

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: September 15, 2020 Consent Regular
 Workshop Public Hearing

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Submitted By: Department of Airports

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to authorize:

- A) The County Administrator or designee to execute Modification P00003 (Mod 3) to Other Transaction Agreement No. 70T01018T9NCKP023 (R-2018-0382, as amended) (OTA) with the United States of America, acting through the Transportation Security Administration (TSA), pertaining to TSA’s use of security checkpoint and baggage screening areas at the Palm Beach International Airport (PBI); providing for reimbursement to the County by TSA for cleaning and sanitizing services provided at TSA’s screening areas, in the amount of \$92,879.34 for the period of September 1, 2020 through December 31, 2020.

- B) The County Administrator or designee to execute future modifications to the OTA to extend the funding for reimbursement of cleaning and sanitizing services of the TSA screening areas at PBI.

Summary: Pursuant to the Aviation and Transportation Security Act of 2001, TSA is required to conduct screening of all passengers, property and baggage, which requires use of security checkpoint and baggage screening areas. The OTA formalizes TSA’s obligations related to use of the areas and provides for reimbursement of electrical costs associated with equipment, HVAC, and lighting. Mod 3 provides for reimbursement of costs incurred by the County for cleaning and sanitizing services provided at the TSA screening areas for the period of September 1, 2020 through December 31, 2020. TSA will reimburse a maximum of \$92,879.34, based on an estimated cost of \$23,219.84 per month. Reimbursement for cleaning and sanitizing services for the screening areas will end on December 31, 2020, unless extended by TSA under a future modification. The Department is requesting a delegation of authority to the County Administrator or designee to sign Mod 3 to ensure timely processing to satisfy TSA’s funding deadline and to sign any future modification to the OTA to extend the funding for cleaning and sanitizing services for TSA’s screening areas beyond December 31, 2020. For purposes of this delegation, the Director of Airports shall be considered a designee.

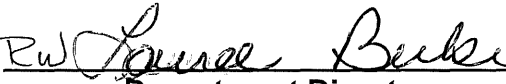
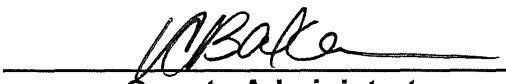
Countywide (AH)

Background and Justification: In April 2020, the Department of Airports (DOA) was notified that, due to a lack of available funding, TSA would no longer reimburse any costs under the OTA for janitorial services provided after May 31, 2020, and reimbursement was removed under Mod 2 to the OTA. DOA requested reconsideration based on the appropriation of supplemental funding for the cleaning of TSA checkpoint areas under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. DOA has continued to provide cleaning and sanitizing services at the TSA security checkpoints and screening areas for the safety of the employees and passengers utilizing those areas despite the lack of reimbursement.

Attachments:

- 1. Modification P00003 to OTA

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Recommended By:		<u>8-31-20</u>
	Department Director	Date
Approved By:		<u>9/9/2020</u>
	County Administrator	Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	<u>\$92,879</u>	_____	_____	_____	_____
External Revenues	<u>(\$92,879)</u>	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>	<u>\$-0-</u>
 No. ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes X No _____
 Does this item include the use of federal funds? Yes X No _____

Budget Account No: Fund 4100 Department 120 Unit 8430 RSource 4479
 Reporting Category _____



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

Mod 3 to the OTA provides for reimbursement of costs incurred by the County for cleaning and sanitization services provided to the TSA screening areas. TSA will reimburse up to \$92,879.36, based on an estimated cost of \$23,219.84 per month. The figures above represent only the term from for the period of September 1, 2020 through December 31, 2020. Reimbursement will be based on actual invoices for services performed and may vary from, but will not exceed, the above amount.

C. Departmental Fiscal Review:



III. REVIEW COMMENTS

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

<p><u>Rebecca Rawson 9/3/2020</u> OFMB (TW) 9/3 9/13</p>	<p><u>Ann S. Paulson 9/4/2020</u> Contract Dev. and Control 9-3-20 TW</p>
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B. Legal Sufficiency:

[Signature] 9/4/2020
 Assistant County Attorney

C. Other Department Review:

 Department Director

REVISED 11/17

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)



OTHER TRANSACTION AGREEMENT

OTA NUMBER:		REQUISITION NUMBER:	
70T01018T9NCKP023 Modification Number: P00003		2120200CKP231	
ISSUED TO:		ISSUED BY:	
Palm Beach County 846 Palm Beach International Airport West Palm Beach, FL 33406 Attn: Ray Walter Deputy Director - Real Estate & Concessions Phone: 561-471-7429 E-mail: jrwalter@pbia.org EIN: 59-6000785 DUNS: 078470481		Transportation Security Administration Contracting and Procurement Workforce & Enterprise Operations Acquisition Division 601 S. 12 th Street Arlington, VA 20598-6025 Contract Specialist: Andrea Adam Phone: 571-227-4627 Email: andrea.adam@tsa.dhs.gov	
PROGRAM			
<p>Program: Other Transaction Agreement (OTA) for Use of Space and Cost Reimbursement for TSA Security Checkpoint and Baggage Screening Areas.</p> <p>Five-Year OTA Period of Performance: June 1, 2018 to May 31, 2023</p> <p>Current Period of Performance: June 1, 2020 to May 31, 2021</p> <p>NAICS: 488119 PSC: S112</p>			
FISCAL DATA			
<p>Accounting Line: See page 3 for Accounting and Appropriation Data.</p> <p>Obligated Amount: \$92,879.36</p>			
PURPOSE			
Modification P00003 to TSA Agreement 70T01019T9NCKP066 obligates supplemental funding to reimburse costs for COVID-19 related cleaning and sanitizing services for the TSA checkpoint and baggage screening space at Palm Beach International Airport as required by local and state health authorities and the Centers for Disease Control and Prevention (CDC). This modification also amends the Agreement as indicated on page 2.			
AUTHORIZED SIGNATURES			
IN WITNESS WHEREOF , the Parties have entered into this Agreement by their duly authorized officers.			
Participant's Signature	Date	Contracting Officer's Signature	Date
Laura M. Beebe, Director of Airports		Michael Capovilla, Contracting Officer	
Typed Name and Title		Typed Name and Title	

<p>Approved as to Form and Legal Sufficiency</p> <p>By: _____</p> <p>County Attorney</p>
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1) Background

The 2020 "Coronavirus Aid, Relief and Economic Security Act ("CARES ACT") provides supplemental funding for TSA to reimburse Airport Authorities for additional cleaning and sanitization activities as required by local and state health authorities and the CDC guidelines for COVID-19. The funding includes the reimbursement of costs for increased cleaning and sanitizing services to mitigate the risk of COVID-19 transmission in the TSA security checkpoint space and the adjacent TSA-occupied areas.

2) Purpose

The purpose of Modification P00003 is to:

- Obligate supplemental funding to reimburse costs for COVID-19 related cleaning and sanitizing services for the TSA checkpoint and baggage screening space at Palm Beach International Airport (PBI) as required by local and state health authorities and the CDC.
- Amend the OTA Schedule of Items/Pricing for Year Three: Option Period Two to reimburse costs for COVID-19 related cleaning and sanitizing services for the TSA checkpoint and baggage screening space in accordance with Attachment B– TSA Enhanced Cleaning Requirements Checklist.

3) Schedule of Items/Prices

Modification P00003 amends the Schedule as follows:

Year Three - Option Period Two

Period of Performance: June 1, 2020 to May 31, 2021

CLIN	Description of Services	Dates of Services	Location	Total Amount
20003	Reimbursement of costs for COVID-19 related cleaning and sanitizing services for the TSA checkpoint and baggage screening space at Palm Beach International Airport.	9/1/20 to 12/31/20	TSA Checkpoint and Baggage Screening Space	\$92,879.36

The following COVID-19 related cleaning and sanitizing services are included in CLIN 20003:

Description of Services	Dates of Services	TSA Space Sq. Ft.	Estimated Monthly Cost	Months	Total Amount
Reimbursement of costs for COVID-19 related cleaning and sanitizing services for the TSA checkpoint and baggage screening space at Palm Beach International Airport as indicated in Attachment B– TSA Enhanced Cleaning Requirements Checklist.	9/1/20 to 12/31/20	18,197	\$23,219.84	4	\$92,879.36

4) Obligated Amount

The following funding is obligated by Modification P00003 for the reimbursement of costs for COVID-19 related cleaning and sanitation services for the TSA checkpoint and baggage screening space at Palm Beach International Airport as required by local and state health authorities and the CDC:

	Description	Dates of Services	Obligated Amount
20003	Reimbursement of costs for COVID-19 related cleaning and sanitizing services for the TSA checkpoint and baggage screening space at Palm Beach International Airport for Option Period Two.	9/1/20 to 12/31/20	\$92,879.36
Total Obligated Amount:			\$92,879.36

5) Accounting and Appropriation Data

Funding is obligated in accordance with the following Accounting and Appropriation Data:

Purchase Request #	Item #	Services	Amount	Accounting Code
2120200CKP231	00001	Janitorial	\$92,879.36	5OS201B020D2020COV019D HS01619077668648REM/ 5903001114020000/2540
Total Amount			\$92,879.36	

6) Current Obligated Funding

Award Date	Contract/Modification	Obligated Amount
5/7/2018	Base OTA Award	\$156,180.00
5/21/2019	Modification P00001	\$156,180.00
5/19/2020	Modification P00002	\$130,496.46
Total:		\$442,856.46

7) Total Obligated Funding

Modification P00003 increases the total obligated funding for this Agreement:

From:	\$442,856.40
By:	\$92,879.36
To:	\$535,735.76

8) Terms and Conditions

Except as modified herein, all other terms and conditions of TSA Agreement 70T01018T9NCKP023 remain unchanged and in full force and effect.

End of Modification P00003

Attachment A	TSA Space Summary for COVID-19 related Cleaning and Sanitizing Services in the TSA Checkpoint and Baggage Screening Space
Attachment B	TSA Enhanced Cleaning Requirements Checklist

ATTACHMENT A

TSA Space Summary

**COVID-19 related Cleaning and Sanitizing Services
 for the TSA Checkpoint and Baggage Screening Space**

TSA Space	Total Sq. Ft.	Janitorial Sq. Ft.
Total TSA Security Checkpoint Space	12,000	12,000
Total TSA Baggage Screening Space	19,713	6,197
Total TSA Space	31,713	18,197

TSA Space	Total Sq. Ft.	Janitorial Sq. Ft.
TSA Checkpoint Space		
Concourse A/B Security Checkpoint	6,430	6,430
Concourse C Security Checkpoint	5,570	5,570
Total Checkpoint Space	12,000	12,000
TSA Baggage Screening		
Room 1451	13,516	0
Room 1450	3,328	3,328
Room 1455	530	530
Room 1458	1,908	1,908
Room 1454	288	288
Room 1302	143	143
Total Baggage Screening Space	19,713	6,197

Attachment B

See the attached

TSA Enhanced Cleaning Requirements Checklist

Attachment B
TSA/PBI Enhanced Cleaning Requirements Checklist*

Checkpoint

Area/Screening Equipment	Area to be cleaned	Cleaning Materials/Products	Frequency	Instructions	Required Supply	Confirm	Justification (if requirement will not be met)
Checkpoint Screening Area	Non-TSE high touched surface areas to include: tables, doorknobs, light switches, countertops, handles, desks, phones, chairs, keyboards, and floors.	70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered disinfectants	Daily	Follow Centers for Disease Control (CDC) guidance for cleaning and disinfecting facilities (clean surfaces or other high touch areas using detergent or soap and water followed by disinfection agent from the EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2). If using foggers or other airborne cleaning solutions, ensure a minimum of 5ft distance from any sensitive TSE to avoid potential damage.	Contractor Supplied, 70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered disinfectants	<input checked="" type="checkbox"/>	
Private Screening Area	Non-TSE high touched surface areas to include: tables, doorknobs, light switches, countertops, handles, desks, phones, chairs, keyboards, and floors.	70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered disinfectants	Daily	Follow CDC guidance for cleaning and disinfecting facilities (see above). If using foggers or other airborne cleaning solutions, ensure a minimum of 5ft distance from any sensitive TSE to avoid potential damage.	Contractor Supplied, 70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered disinfectants	<input checked="" type="checkbox"/>	
Recomposure Area	Benches, chairs	70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered disinfectants	Daily	Follow CDC guidance for cleaning and disinfecting facilities (see above). If using foggers or other airborne cleaning solutions, ensure a minimum of 5ft distance from any sensitive TSE to avoid potential damage.	Contractor Supplied, 70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered disinfectants	<input checked="" type="checkbox"/>	
Hand Sanitization Stations (Before and After Checkpoint)	Refill hand sanitizer	Approved hand sanitizer solution	Daily	Hand sanitizer should contain at least 60% alcohol	Hand sanitizer solution that contains at least 60% alcohol	<input checked="" type="checkbox"/>	
Trash Receptacles	n/a; empty trash receptacles	n/a	Twice daily	n/a	n/a	<input checked="" type="checkbox"/>	
Carpets (Vacuum)	n/a	n/a	Daily	n/a	Contractor Supplied	<input checked="" type="checkbox"/>	
Carpets (Shampoo)	n/a	n/a	Every two weeks	n/a	Contractor Supplied	<input type="checkbox"/>	Under manufacturer warranty.
Carpets (Hot Water Extract)	n/a	n/a	Monthly	n/a	Contractor Supplied	<input type="checkbox"/>	Under manufacturer warranty.
Plexiglas Shielding (TDC, Divest, Baggage Claim, Bag Drop Off)	All person-facing acrylic surfaces	Commercially available plastic cleaner/polisher and Protex (or similar product) and cloth	Monthly (Plastic polish) Twice Daily (Protex)	n/a	Contractor Supplied Commercially available plastic polish and Protex	<input checked="" type="checkbox"/>	
Floors	n/a	n/a	Daily	Sweep and mop floors	Contractor Supplied	<input checked="" type="checkbox"/>	
Divestiture/Recomposure Tables							
Divestiture/Recomposure Tables (Stainless Steel)	Surface Areas	70%-90% isopropyl alcohol	Hourly	Spray on, wipe down, allow to dry	Contractor Supplied	<input checked="" type="checkbox"/>	
Divestiture Bins/Bowls							
Divestiture Bins/Bowls All Manufacturers	Surface Areas	70%-90% isopropyl alcohol OR pre-moistened wipes containing EPA-approved disinfectant	Hourly*	Spray on, wipe down, high touch bin surface areas to include bin handles/edges and inside. Allow to dry.	Contractor Supplied	<input checked="" type="checkbox"/>	*If you cannot clean bins hourly, provide your bin cleaning frequency
AT X-Ray Unit							
AT X-Ray Unit Smiths	Conveyor Belt	Pre-moistened wipes containing EPA-approved disinfectant	Twice Daily	Spray on, wipe down, allow to dry	Clorox/Lysol Wipes	<input checked="" type="checkbox"/>	
All AT and CT Equipment Manufacturers	Stainless Steel side rails	70%-90% isopropyl alcohol	Hourly	Spray on, wipe down, allow to dry	Contractor Supplied	<input checked="" type="checkbox"/>	
AT X-Ray Unit	Conveyor Belt	70%-90% isopropyl alcohol	Twice Daily	Spray on, wipe down, allow to dry	Contractor Supplied	<input checked="" type="checkbox"/>	
Automated Screening Lane (ASL)							
Automated Screening Lane (ASL) All Vendors	Side Railing	Pre-moistened wipes containing EPA-approved disinfectant	Hourly	Wipe down daily or as needed. Do not use aerosol cleaners or liquid products that may leak into the system and damage electronics.	Clorox/Lysol Wipes	<input checked="" type="checkbox"/>	

*Please note these enhanced cleaning requirements do not include TSA Employee enhanced cleaning responsibilities.

Advanced Imaging Technology (AIT)							
Advanced Imaging Technology (AIT)	AIT Interior Area	70%-90% isopropyl alcohol	Daily	Wipe ceiling areas with antistatic wipe or clean lint-free wipe moistened with alcohol solution; for the floor use ESD-safe vacuum cleaner to remove all dirt and debris from floor then wash floors, walking mat, and ramps with a mild soap-and-water solution and clean lint free cloth. Dry floor with clean lint free cloth.	Contractor Supplied	<input checked="" type="checkbox"/>	
Advanced Imaging Technology (AIT)	AIT External Surface	70%-90% isopropyl alcohol	Daily	Wipe external surfaces using a clean lint-free cloth moistened with alcohol solution; rinse using clean lint-free cloth moistened with a little water; and dry with lint-free cloth	Contractor Supplied	<input checked="" type="checkbox"/>	
Walk Through Metal Detector (WTMD)							
Walk Through Metal Detector (WTMD)	WTMD External Surface	70-90% Isopropyl Alcohol and cloth	Daily	Use isopropyl alcohol then wipe with clean cloth to ensure no residue remains	Contractor Supplied	<input checked="" type="checkbox"/>	

*Please note these enhanced cleaning requirements do not include TSA Employee enhanced cleaning responsibilities.

Checked Baggage

Area/Screening Equipment	Area to be cleaned	Cleaning Materials/Products	Frequency	Instructions	Column I	Confirm	Justification (if requirement will not be met)
On Screen Alarm Resolution Procedure (OSARP) Room	Non-TSE high touched surface areas to include: tables, doorknobs, light switches, countertops, handles, desks, phones, chairs, keyboards, and floors.	70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered Disinfectants	Daily	Follow Centers for Disease Control (CDC) guidance for cleaning and disinfecting facilities (clean surfaces or other high touch areas using detergent or soap and water followed by disinfection agent from the EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2.) If using foggers or other airborne cleaning solutions, ensure distance from any sensitive TSE to avoid potential damage	Contractor Supplied	<input checked="" type="checkbox"/>	
Checked Baggage Resolution Area (CBRA)	Non-TSE high touched surface areas to include: tables, doorknobs, light switches, countertops, handles, desks, phones, chairs, keyboards, and floors.	70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered Disinfectants	Daily	Follow CDC guidance for cleaning and disinfecting facilities (see above). If using foggers or other airborne cleaning solutions, ensure distance from any sensitive TSE to avoid potential damage	Contractor Supplied	<input checked="" type="checkbox"/>	
Trash Receptacles	n/a; empty trash receptacles	n/a	Twice daily	n/a	n/a	<input checked="" type="checkbox"/>	
Carpets (Vacuum)	n/a	n/a	Daily	n/a	Contractor Supplied	<input checked="" type="checkbox"/>	
Carpets (Shampoo)	n/a	n/a	Biweekly	n/a	Contractor Supplied	<input checked="" type="checkbox"/>	
Carpets (Hot Water Extract)	n/a	n/a	Monthly	n/a	Contractor Supplied	<input type="checkbox"/>	Under manufacturer warranty.
Floors	n/a	n/a	Daily	Sweep and mop floors	Contractor Supplied	<input checked="" type="checkbox"/>	

*Please note these enhanced cleaning requirements do not include TSA Employee enhanced cleaning responsibilities.