SUMMARY STATEMENT

ITEM NO.: DRPA-20-045

SUBJECT: Toll Transportation and Processing Services

COMMITTEE: Audit Committee

COMMITTEE MEETING DATE: March 4, 2020

BOARD ACTION DATE: April 15, 2020

PROPOSAL: That the Board authorizes staff to negotiate a contract with Brink’s, Incorporated to provide Toll Revenue Transportation and Processing Services for the Delaware River Port Authority (DRPA) as well as additional related services pertaining to the Port Authority Transit Corporation (PATCO) and DRPA’s E-ZPass Customer Service Center.

PURPOSE: To select a firm to provide Toll Revenue Transportation and Processing Services for the Delaware River Port Authority (DRPA), as well as additional related services pertaining to the Port Authority Transit Corporation (PATCO) and DRPA’s E-ZPass Customer Service Center.

BACKGROUND: On October 21, 2019, an advertisement was posted on DRPA’s website inviting interested firms to submit proposals for Toll Transportation and Processing Services. The Authority received 9 requests from firms to be added to the bidder's list for this project. One (1) firm submitted the required technical proposal and “sealed dollar costs proposal” to provide these services to the Delaware River Port Authority and PATCO, as shown below:

1. Brink’s, Incorporated

The technical proposal was reviewed by an Evaluation Committee consisting of the Director, Fare Collection for PATCO, Toll Managers for DRPA bridges, Manager, E-ZPass Technology & Toll Analysis, and representatives from the Office of the Inspector General. The evaluation committee was vetted and cleared by the Office of General Counsel.

Based on the review of the technical proposal, Brink’s, Incorporated was deemed the most responsive by the Evaluation Committee.
Cost Proposal:

The cost proposed by the selected firm $810,000*

The breakdown for the initial three-year term and two optional years are:

Year 1: $270,000  Optional Year 1: $280,000
Year 2: $270,000  Optional Year 2: $290,000
Year 3: $270,000

Recommendation:

Upon consideration of the qualifications of the sole respondent, the firm of Brink’s, Incorporated is recommended to provide Toll Transportation and Processing Services for the three-year period 2020 through 2022, with two (2) one-year renewal options.

SUMMARY: Amount: $810,000* for the three-year term with an option for two (2) additional (1) year options, unilaterally exercisable at DRPA’s sole discretion
Source of Funds: Revenue and General Funds
Capital Project #: N/A
Operating Budget: Office of the Inspector General
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: Three years with two (2) one-year renewal options
Other Parties Involved: Brink’s, Incorporated and Delaware River Port Authority

* The actual cost may vary based on fluctuations experienced in certain services provided over the life of the contract and renewals thereof. Amounts indicated above are based on DRPA’s current volumes.
RESOLUTION

RESOLVED: That the Board authorizes DRPA staff to negotiate a contract with Brink’s, Incorporated to provide Toll Transportation and Processing Services for an amount estimated based on current volumes to be $810,000 during the initial term with two (2) one year renewal options; and be it further

RESOLVED: That assuming Brink’s, Incorporated is performing satisfactorily and consistent the terms of the agreement, the Board authorizes staff to use discretion as to whether the first and second year options shall be exercised, without returning to the Board for additional authorization; and be it further

RESOLVED: The Chair, Vice Chair and the Chief Executive Officer must approve and are hereby authorized to approve and execute all necessary agreements, contracts, or other documents on behalf of the DRPA. If such agreements, contracts, or other documents have been approved by the Chair, Vice Chair and Chief Executive Officer and if thereafter either the Chair or Vice Chair is absent or unavailable, the remaining Officer may execute the said document(s) on behalf of DRPA along with the Chief Executive Officer. If both the Chair and Vice Chair are absent or unavailable, and if it is necessary to execute the said document(s) while they are absent or unavailable, then the Chief Executive Officer shall execute such documents on behalf of DRPA.

SUMMARY:

| Amount: | $810,000* for the three-year term, with an option for two (2) additional (1) year options, unilaterally exercisable at DRPA’s sole discretion |
| Source of Funds: | Revenue and General Funds |
| Capital Project #: | N/A |
| Operating Budget: | Office of the Inspector General and PATCO |
| Master Plan Status: | N/A |
| Other Fund Sources: | N/A |
| Duration of Contract: | Three years with two (2) one-year renewal options |
| Other Parties Involved: | Brink’s, Incorporated and Delaware River Port Authority |

*Amounts indicated are based on DRPA’s and PATCO’s current volumes. The actual cost will may vary based on fluctuations experienced in certain services provided experienced over the life of the contract and renewals thereof. Amounts indicated above are based on DRPA’s current volumes.