

57131

TO: Board of Acquisition and Contract

FROM: Vincent F. Kopicki, P.E.
Commissioner of Public Works and Transportation

John B. McCaffrey
Chief Information Officer

DATE: May 16, 2017

SUBJECT: Change Order No. 1
Contract No. **WCA 16002**
Maintenance of the Flight Information Display System (“FIDS”) and
Baggage Information Display System (“BIDS”),
Westchester County Airport

Contractor: Infax Incorporated
Amount of Change Order No. 1: \$62,609.00

On March 10, 2016, your Honorable Board awarded Contract No. WCA 16002 for Maintenance of the Flight Information Display System (“FIDS”) and Baggage Information Display System (“BIDS”) at the Westchester County Airport to Infax Incorporated, 4250 River Green Parkway, Duluth, Georgia 30096 (“Infax”) in an amount not to exceed \$195,506.00 for the three (3) year term from February 2, 2016 through February 1, 2019.

This contract involves providing support services for the FIDS and BIDS at the Airport to include software and hardware in both public and non-public areas of the Airport. The County is also in the process of upgrading and replacing the main server and this will require Infax to work on site in coordination with County IT and provide additional upgrades to the equipment at the Airport, including software upgrades and configuration of the system. Additionally, the County recently constructed a new baggage screening facility for the airlines and TSA that will require relocation and installation of FIDS and BIDS equipment in that facility, including the second floor offices that will now be occupied by the airlines, to include related cabling and connections to the existing system. The additional cost is for an amount not to exceed \$62,609.00.

Pursuant to Section 9 of the Westchester County Procurement Policy and Procedures, and after reasonable investigation, it has been determined that Infax is the only practicable source for the provision of these services. Infax is the sole source for providing modifications to the MUFIDS software that was designed by Infax for this system. Therefore, the procurement of this contract is not subject to public bidding under applicable case law recognizing the sole source exception, and I 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 contract benefits the general health and safety of the public by providing real time airline flight information to passengers at the Airport and to the Airport staff, including the TSA in the terminal building and related support facilities. The primary goal is for flight information to be provided in an uninterrupted manner to all users of the Airport. This contract will be monitored by Airport Administration and no payments will be made without a signed receipt and work order.

This additional work is incidental to the original work and does not materially alter the main purpose of the contract as to constitute a new undertaking. The work is of the same nature as the initial work, is to be performed in the same general vicinity, is necessary to efficiently complete the project and was unanticipated until work under the contract began.

It is requested that your Honorable Board take action on the following:

Approval of Change Order No. 1:

Total Amount of Change Order No. 1	\$62,609.00
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Payment for this Change Order will be made from the Airport Special Revenue Fund, not the County General Fund and will not impact the County tax levy.

This Change Order has been reviewed by the Law Department and a proposed form of Resolution is attached hereto for your approval.

Approval is recommended.

VFK/JBM/tr
Attachment

RESOLUTION

RE: CONTRACT NO. WCA 16002
CONTRACT AMOUNT: \$195,506.00
CHANGE ORDER NO. 1: \$ 62,609.00
NET INCREASE: \$ 62,609.00
REVISED CONTRACT AMOUNT: \$258,115.00

CHANGE ORDER NO. 1

Upon communication from the Commissioner of Public Works and Transportation,

WHEREAS, Vincent F. Kopicki, P.E., Commissioner of Public Works and Transportation and John B. McCaffrey, Chief Information Officer, requests approval of Change Order No. 1 on Contract No. WCA 16002, between the County of Westchester and Infax Incorporated, 4250 River Green Parkway, Duluth, Georgia 30096 for Maintenance of the Flight Information Display System (“FIDS”) and Baggage Information Display System (“BIDS”) at the Westchester County Airport; and

WHEREAS, it is requested that Contract No. WCA 16002 be amended to provide for system upgrades related to the installation of a new County server for the FIDS and BIDS and the relocation, installation and connection of equipment in the baggage screening facility for the airlines and TSA; and

WHEREAS, this matter has been discussed by the Board; now, therefore, be it

RESOLVED, that said Change Order No. 1 on Contract No. WCA 16002 be and the same is hereby approved in the amount of \$62,609.00; and be it further

RESOLVED, that all other terms and conditions of Contract No. WCA 16002 shall remain in full force and effect; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized and empowered to execute any and all documents necessary or appropriate to effectuate the purposes hereof.

Total Amount of Change Order No. 1 \$62,609.00

Account to be Charged/Credited	Fund	Dept.	Major Program, Program & Phase Or Unit	Object/ Sub Object	Trust Account	Dollars
	161	44	4110	4380		\$62,609.00

Budget Funding Year(s): 2017 **Start Date:** June 1, 2017 **End Date:** December 31, 2017
 (must match resolution)

Funding Source: **Tax Dollars** _____

State Aid _____

\$62,609.00 **Federal Aid** _____

(must match resolution)

Other 100% Airport Special Revenue Fund