



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6h

ACTION ITEM

Date of Meeting July 28 2020

DATE: July 20, 2020

TO: Stephen P. Metruck, Executive Director

FROM: Stuart Mathews, Director, Aviation Maintenance
Jinah Kim, Senior Manager, Aviation Maintenance

SUBJECT: Enhanced TSA Checkpoint and Baggage Screening Area Cleaning

Amount of this request: \$2,700,000

Total estimated project cost: \$2,700,000

ACTION REQUESTED

Request Commission Authorization for the Executive Director to: amend a service contract for Airport Custodial Services to provide enhanced cleaning and sanitation for Transportation Security Administration (TSA) Checkpoints and Baggage Screening Areas as requested by the TSA. The additionally requested cleaning and sanitization work is estimated to cost \$2.7 million.

EXECUTIVE SUMMARY

The TSA has requested enhanced cleaning at Checkpoints and Baggage Screening Areas under their purview to reduce the risk of COVID-19 transmissions. The service is requested to start immediately upon approval and is currently scheduled to end on December 31, 2020.

The TSA funding has been appropriated and TSA has established a reimbursement process for airports that experience an increased cleaning and sanitization requirement based on the enhanced TSA requirements, including proactive custodial services to mitigate COVID-19 transmission. All reimbursements must receive TSA approval.

JUSTIFICATION

Congress, as part of the "Coronavirus Aid, Relief, and Economic Security Act" or the "CARES Act" has appropriated supplemental funding to pay for requested enhanced cleaning and sanitation of TSA Checkpoints and Baggage Screening Areas in alignment with the local and state health department and the Centers for Disease Control and Prevention (CDC) guidelines for COVID-19.

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TSA has published specific cleaning/sanitization and frequency standards for enhanced cleaning and sanitation of the security checkpoints and baggage screening areas. This cleaning is supplemental to the daily/nightly general cleaning. These standards include specific tasks and cleaning frequencies requested by TSA that are above the standard cleaning performed by the Airport.

The additional cleaning and sanitation effort is in alignment with and supported by our FlyHealthy@SEA strategy, and is expected to assist in returning customer confidence in air travel. The enhanced services would be a visible reminder regarding cleanliness and sanitation level of the high touch point items and services at the Checkpoints.

DETAILS

The cost for the additional cleaning and sanitation will be reimbursed by TSA through the CARES Act. The most impactful task among the requested cleaning and sanitation tasks is a request for hourly sanitation of Divestiture Bins/Bowls. This labor-intensive requirement generates the need for a full-time employee at each screening lane operating during the operation hours. Those operational hours can range from 8 hours to 24 hours per lane. This task accounts for approximately 93% of the costs.

The cost estimate of \$2,700,000 is a conservative estimate, based on an estimated 20 lanes being in operation approximately two and one-half shifts per day on average. Costs incurred will be based on actual hours of service performed. TSA reimbursements will be based on these actual costs as well.

The port is seeking quotes from the two existing custodial service providers. Rational for the limited competitive process is due to the immediate need to start the cleaning service and that the current custodial service providers are familiar with the airport, have staff already badged and onsite. Staff will be receiving quotes and are awarding after taking all applicable criteria into consideration (price and staff availability).

Airlines are supportive of this enhanced service to raise the confidence of their customers in traveling through Seattle-Tacoma International Airport (SEA).

Scope of Work

The detailed scope of work as requested by the TSA is attached at the end of this memo.

Schedule

Activity

Receive Quotes	July 2020
Award Contract Amendment	August 1, 2020
Complete Services	December 31, 2020

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ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Provide only the general cleaning that would not cost additional expense

Cost Estimate: \$0.00

Pros:

1. This alternative eliminates the need to modify the contracts and manage through the CARES Act reimbursement process, which will require Port resources to complete.

Cons:

1. This approach does not help in the effort to improve customer confidence in air travel.
2. The opportunity would be missed to enhance the services at SEA that will be experienced at other airports.

This is not the recommended alternative.

Alternative 2 – Amend and execute the contract only to provide the bin and bowls cleaning and sanitization

Cost Estimate: \$2.55 million (to be reimbursed by TSA through the CARES Act)

Pros:

1. This alternative provides a significant portion of the enhanced services as requested by TSA, providing the visible reminder regarding the cleaning and sanitation of bins and containers used at TSA checkpoints.
2. This alternative supports the FlyHealthy@SEA strategy to enhance customer confidence in flying through SEA.
3. This alternative aligns with the requirements of the TSA, allowing for the reimbursement of these costs through the CARES Act reimbursement process.

Cons:

1. This alternative does not provide the full level of enhance service at all the high touch points or surfaces in all areas of the checkpoints.
2. This alternative creates demand for Port resources to manage the contracts and the reimbursement process that the Port did not forecast or plan for.

This is not the recommended alternative.

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Alternative 3 - Amend and execute a service contract for enhanced services to provide TSA all requested additional cleaning and sanitation at checkpoints and baggage screening areas.

Cost Estimate: \$2.7 million (to be reimbursed by TSA through the CARES Act)

Pros:

1. This alternative allows for the contractor to provide the full suite of enhanced services that TSA requested under the local/state and CDC requirements providing the visible reminder regarding the cleaning and sanitation of bins, containers and surfaces used at TSA checkpoints.
2. This alternative supports the FlyHealthy@SEA strategy to enhance customer confidence in flying through SEA.
3. This alternative aligns with the requirements of the TSA, allowing for the reimbursement of these costs through the CARES Act reimbursement process.

4. Cons:

5. This alternative creates demand for Port resources to manage the contracts and the reimbursement process that the Port did not forecast or plan for.

This is the recommended alternative.

FINANCIAL IMPLICATIONS

Annual Budget Status and Source of Funds

The additional custodial costs authorized by this request will increase the Aviation operating and maintenance costs for 2020 by \$2.7 million. Since the Port assumes these costs will be reimbursed by TSA, there will be no net increase to airline costs (CPE) and no impact on the Port's net income.

ATTACHMENTS TO THIS REQUEST

Detailed cleaning schedule provided by TSA.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None

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TSA Cleaning and Sanitation Standards:

Area/Screening Equipment	Area to be cleaned	Cleaning Materials/Products	Frequency
Checkpoint Screening Area	Non-TSE high touched surface areas to include: tables, doorknobs, light switches, countertops, handles, desks, phones, chairs, keyboards, and floors.	70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered Household Disinfectants	Daily
Private Screening Area	Non-TSE high touched surface areas to include: tables, doorknobs, light switches, countertops, handles, desks, phones, chairs, keyboards, and floors.	70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered Household Disinfectants	Daily
Recompose Area	Benches, chairs	70% isopropyl alcohol OR bleach-containing disinfectant wipes OR other EPA-Registered Household Disinfectants	Daily
Hand Sanitization Stations (Before and After Checkpoint)	Refill hand sanitizer	Approved hand sanitizer solution	Daily
Trash Receptacles	n/a; empty trash receptacles	n/a	Twice daily
Carpets (Vacuum)	n/a	n/a	Daily
Carpets (Shampoo)	n/a	n/a	Every two weeks
Carpets (Hot Water Extract)	n/a	n/a	Monthly
Plexiglas Shielding (TDC, Divest, Baggage Claim, Bag Drop Off)	All person-facing acrylic surfaces	Commercially available plastic cleaner/polisher and 70% isopropyl alcohol and cloth	Weekly (Plastic polish) Daily (Alcohol)
Floors	n/a	n/a	Daily
Divestiture/Recompose Tables			
Divestiture/Recompose Tables (Stainless Steel)	Surface Areas	70%-90% isopropyl alcohol	Hourly
Divestiture Bins/Bowls			
Divestiture Bins/Bowls All Manufacturers	Surface Areas	70%-90% isopropyl alcohol OR pre-moistened wipes containing EPA-approved disinfectant	Hourly
AT X-Ray Unit			
AT X-Ray Unit Smiths	Conveyor Belt	Pre-moistened wipes containing EPA-approved disinfectant	Twice Daily
All AT and CT Equipment Manufacturers	Stainless Steel side rails	70%-90% isopropyl alcohol	Hourly
AT X-Ray Unit	Conveyor Belt	70%-90% isopropyl alcohol	Twice Daily
Automated Screening Lane (ASL)			
Automated Screening Lane (ASL) All Vendors	Side Railing	Pre-moistened wipes containing EPA-approved disinfectant	Hourly
Advanced Imaging Technology (AIT)			
Advanced Imaging Technology (AIT)	AIT Interior Area	70%-90% isopropyl alcohol	Daily
Advanced Imaging Technology (AIT)	AIT External Surface	70%-90% isopropyl alcohol	Daily
Walk Through Metal Detector (WTMD)			
Walk Through Metal Detector (WTMD)	WTMD External Surface	70-90% Isopropyl Alcohol and cloth	Daily