

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: June 20, 2017 Consent Regular
 Workshop Public Hearing

Department:

Submitted By: Department of Airports

Submitted For:

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Change Order No. 2 to the Contract with ARINC Incorporated in the amount of \$139,708 and 60 Calendar Days for the installation of the Common Use Passenger Processing System (CUPPS) at Palm Beach International Airport (PBI).

Summary: The Contract with ARINC Incorporated for the installation of the CUPPS at PBI was approved by the Board on October 18, 2016 (R-2016-0480). Change Order No. 1 in the amount of \$29,800 and 30 Calendar Days was approved under the delegated authority detailed in PPM CW-F-050. Approval of Change Order No. 2 in the amount of \$139,708 and 60 Calendar Days will increase the number of CUPPS locations at PBI to facilitate operations. ARINC Incorporated is an Annapolis, Maryland based company. The Disadvantaged Business Enterprise (DBE) goal for this contract is 12%. ARINC Incorporated has committed to 18% in their proposal. With the addition of this Change Order No. 2, DBE participation is expected to be approximately 30% for the project. Passenger Facility Charge (PFC) funds are being utilized to fund this project. **Countywide (AH)**

Background and Justification: This project involved the gradual and incremental deployment of shared tenant systems to support the common use of certain ticketing facilities and gates at PBI. The Department of Airports intended to roll-out the installation of the common use terminal equipment at gates and ticketing counters that are not presently leased to serve seasonal carriers and charter operators in phases. The original contract included installation of the system at four (4) non-leased gates, but following recent discussions with the airlines currently serving the airport it is desired to increase the scope of the work. Change Order No. 2 includes the installation at ten (10) additional gates to improve the utilization of existing facilities and provides added flexibility to airlines currently serving or planning to serve PBI with the addition of this system. It is anticipated that the installation of the CUPPS at all of the airport-operated gates will result in increased performance and lower costs for airlines, improve utilization of ticket counters and gates, and improve customer service for passengers and tenants.

Attachments:

1. Change Order No. 2 – Three (3) Originals w/Contract History

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Recommended By: Jerry J. Baker for Bruce Kelly 6/7/17
Date
Department Director

Approved By: J Baker 6/13/17
Date
County Administrator

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Capital Expenditures	\$139,708	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues (Grants)	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	\$139,708	=====	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes X No _____
 Budget Account No: Fund 4111 Department 121 Unit A305 Object 6504
 Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Passenger Facility Charge funds in the amount of \$139,708 are being utilized to fund this project.

C. Departmental Fiscal Review: CM Simon

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

[Signature] 5/25/17
 OFMB EC 5/24/17

[Signature] 6/15/17
 Contract Dev. and Control
 6/7/17

B. Legal Sufficiency:

Anne Delgado 6-12-17
 Assistant County Attorney

C. Other Department Review:

 Department Director

CHANGE ORDER

- | | | | |
|-------------------------------------|-------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Owner Initiate | <input checked="" type="checkbox"/> | Quantity Overruns/Underruns |
| <input type="checkbox"/> | Differing Site Conditions | <input type="checkbox"/> | Request By Another Agency/Outside Party |
| <input type="checkbox"/> | Zoning/Code/Ordinance Changes | <input type="checkbox"/> | A. Reimbursable <input type="checkbox"/> B. Non-Reimbursable |
| <input type="checkbox"/> | Errors/Omissions/In Design | <input type="checkbox"/> | Other |

PROJECT: **Common Use Passenger Processing System (CUPPS) Palm Beach International Airport (PBI)**

CHANGE ORDER NO: **Two (2)**
 COUNTY/FAA PROJECT NO: **PB15-1**
 CONTRACT DATE: **October 18, 2016**
 RESOLUTION NO. **R-2016-1480**
 DISTRICT # **Countywide**

TO: **ARINC Incorporated**
2551 Riva Road
Annapolis, MD 21401

Description of Change:

The original scope consisted of eight (8) Common Use Authorized Work Stations at four (4) gate podiums and eight (8) Common Use Authorized Work Stations at four (4) check-in counters plus one (1) work station in the IT Lab. The Owner has identified additional interest in the use of the CUPPS by the Airlines. This change order shall expand the scope to a total of twenty-eight (28) Common Use Authorized Work Stations at fourteen (14) DOA or non-leased gates in the Concourses and ten (10) Common Use Authorized Work Stations at five (5) check-in counters plus the one (1) work station in the IT Lab. This allows greater flexibility in accommodating airlines (charters, seasonal carriers, diversions, overflow use) operating at PBI. The contract time shall be increased by 60 Calendar Days by this Change Order.

Total Change in Contract Amount.....**\$139,708.00**

EXECUTION OF THIS CHANGE ORDER ACKNOWLEDGES FINAL SETTLEMENT OF, AND RELEASES ALL CLAIMS FOR, COSTS AND TIME ASSOCIATED, DIRECTLY OR INDIRECTLY, WITH THE ABOVE STATED MODIFICATION(S), INCLUDING ALL CLAIMS FOR CUMULATIVE DELAYS OR DISRUPTIONS RESULTING FROM, CAUSED BY, OR INCIDENT TO, SUCH MODIFICATION(S), AND INCLUDING ANY CLAIM THAT THE ABOVE-STATED MODIFICATION(S) CONSTITUTES, IN WHOLE OR PART, A CARDINAL CHANGE TO THE CONTRACT.

The Original Contract Sum was	\$965,538.00
Net change by previous Change Orders	\$29,800.00
The Contract Sum prior to this Change Order was	\$995,338.00
The Contract Sum will be increased by this Change Order	\$139,708.00
The new Contract Sum including Change Order will be	\$1,135,046.00
The Contract Time will be increased/decreased by	60 Calendar days.
The Date of Substantial Completion of this Change Order therefore is	July 27, 2017

BARICH, Inc	ARINC, Inc	PBC Board Of County Commissioners
Consultant	Contractor	Owners
2241 E. Pecos Rd. Suite 2	2551 Riva Road	PO Box 21229
Chandler, AZ 85225	Annapolis, MD 21401	West Palm Beach, FL 33416-1229
Name and Title: CARY REIF-CONSULTANT	Name and Title: <i>John C. Mortensen, Global Program Mgmt.</i>	Name and Title: Paulette Burdick, Mayor
Signature <i>Cary Reif</i>	Signature <i>John C. Mortensen</i>	Signature
Date: 3-23-17	Date: 3/24/17	Date:

PALM BEACH COUNTY DEPARTMENT OF AIRPORTS

Attest: SHARON R. BOCK
 Clerk & Comptroller

Approved As To Terms
 Terms and Conditions

Approved as to Form and Legal
 Sufficiency

By: _____
 Deputy Clerk

By: *[Signature]*
 Director of Airports

By: _____
 County Attorney



John A. Dungan
Sr. Program Manager
Airport Systems
Information Management Services

2551 Riva Road
Annapolis, MD 21401
918.461.3031
jdungan@arinc.com

March 20, 2017 (Revised June 5, 2017)

CCO/HDQ-17-0102

Ms. Cynthia M. Portnoy, P.E. Project Manager
Palm Beach County Department of Airports
846 Palm Beach International Airport
West Palm Beach. FL 33406-1470

Subject: Submission of ARINC Incorporated Change Order Proposal for Additional
Equipment and Support

Reference: Contract Number PB 15-1 for Common Use Passenger Processing System

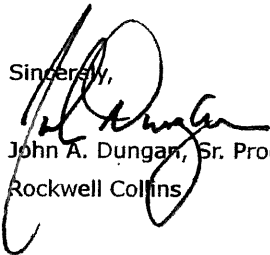
Dear Ms. Portnoy:

Based on our discussions on March 17, I have adjusted our proposal for additional equipment and support under the referenced contract. The change includes the addition of DDC devices for dynamic signage. Please find attached our amendment summarizing the changes. Based on our initial contract authorization, we are requesting an addition of \$139,708. In addition, we will need the contract time extended by sixty (60) days to procure the equipment and complete the work:

1. Our Scope of Work as defined and attached hereto.
2. Payment upon acceptance of the equipment installation and monthly payments for the added licenses and support.
3. All other terms and conditions of the referenced contract are applicable to this change order.

We look forward to working with you on this important change order. Should you require information of a technical nature, please contact me. Contractual matters should be referred to Katie Price at 410-266-2093 or kprice@arinc.com.

Sincerely,


John A. Dungan, Sr. Program Manager
Rockwell Collins



PBI Change Order #2 – Additional Equipment and Support

Table 1. Supported Airlines

This list includes airlines in the initial contract and represents all airlines to be supported after approval of this change order.

Airline	Application	Host Provider	Connection Method
-	LDCS	Damarel	Existing VPN tunnel
F9 – Frontier	GoNow	Navataire	TBD
7F – First Air	TBD	TBD	TBD
AA – American	Sabre Interact	Sabre	Existing VPN tunnel
AC – Air Canada	QIK Check	RES III	Existing Circuit
B6 – Jet Blue	Sabre Interact	Sabre	TBD
DL – Delta	DL Suite	Deltamatic	Existing Circuit
NK – Spirit	TBD	TBD	TBD
UA – United	InfoConnect	Shares	Existing Circuit
WN – Southwest	TBD	TBD	TBD
WS – West Jet	Sabre Interact	Sabre	Existing Circuit

NOTE: Additional airlines will be added by amendment to this contract.

CR

PB15-1 CUPPs
CCP 002

TOTAL EQUIPMENT INCLUDING FB 001

Hardware	Quantity	Spares	Unit Price	Total
Desktop PC w/ monitor	39	1	1105	\$ 44,200
Epson TM L-500 ATB	39	2	876	\$ 35,916
Epson TM L-500 BTP	11	2	976	\$ 12,688
Epson Roll holder	11	0	120	\$ 1,320
Epson FX 890	19	1	431	\$ 8,620
Desko mini MPR	39	2	359	\$ 14,719
Desko LAS 2D w/stand	39	2	396	\$ 16,236
UPS	39	1	180	\$ 7,200
Backdrop DDC	19	1	817	\$ 16,340
40" Backdrop Monitor				\$ -
55" Backdrop Monitor	5	1	2075	\$ 12,450
Backdrop Mounting	5	0	186	\$ 930
VOIP Handset	38	2	817	\$ 32,680
VOIP Server	1	0	28551	\$ 28,551
VOIP Upgrade	1		6022	\$ 6,022
Subtotal Hardware				\$ 237,872

Host Setup Fee & On-site Installation

\$ 157,926

CUPPs License	\$ 57,480
LDCS License	\$ 102,627
Dynamic Signage License	\$ 18,180
VoIP License	\$ -
VoIP Telecom Connection	\$ -
Level 1 & 2 Application Support	\$ 414,240
Level 3 Application Support	\$ 116,921
Sub Total	\$ 709,448

TOTAL \$ 1,105,246

DEDUCT ORIGINAL CONTRACT

(\$965,538)

TOTAL CCP 002

\$ 139,708

CR

**SCHEDULE 1
LIST OF PROPOSED DBE FIRMS**

Project Name: Common Use Passenger Processing System (CUPPS) Project No: PB15-1

Name of Prime Bidder: ARINC Change Order No. : Revised Contract including CO #2

Contact Person: John A. Dungan, Sr. Project Manager Bid Opening Date: N/A

Address: 6120 S. Yale, Suite 200, Tulsa, OK 74136 Department: Airport Systems

Phone No.: 918-461-3031 Fax No: _____ E-mail Address: jdungan@arinc.com

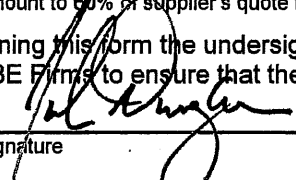
Name, Address & Phone No. of DBE Firm	Description of Type of Work	Classification (Check applicable box)	Dollar Amount			
			Black	Hispanic	Women	Other (Please Specify)
Storsoft Technology LTD 1208 E Kennedy Blvd Tampa FL 33602	VOIP installation and support	<input type="checkbox"/> Prime Contractor <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	\$ 188,008.75	\$	\$	\$
Chandler Campbelle & Daschle 310 Vizcaya Dr Palm Beach Gardens, FL	Installation and maintenance	<input type="checkbox"/> Prime Contractor <input checked="" type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	\$ 180,000.00	\$	\$	\$
		<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	\$	\$	\$	\$
		<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier <input type="checkbox"/> Manufacturer	\$	\$	\$	\$

Total Value of DBE Participation: \$ 368,008.75

Notes:

1. The amounts listed on this form for each DBE Firm must be supported by the price included on Schedule 2, "Letter of Intent to Perform as a Disadvantaged Business Enterprise", in order to be counted toward attainment of the DBE goal.
2. Firms identified on this form must be certified as a DBE by the State of Florida's Unified Certification Program.
3. If materials or supplies are proposed to be purchased from a DBE regular dealer, sixty percent (60%) of the proposed expenditure is counted toward attainment of the DBE goal. Reduce dollar amount to 60% of supplier's quote for purposes of determining value of DBE participation. Amounts listed on Schedule "2" should reflect the full expenditure (i.e., do not reduce supplier's quote).

By signing this form the undersigned Prime Bidder is committing to utilize the above referenced DBE Firms on the Project and that the Prime Bidder will monitor the DBE Firms to ensure that the work is actually performed by the by the DBE Firms.

By: 
Signature

John A. Dungan, Senior Project Manager
Print Name/Title of Person Executing on Behalf of the Prime

Date: 04MAY2017

*Additional sheets may be used if necessary.

SCHEDULE 2

LETTER OF INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE

Project No.: PB15-1

Project/Bid Name: CUPPS

Change Order No. Revised Contract including CO #2

Name of Prime Bidder: Rockwell Collins Information Management Services DBA ARINC Incorporated (ARINC)

Name of DBE Firm: Storsoft Technology Corp.

The undersigned is certified as a Disadvantaged Business Enterprise by the State of Florida's Unified Certification Program. Check one or more classifications as applicable:

- Black
 Hispanic
 Women
 Other (Please Specify) _____
 Prime Contractor
 Subcontractor
 Manufacturer
 Supplier

The undersigned is prepared to perform the following described work in connection with the above-referenced project (specify in detail the particular work and/or parts thereof to be performed):

Additional Sheets may be used as necessary.

Line Item/Lot No.	Item Description	Qty/Units	Unit Price	Total Price
1	PC Equipment		\$ 40,166	\$ 40,166.00
2	Common Use Equipment		\$ 92,193	\$ 92,193.75
3	VOIP installation and support		\$ 55,649	\$ 55,649.00

at the following price¹: \$188,008.75
 (Subcontractor/Supplier's Quote)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.


If the undersigned intends to subcontract any portion of the work described above to another subcontractor, please complete the following:

Systemize Networks LLC	6000.00	<input type="checkbox"/> DBE Certified <input checked="" type="checkbox"/> Non-DBE
_____	\$ _____	
(Name of Subcontractor)	(Amount of Subcontract)	<input type="checkbox"/> DBE Certified <input type="checkbox"/> Non-DBE
_____	\$ _____	
(Name of Subcontractor)	(Amount of Subcontract)	

The undersigned affirms that it has the resources necessary to perform the work described above without subcontracting the work to another subcontractor, except as noted above. The undersigned subcontractor/supplier understands that the provision of this form to the Prime Bidder does not prevent the subcontractor from providing quotations to other bidders.

Storsoft Technology Corp

Printed Name of DBE Subcontractor

By: 
 Signature

Date: 5/4/2017

¹ Do not reduce supplier's quote on this Schedule. Adjustments for purposes of determining the value of a supplier's participation should be reflected on Schedule 1 only. See "Note 3" on Schedule 1. Amounts for materials and supplies should be broken out in the table above.

SCHEDULE 2

LETTER OF INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE

Project No.: PB15-1 Project/Bid Name: CUPPS

Change Order No. _____ Revised Contract including CO #2 _____

Name of Prime Bidder: Rockwell Collins Information Management Services DBA ARINC Incorporated (ARINC)

Name of DBE Firm: Chandler & Campbelle Investment Group, LLC DBA
Chandler Campbelle & Daschle

The undersigned is certified as a Disadvantaged Business Enterprise by the State of Florida's Unified Certification Program. Check one or more classifications as applicable:

- Black
 Hispanic
 Women
 Other (Please Specify) _____
 Prime Contractor
 Subcontractor
 Manufacturer
 Supplier

The undersigned is prepared to perform the following described work in connection with the above-referenced project (specify in detail the particular work and/or parts thereof to be performed):

Additional Sheets may be used as necessary.

Line Item/Lot No.	Item Description	Qty/Units	Unit Price	Total Price
1	Monthly support	60	\$ 3,000	\$ 180,000
			\$	\$
			\$	\$
			\$	\$

at the following price¹: \$ _____
(Subcontractor/Supplier's Quote)

and will enter into a formal agreement for work with you conditioned upon your execution of a contract with Palm Beach County.

If the undersigned intends to subcontract any portion of the work described above to another subcontractor, please complete the following:

_____ \$ _____	_____	<input type="checkbox"/> DBE Certified
(Name of Subcontractor)	(Amount of Subcontract)	<input type="checkbox"/> Non-DBE
_____ \$ _____	_____	<input type="checkbox"/> DBE Certified
(Name of Subcontractor)	(Amount of Subcontract)	<input type="checkbox"/> Non-DBE

The undersigned affirms that it has the resources necessary to perform the work described above without subcontracting the work to another subcontractor, except as noted above. The undersigned subcontractor/supplier understands that the provision of this form to the Prime Bidder does not prevent the subcontractor from providing quotations to other bidders.

CHANDLER & CAMPBELLE
 Printed Name of DBE Subcontractor
 By: [Signature]
 Signature
 Date: 5/3/17

¹ Do not reduce supplier's quote on this Schedule. Adjustments for purposes of determining the value of a supplier's participation should be reflected on Schedule 1 only. See "Note 3" on Schedule 1. Amounts for materials and supplies should be broken out in the table above.

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ITS STATUS BY PROJECT AM BEST CANCELLED INSURED COMPLIANT NON-COMPLIANT
 COVERAGES SUMMARY PROBLEMS EXPIRATION SPECIAL ISSUES MISSING POLICIES

[Logout](#) [Dashboard](#) [Select a Project](#) [Add a Contract](#) [Locate a Contract](#) [Summary of Contract](#)

Summary of Certificates

This report displays detailed Certificate of Insurance information for a selected Insured. Any items shown in red are deficient.

Tuesday, May 09, 2017

Insured: ARINC, Inc. Insured ID: PB15-1-PBC

Status: **Compliant (with overrides)**

ITS Account Number: PLC2235

Project(s): **Palm Beach County - Airports Planning and Development**

Insurance Policy	Required	Provided	Override
<u>General Liability</u>			
Expiration: 7/1/2017			
General Aggregate:	\$10,000,000	\$4,000,000	X
Products - Completed Operations Aggregate:	\$10,000,000	\$4,000,000	X
Personal And Advertising Injury:	\$0	\$0	
Each Occurrence:	\$5,000,000	\$2,000,000	X
Fire Damage:	\$0	\$0	
Medical Expense:	\$0	\$0	
<u>Automobile Liability</u>			
Expiration: 7/1/2017			
	All Owned Autos	Any Auto not provided	X
	Hired Autos	not provided	X
	Non-Owned Autos	not provided	X
Combined Single Limit:	\$5,000,000	\$2,000,000	X
<u>Excess/Umbrella Liability</u>			
Expiration: 7/1/2017			
Each Occurrence:	\$0	\$8,000,000	
Aggregate Limit:	\$0	\$8,000,000	
<u>Workers Compensation/Employers Liability</u>			
Expiration: 7/1/2017			
Each Accident:	\$100,000	\$1,000,000	
Disease - Policy Limit:	\$500,000	\$1,000,000	
Disease - Each Employee:	\$100,000	\$1,000,000	

Notifications

There were no deficiency letters issued.

Do you have an updated Certificate? Click the button below to submit a Certificate.