

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA

Item No.	5a
Date of Meeting	March 9, 2010

DATE: February 17, 2010

TO: Tay Yoshitani, Chief Executive Officer

FROM: Krista Sadler, Enterprise Systems Manager
Todd VanGerpen, Airport Shared Facilities Manager

SUBJECT: New Contract for Printer Procurement

REQUESTED AMOUNT: This is not a request for funding. **SOURCE OF FUNDS:** N/A

ACTION REQUESTED:

Authorization for the Chief Executive Officer to execute a five year contract to purchase printers as needed to support airport common-use passenger processing at Seattle-Tacoma International Airport for an amount not to exceed \$400,000. No funds are requested for this procurement.

SYNOPSIS:

ICT requests authorization to execute a contract to supply printers as needed for airport common-use passenger processing. The total cost for all contracts shall not exceed \$400,000 and the contract shall be for a maximum of five years. This contract will enable the Port to quickly procure additional printers as projects are approved to expand airport common-use positions such as gates or ticket counters or to replace aging equipment.

BACKGROUND:

Common Use Terminal Equipment, referred to as CUTE, is an airport industry standard comprised of specialized software, hardware, and networking infrastructure used by airports to share gates and ticket counters among multiple airlines. This reduces the number of gates required to serve the facility. CUTE accomplishes this by creating an interface to each airline's proprietary passenger check-in system and providing standard hardware in each position including printers that will print airline receipts, boarding passes, and baggage tags. Printer purchases are required as projects are approved to expand common-use positions at gates and ticket counters or as aging equipment needs to be replaced to ensure continued airline operations.

PROJECT DESCRIPTION AND SCOPE OF WORK:

Project Statement

Through a formal competitive review and procurement process and CPO assistance, a vendor will be selected to provide printers to support airport projects that expand common-use positions

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or replace aging equipment. Through the five year term, we are estimating the purchase of two hundred printers, sixty for replacement and one hundred forty to support new projects.

Project Objectives

- Select through a competitive procurement process a printer brand that will be an extremely reliable, long term option for our common use positions at ticket counters, gates, baggage offices, and lounges.
- Establish a standard for future purchases of ticket, receipt, and bag tag printing in our common use environment.

STRATEGIC OBJECTIVES:

This project supports the following Port strategy:

- *Ensure Airport and Seaport Vitality:* This contract will allow us to procure a reliable, consistent printer critical to support common-use positions for airline operations.

FINANCIAL IMPLICATIONS:

This is not a request for funding. All procurements will be paid from projects which are authorized pursuant to Resolution No. 3605 or from expense funds approved in ICT or Aviation annual budgets.