Pinellas County

Staff Report

File #: 23-0797A, **Version:** 1 **Agenda Date:** 6/13/2023

Subject:
Memorandum of Agreement and Cost Sign-Off Document to reimburse U.S. Customs and Border Protection for costs of technology and equipment at St. Pete-Clearwater International Airport.

Recommended Action:
Approval of the Memorandum of Agreement (MOA) and Cost Sign-Off (CSO) Document to reimburse U.S. Customs and Border Protection (CBP) for the costs of technology and equipment necessary for the performance of Federal Inspections Services (FIS) at St. Pete-Clearwater International Airport (PIE).

- The first MOA and CSO were issued and signed in 2018. Now that it has been five years, it is time to execute a new MOA and CSO.
- The MOA and CSO outlines the first year of new equipment at the cost of $245,506.50 and the estimated recurring costs for the next four years is $19,710.00 annually. This will not impact the Fiscal Year (FY) 2023 Adopted Budget but are included in the FY24 Budget as a decision package.
- These documents are required for the CBP to continue to process international passengers at PIE utilizing the most modern technology.
- The CBP's Office of Information Technology provides the specifications for all equipment necessary to populate the FIS.

Authorize the Chairman to sign the MOA and the CSO and the Clerk of the Circuit Court to attest.

Strategic Plan:
Foster Continual Economic Growth and Vitality
4.4 Invest in infrastructure to meet current and future needs

Summary:
The MOA and the CSO Document outlines the agreement between Pinellas County and the CBP with regards to PIE's responsibility to reimburse CBP for costs to provide the technology and equipment required in FIS to process and clear international passengers.

The not-to-exceed costs to purchase and install the equipment is $245,506.50. The recurring out-year network charges for a data circuit are estimated to remain at $19,710.00 per year for four years.

Background Information:
The procurement of technology equipment for the Flight Inspection Service (FIS) was a necessary component required to complete the renovation of the FIS facility in 2018. The renovated FIS was needed to meet CBP's 2017 Airport Technical Design Standards that enables the CBP to process up to 300 inbound international passengers per hour.

In 2018, the Board of County Commissioners signed an MOA and CSO Document in the amount of $496,613.00 and $18,000.00 per year of recurring charges for the following four years. This was approved in Legistar #18-456A.

The MOA outlines the responsibilities of CBP and PIE for the various equipment. CBP is responsible for the purchase and installation of the Automated Data Processing (ADP) Local Area Network (LAN), Data, IT, Voice, and Tactical Communication (TacComm) Systems; PIE is responsible for reimbursement of those costs. These systems can only be installed by CBP.

Fiscal Impact:
PIE has included $245,506.50 in its FY24 budget request (decision package) to cover technology and equipment costs that will be reimbursed to CBP.

The annual $19,710.00 recurring maintenance cost to be billed by CBP and included in the Airport Operating and Revenue Fund's future budget for the next four years.

Staff Member Responsible:
Thomas R. Jewsbury, Airport Director

Partners:
U.S. Customs and Border Protection

Attachments:
U.S. Customs and Border Protection Memorandum of Agreement to Reimburse CBP
U.S. Customs and Border Protection Office of Information Technology Cost Sign-Off Document
U.S. Customs and Border Protection Form 5106 - Update Importer Identity Form

5519 West Hillsborough Avenue
Tampa, FL 33634

U.S. Customs and
Border Protection

U. S. CUSTOMS AND BORDER PROTECTION (CBP)
MEMORANDUM OF AGREEMENT TO REIMBURSE CBP

This Memorandum of Agreement ("MOA") outlines the agreement between the below named Airport Authority/St. Pete-Clearwater International Airport (PIE) (Sponsor) and CBP in regards to the sponsor's responsibility to reimburse CBP for costs related to providing communications and information technology (IT) equipment and services required at the below named location. The legal authority for CBP to enter into and require such an agreement is found at 8 U.S.C. §§ 1223-1224, 1356(a); 19 U.S.C. §§ 1459, 1461, 1499, 1524, 1644a; 8 C.F.R. Part 234; 19 C.F.R. Part 122.

Airport Owner/Operator: **St. Pete-Clearwater International Airport (PIE), a department of Pinellas County, a political subdivision of the State of Florida**

Location: 14700 Terminal Blvd. Suite 221
Clearwater, FL 33762

ST. PETE-CLEARWATER INTERNATIONAL AIRPORT (PIE) RESPONSIBILITIES

Data and Cabling
PIE is responsible for the procurement and installation of all data cabling and electrical components required for connectivity of systems and equipment, according to CBP Office of Information Technology (OIT) provided specifications. PIE is required to provide a two week advanced notice of all cable pulls to allow CBP to observe installation.

Reimbursement of Equipment, Initial Service, and Recurring Costs
PIE agrees to reimburse CBP for all equipment and connectivity costs, including installation, maintenance, and recurring costs, at the St. Pete-Clearwater International Airport, 14700 Terminal Blvd, Clearwater, FL 33762. Current estimated equipment and initial service costs total $245,506.50. The estimated annual recurring costs are $19,710.00. CBP OIT's Cost Estimate titled "CWR002A-OFO-23045C" is attached.

PIE will be billed the actual costs for the equipment identified in CBP OIT's Cost Estimate CWR002A-OFO-23045C, along with any outstanding reimbursements due from any previously executed agreement(s). Recurring out-year network circuit charges, and the cost of any necessary replacement equipment not covered under warranty, will also be billed to PIE.

Equipment Upgrades
Upgrades to CBP required equipment and connectivity may be required on a schedule determined by CBP (approximately every 3-5 years, as needed). PIE is responsible for the cost of required upgrades. CBP will provide PIE a minimum of 180 days advance notice of any required upgrades.

Payment Process
A copy of this signed agreement will be forwarded to the CBP National Finance Center (NFC). Upon receipt and installation of all equipment, the NFC will issue PIE a bill for the actual equipment and initial services costs not to exceed $245,506.50, as detailed in CBP OIT Cost Estimate CWR002A-OFO-23045C. The CBP NFC will bill PIE 90-days prior to the due date for recurring out-year network and connectivity charges owed, along with any sums owed for replacement equipment not covered by manufacturer warranties.

Pursuant to 19 C.F.R. § 24.3a, any amounts due CBP under the terms of this agreement that are more than 30 days past-due will begin accruing interest charges based on U.S. Treasury borrowing rates and may ultimately be referred for collection.

PIE Accounts Payable Information
Tax Identification Number: 59-6000800
Bill To Representative: Yvette Aehle
Phone Number: (727) 453-7804
Email Address: yaehle@fly2pie.com
Address: 14700 Terminal Blvd. Suite 221 Clearwater, FL 33762

Equipment Ownership
CBP will retain possessory ownership of all equipment used in CBP operations until CBP vacates the premises. CBP will transfer the equipment reimbursed by PIE when CBP vacates the premises. Within two months (60-days) of installation and reimbursement, CBP OIT will deliver a list of serial numbers and/or other identification and warranty information for PIE reimbursed equipment to the point of contact listed below.

PIE Equipment Administrator: Robert Burnett
Email Address: rburnett@fly2pie.com
Phone Number: (813) 704-8078
Ship to Address: 14700 Terminal Blvd. Suite 120, Clearwater, FL 33762

U.S. CUSTOMS AND BORDER PROTECTION (CBP) RESPONSIBILITIES

Equipment Connectivity and Maintenance
CBP OIT will be responsible for ordering and installing required circuit, data equipment, and connection(s) from St. Pete-Clearwater International Airport to the CBP National Data Center. CBP is also responsible for imaging, maintaining, and controlling all equipment listed in the attached CBP OIT Cost Estimate CWR002A-OFO-23045C. PIE will incur no CBP OIT charged service fees for any equipment maintenance/repair/replacement covered by CBP procured equipment warranties.

Data Ownership
All data entered and/or stored in any manner on the equipment covered by this MOA shall belong to the United States and is confidential and protected information. It is CBP's responsibility to properly remove data before possession of any equipment is transferred to PIE. In the event data inadvertently remains on any equipment after transfer, PIE shall keep the information confidential and immediately notify CBP so that CBP can remove the data.

AUTHORIZATION

Authorized Representative
The signatory to this MOA represents and warrants that he or she is a duly authorized representative of PIE, with full power and authority to enter into this MOA and to bind PIE with regard to all matters relating to this agreement.

Agreement to these terms is attested by the signatures below.

Janet C. Long — JanetCLong@pinellas.gov — 6/13/2023.
Janet C. Long — Email Address — Date
Board of Pinellas County Board of Commissioners

ATTEST: KEN BURKE, CLERK
By: [signature]
ALBERTO SABAT
Digitally signed by ALBERTO SABAT
Date: 2023.05.25 08:46:56 -04'00'
SEAL
BOARD OF COUNTY COMMISSIONERS PINELLAS COUNTY, FLORIDA

alberto.sabat@cbp.dhs.gov — 05/05/2023
Alberto Sabat — Email Address — Date
Assistant Area Port Director
Area Port of Tampa
Office of Field Operations, Miami/Tampa Field Office
U.S. Customs and Border Protection

APPROVED AS TO FORM
By: *Michael A. Zas*
Office of the County Attorney

U.S. Customs and Border Protection
Office of Information & Technology
Cost Sign-Off Document*

(*Actual costs will be derived from actual obligations)

This is a Rough Order of Magnitude Estimate.

Final costs will be determined once the network designs are completed

Site Code: CWR002A

Site Name: St. Pete-Clearwater International Airport, a department of Pinellas County, a political subdivision of the State of Florida

Site Address: 14700 TERMINAL BLVD., CLEARWATER, FL. 33762

Date Prepared: 2/8/2023

Preparer: Chris Crouch

Equipment and Service Costs

Data Equipment Costs (OCC-31)

Line Item	Description	Qty	Unit Cost	Total
10	Std Desktop - Slim Line Form Factor (1TB SSD, 32 GB RAM)	26	$1,650.00	**$42,900.00**
20	Integrated Biometrics Kojak 10-Print Scanner w/Bracket (BRAND NAME or EQUIVALENT)	15	$1,500.00	**$22,500.00**
30	Logitech C920e Pro WebCam w/5' Cable (BRAND NAME or EQUIVALENT)	15	$150.00	**$2,250.00**
40	3M Passport Reader Model AT9000MK2 (BRAND NAME or EQUIVALENT)	15	$2,500.00	**$37,500.00**
50	Fujitsu ScanSnap iX1600 (BRAND NAME or EQUIVALENT)	2	$500.00	**$1,000.00**
60	APC SMART-UPS RT 2200VA RM 120V Network Card (BRAND NAME or EQUIVALENT)	4	$1,800.00	**$7,200.00**
70	APC Back-UPS BE850M2 - non-Rack Mount (BRAND NAME or EQUIVALENT)	26	$100.00	**$2,600.00**
80	Dell Thunderbolt Dock w/o 3.5mm port (BRANDNAME or EQUIVALENT)	3	$350.00	**$1,050.00**
90	TECKNET Laptop Cooling Pad	3	$30.00	**$90.00**
100	**15% Cost Contingency for Equipment**	1	$17,563.50	**$17,563.50**
	Total Data Equipment Costs:			**$134,653.50**

Network Equipment Costs (OCC-31)

110	Router (Up to 100 Mbps)	1	$10,008.00	**$10,008.00**
120	48-port Stackable Access Switch (with 12 mGig)	3	$18,992.00	**$56,976.00**
130	Cloud Managed Indoor AP	6	$2,024.00	**$12,144.00**
140	1G Single Mode SFP	4	$775.00	**$3,100.00**
150	**15% Cost Contingency for Equipment**	1	$12,334.20	**$12,335.00**
	Total Network Equipment Costs:			**$94,563.00**

Voice Equipment Costs (OCC-31)

160	There are no voice costs associated with this request.	0	$0.00	**$0.00**
170	**10% Cost Contingency for Equipment**	0	$0.00	**$0.00**
	Total Voice Equipment Costs			**$0.00**

BSDP Equipment Costs (OCC-31)

180	There are no BSDP equipment costs associated with this request.	0	$0.00	**$0.00**
190	**10% Equipment Contingency Costs**	0	$0.00	**$0.00**
	Total BSDP Equipment Costs:			**$0.00**

Line Item	Description	Qty	Unit Cost	Total
	Tactical Communication (TACCOM) Equipment Costs (OCC-31):			
200	There are no TACCOM equipment costs associated with this request.	0	$0.00	**$0.00**
210	**10% Cost Contingency for Equipment**	0	$0.00	**$0.00**
	Total Communication Equipment Costs:			**$0.00**
	TOTAL EQUIPMENT COSTS:			**$229,216.50**
	Service Costs			
	Circuit Costs (OCC-23)			
220	Frontier 100M ICP new Circuit Installation	1	$250.00	**$250.00**
230	Frontier 100M ICP Annual Recurring Costs	12	$800.00	**$9,600.00**
240	Potential Estimated LEC Special Construction	1	$5,000.00	**$5,000.00**
250	15% Cost Contingency for Tax / USF	1	$1,440.00	**$1,440.00**
	Total Circuit Costs:			**$16,290.00**
	BSDP Services Costs (OCC-25)			
260	There are no BSDP Service costs associated with this request.	0	$0.00	**$0.00**
270	**10% Service Costs**	0	$0.00	**$0.00**
	Total BSDP Contract Services Costs:			**$0.00**
	TACCOM Service Costs (OCC-25)			
280	There are no TACCOM Service costs associated with this request.	0	$0.00	**$0.00**
	Total Tactical Communication Services Costs:			**$0.00**
	Government Travel (OCC-21)			
290	There are no Travel costs associated with this request.	0	$0.00	**$0.00**
	Total Government Travel Costs:			**$0.00**
	TOTAL SERVICE COSTS:			**$16,290.00**
	TOTAL ESTIMATED INITIAL EQUIPMENT AND SERVICES COSTS			**$245,506.50**
	Out Year Recurring Service Costs			
	Circuit Recurring Costs (OCC-23)			
300	Frontier 100M ICP Annual Recurring Costs	12	$800.00	**$9,600.00**
310	15% Cost Contingency for Tax / USF	1	$1,440.00	**$1,440.00**
	Total Recurring Circuit Costs:			**$11,040.00**
	Network Equipment Service Costs (OCC-25)			
320	Router (Up to 100 Mbps) Maintenance Annual Recurring Costs	1	$1,290.00	**$1,290.00**
330	48-port Stackable Access Switch (with 12 mGig) Maintenance Annual Recurring Costs	3	$2,180.00	**$6,540.00**
340	Cloud Managed Indoor AP Maintenance Annual Recurring Costs	6	$140.00	**$840.00**
	Total Recurring Network Service Costs:			**$8,670.00**

Line Item	Description	Qty	Unit Cost	Total
	BSDP Service Costs (OCC-25)			
330	There are no BSDP Service costs associated with this request.	0	$0.00	**$0.00**
	Total Recurring BSDP Service Costs:			**$0.00**
	TACCOM Annual Operation and Maintenance Costs (OCC-25)			
340	There are no TACCOM Service costs associated with this request.	0	$0.00	**$0.00**
	Total Recurring TACCOM Service Costs:			**$0.00**
	TOTAL ANNUAL RECURRING COSTS			**$19,710.00**

NOTE: The OIT Cost Sign-Off Document and the associated estimated costs listed above expires 90 days from the above Date Prepared or at the end of the Governments current fiscal year, whichever comes first. After such time, a new OIT Cost Sign-Off Document is required.

Acceptance

By signing below, I accept any and all costs associated with the purchase and installation of equipment itemized above.

Authority Signature:	**Date:**
Janet C. Long	June 13, 2023.
Authority Printed Name:	
Janet C. Long	
Phone/Email Address:	
(727)464-3365/JanetCLong@pinellas.gov	

ATTEST: KEN BURKE, CLERK
By:

BOARD OF COUNTY COMMISSIONERS PINELLAS COUNTY FLORIDA SEAL

OIT REFERENCE Number: CWR002A-OFO-23045C
Document Expiration Date: 9/30/2023

APPROVED AS TO FORM

By: *Michael A. Zas*

Office of the County Attorney