



Memorandum
Department of Public Works and Transportation

TO: Board of Acquisition and Contract

FROM: Jay T. Pisco, P.E.
 Commissioner of Public Works and Transportation

John B. McCaffrey
 Chief Information Officer

DATE: February 9, 2016

SUBJECT: **Authority to enter into an agreement with Infax Incorporated for maintenance of the Flight Information Display System (“ FIDS “) and Baggage Information Display System (“ BIDS “) in the main terminal and associated areas of the Westchester County Airport from February 2, 2016 to February 1, 2019, for an amount not to exceed \$195,506.00 payable pursuant to an approved budget subject to budget appropriations (Agreement No. WCA16002).**

In 2002, the Departments of Transportation and Information Technology undertook a lengthy Request for Proposals (“RFP”) process for the design and installation of a new FIDS and BIDS. Infax Incorporated (“Infax”) was ultimately recommended for the project and your Honorable Board approved Resolutions on February 27, 2003 and April 24, 2003 that authorized an agreement with INFAX for that purpose. Infax subsequently completed the project and the County has maintained a service agreement for all successive years since installation with the current three (3) year service agreement terminating on February 2nd, 2016. The County shall have the right to terminate this agreement in whole or in part upon thirty (30) days notice to Infax, when the County deems it to be in its best interests.

Infax has provided excellent service during the past 3 years and it is recommended that a new service agreement be entered into for this service with Infax for a term from February 2, 2016 to February 1, 2019. The 3 year quote of \$195,505.94 contains all support service for both software and hardware including the LCD screens in all public areas, airline operations offices, TSA working space, and commercial aircraft gates. Additionally, Infax will now provide host interfaces for each airline for real time data transmission and updates from each airlines flight center. The system is a proprietary system where the software and hardware involved is proprietary to Infax. Therefore, we recommend to your Honorable Board that this procurement be treated as a sole source procurement pursuant to Section 9 of the Westchester County Procurement Policy.

This work will benefit the public by providing essential information to travelers located in the airport and at the TSA security checkpoint. The goals and objectives are to increase public awareness at the airport by providing timely information on airline flights and directing passengers to gates and baggage claim areas. The maintenance to be provided will be overseen by airport administration and monthly invoices must be

submitted for payment. No payment will be made should the system not be fully operational on a daily basis.

We recommend approval of the attached proposed resolution.

JTP/JBM/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/10/2016 - LISA MRIJAJ, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Public Works and Transportation, and the Chief Information Officer, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into an agreement with Infax Incorporated, 4250 River Green Parkway, Duluth, GA 30096 for maintenance service of the Flight Information Display System ("FIDS") and Baggage Information Display System ("BIDS") in the Main Terminal and associated locations at the Westchester County Airport for a term from February 2, 2016 to February 1, 2019 in an amount not to exceed \$195,506.00 payable pursuant to an approved budget and subject to budget appropriation; and be it further

RESOLVED, that the County shall have the right to terminate this agreement in whole or in part upon thirty (30) days notice to Infax, when the County deems it to be in its best interests; and be it further

RESOLVED, that this procurement is deemed to be a sole source procurement pursuant Section 9 of the Westchester County Procurement Policy; and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute any instruments and to take any actions reasonably necessary to implement this Resolution.

Agreement No. WCA16002

| Account to be Charged/credited | Fund | Dept | Major Program, Program & Phase Or Unit | Object/ Sub Object | Trust Account | Dollars |
|--------------------------------|------|------|--|--------------------|---------------|--------------------|
| | 161 | 44 | 4110 | 4380 | | \$58,559 Year 2016 |
| | 161 | 44 | 4110 | 4380 | | \$65,054 Year 2017 |
| | 161 | 44 | 4110 | 4380 | | \$66,355 Year 2018 |
| | 161 | 44 | 4110 | 4380 | | \$5,538 Year 2019 |

Budget Funding Year(s) **2016 - 2019** Start Date **2/2/2016** End Date **2/1/2019**
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
\$195,506 Federal Aid _____
 (must match resolution) Other Airport Special Revenue Fund _____

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/10/2016 - LISA MRIJAJ, SECRETARY