Cost:

The cost of $34,000 will come from the Authority’s overall 2015 training budget, which is administered by the Human Resources Department.

Toni P. Brown, Division Director

James White, CFO
John T. Hanson, CEO-DRPA/President-PATCO
Background Attachment:

This Training is in response to one of the findings in the Management Audit Final Report issued by CGR Management Consultants and dated January 14, 2013. Specifically, at Section 4.2.3 "Business Development & Equal Opportunity", CGR recommended that the Authority reduce the two-year gap that currently exists for Equal Employment Opportunity (EEO) training.

Until 2009, EEO training was conducted using in-house staff in the Office of Business Development & Equal Opportunity (OBD&EO). The training was conducted every two years. Given that the Authority is a 24/7 operation, the shifts worked by our employee population of 870 vary. Therefore, in order to ensure that all employees received the mandatory training OBD&EO staff traveled to the various facilities to deliver the training during shifts. This was a significant commitment in terms of staff time and also required a delicate balancing of the remaining work to be performed by the OBD&EO.

In discussing CGR's recommendation and OBD&EO's staffing dilemma with CEO John Matheussen and Commissioner Cruz, it was agreed that we should pursue having this training delivered by an outside vendor. The Authority's Training Administrator suggested we pursue training resources offered by the EEOC.

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), gender identity, national origin, age (40 or older), disability or genetic information. The EEOC is responsible for promulgating the regulations that employers are expected to follow to ensure a workplace free from harassment and discrimination. The Commission receives, investigates, and resolves charges of employment discrimination filed against private sector employers, employment agencies, labor unions, and state and local governments, including charges of systematic discrimination. In short, the EEOC is the subject-matter expert in the field of EEO laws. Any outside vendor who would deliver EEO training for the Authority would rely upon the legal interpretation provided by the EEOC and offer guidance to employers and employees based upon that which has been provided by the EEOC. The EEOC Training Institute has agreed to provide on-site EEO training to all Authority employees (approximately 870). The fee for training was originally quoted at $52,800. However due to a reduction in the number of sessions and our ability to print the training materials in-house, the EEOC Training Institute agreed to reduce the fee to $34,000.

I presented this resource to Commissioner Cruz and CEO Matheussen and it was determined that the EEO refresher training should be delivered by EEOC staff since the agency is unquestionably the subject-matter expert on EEO laws, the different types of discrimination, preventing harassment/discrimination, the complaint process, the role of supervisors and managers and various forms of retaliation that could be problematic for employers.