

MEM/aw 710

**[X] Regular**

**[ ] Public Hearing**

APPROVED

BY BOARD OF COUNTY COMMISSIONERS  
AT MEETING OF NOV 15 2022

B. Menkin D.C.  
MINUTES & RECORDS SECTION

**Motion and Title: Staff recommends motion to approve:** the renewal of a Term Contract for Maintenance of Airport Facilities and Systems (Contract) with ERMCA Aviation LLC (ERMCA) at the Palm Beach International Airport (PBI) per Master Agreement #21-070/CC, commencing on December 6, 2022, and expiring on December 5, 2023, with the option to renew for three additional 12-month periods, with a total not to exceed amount of \$1,225,205.00 for the renewal period.

**Summary:** The Contract provides for the maintenance, repair, and modification of all passenger boarding bridges, 400 Hertz ground power, cabin air systems, and facility systems at PBI. The current contract expires on December 6, 2022, with four renewal options. ERMCA Aviation LLC is located in Atlanta, Georgia. The Contract was advertised by the Purchasing Department using the County's competitive bid process. ERMCA was the lowest responsive, responsible bidder. The passenger loading bridges, ancillary equipment, and facilities are critical to on-going airport operations and require specialized technical knowledge for their maintenance, modification, and repair. The Contract provides for 12 months of service with the option to renew for three additional 12-month periods. Following Board approval of the Contract, the Purchasing Department will issue an award notice to ERMCA. Due to lack of availability of qualified Small/Minority/Women Owned Business Enterprises providing the services required by this Contract, the Office of Equal Business Opportunity issued a waiver of Affirmative Procurement Initiatives on July 14, 2021. Pursuant to changes to Chapter 332, Florida Statutes, effective October 1, 2020, a governing body of a commercial service airport may not approve purchases of contractual services in excess of the Category Five threshold amount of \$325,000 provided in Section 287.017, Florida Statutes, on a consent agenda. This Contract exceeds the threshold amount and must be approved on the regular agenda.

**Countywide (AH)**

**Background and Policy Issues:** The passenger boarding bridges provide direct all-weather dry access for passengers to board and deplane aircraft quickly and safely from the terminal. Aircraft cannot use the domestic 50 or 60 Hertz power to operate when parked at the passenger boarding bridges; therefore, 400-Hertz frequency converters are required to provide power to the aircraft. The cabin air system provides air and cooling for parked aircraft and passenger loading bridges. The facility system is comprised of two grinders, which reduce wastewater solids from the aircraft lavatory to allow the aircraft waste to enter the sewer system.

**Attachments:** None

Date \_\_\_\_\_

Date \_\_\_\_\_

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Capital Expenditures					
Operating Costs	\$1,106,810	\$118,395			
External Revenues (Grants)					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	\$1,106,810	\$118,395			

# ADDITIONAL FTE  
POSITIONS (Cumulative)

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

Budget Account No: Fund 4100 Department 120 Unit 2540/2541/2542 Object 4620  
Reporting Category                     

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

The fiscal impact analysis above assumes payment of the fixed monthly maintenance fee for 10 months in FY2023 (\$591,973.50) and that all variable costs (\$514,836.80) are incurred in FY2023. For FY2024, the fiscal impact analysis assumes payment of the fixed annual maintenance fee for 2 months (\$118,394.70).

C. Departmental Fiscal Review:

William Duncan

III. REVIEW COMMENTS

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

Lisa Mante 11/3/2022  
MG 10/28 OFMB

Joe G. Javely 11/4/22  
Contract Dev. and Control

B. Legal Sufficiency:

for AH 11/4/22  
Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
Department Director

REVISED 11/17

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



Form L

**Purchasing Department**

50 South Military Trail, Suite 110

West Palm Beach, FL 33415-3199

(561) 616-6800

FAX: (561) 242-6744

[www.pbcgov.com/purchasing](http://www.pbcgov.com/purchasing)

November 29, 2022

ERMC Aviation LLC

Danny Pena

Department of Airports (PBIA), Bldg G

West Palm Beach, FL 33406

**TERM CONTRACT #21070A**

Dear Vendor:

This is to inform you that Palm Beach County Board of County Commissioners ("County") is entering into a Term Contract with your company for MAINTENANCE OF AIRPORT FACILITIES AND SYSTEMS based on:

[X] **RENEWAL OF CONTRACT** based on SOLICITATION #21-070/CC in accordance with all original terms, conditions, specifications and prices with no deviation.

The term of this contract is 12/06/2022 through 12/05/2023, and has an estimated dollar value of \$1,225,205.00.

If applicable, Vendor shall maintain all insurance coverage(s) throughout the entire term of the contract, including any renewals or extensions thereof.

County User Departments will issue individual "Delivery Orders" against this contract as your authorization to deliver. The original invoice must be sent to the address on the Delivery Order ("DO") and must reference the DO number (e.g., DO 680 XY03030500000001111). A copy of the invoice may be sent to the County User Department. Invoices submitted on carbon paper shall not be accepted. In order for the County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the Vendor's bid/quote/response must be exactly the same as it appears on the invoice and in the County's VSS system that can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Failure to comply with the foregoing may result in a delay in processing payment.

If you have any questions, please contact Colleen Cardillo at [ccardill@pbcgov.org](mailto:ccardill@pbcgov.org) or (561) 252-1056.

Sincerely,

Melody Thelwell  
Purchasing Director

**Palm Beach County  
Board of County  
Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Dave Kerner

Marci Woodward

Sara Baxter

Mack Bernard

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead

c: Shawna Larose, Department of Airports  
File