

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Operation, Maintenance, Repair of Airport-owned Baggage Systems and Passenger Boarding Bridges

Funding Source: Airport Operating Funds

PSC Amount: \$35,000,000

PSC Est. Start Date: 09/01/2021

PSC Est. End Date 12/31/2029

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractor shall operate, maintain, repair, and provide on-call services to designated San Francisco International Airport (Airport) owned passenger boarding bridges (PBBs) and baggage handling systems (BHSs).

Maintenance and repair work includes: (1) ensure that the BHS Sortation and Maintenance Diagnostics System computers are operational; (2) support of the Low-Level Controls (LLC) including all Programmable Logic Controls (PLC) hardware and software components and PLC programs for operating and maintaining the BHS; (3) maintenance of all accessories including components of pre-conditioned air aircraft ground power and potable water supply, troubleshooting faults and inspecting components to ensure systems are properly functioning; and (4) provide routine maintenance, scheduled maintenance/preventive maintenance, non-scheduled maintenance and repairs, resetting and adjusting equipment other on-call repair services and maintenance/repair documentation reports.

Operational work includes mobilization, system monitoring, reporting of system alarms, assisting Transportation Security Administration (TSA) of baggage screening system start-up and operation, implementation of normal and irregular operational plans, assigning resources, maintaining spare parts inventory, system reporting and record keeping as well as providing 24-hour on call response, 365 days per year.

B. Explain why this service is necessary and the consequence of denial:

PBBs and BHSs service ensures Airport safety and is essential to 24/7 Airport operations. Any interruption in service would cause flight delays and financial exposure to the Airport.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services were previously provided under PSC 47087-15/16.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at the Airport.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The duration of the PSC will allow the long-term support of the passenger boarding bridges and baggage handling systems which are essential to airport operations.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The contractor will provide A-frame stands and electronic equipment for testing of the Programmable Logic Controller (PLC) and its components of the PBBs. For the BHSs, the contractor will provide specialized rigging equipment to remove conveyor sections for maintenance and/or repairs.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: PBBs and BHSs technicians and managers require a combination of expertise in all the following areas: integration of programming, electronics, motor control and conveyor systems. PBBs and BHSs inspections require knowledge of preventative maintenance requirements for the PBB and BHS equipment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1093, IT Operations Support Admn III; 7238, Electrician Supervisor 1; 7263, Maintenance Manager; 7318, Electronic Maintenance Tech; 7329, Electr Maint Tech Asst Sprv; 7334, Stationary Engineer; 7335, Senior Stationary Engineer; 7344, Carpenter; 7345, Electrician; 7514, General Laborer; 0922, Manager I; 9232, Airport Mechanical Maint Sprv; 9240, Airport Electrician; 9242, Head Airport Electrician; 1093, IT Operations Support Administrator III ;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide A-frame stands and electronic equipment for testing of the Programmable Logic Controller (PLC) and its components of the PBBs. For the BHSs, the contractor will provide specialized rigging equipment to remove conveyor sections for maintenance and/or repairs.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Civil Service classifications were reviewed, and none included the combined knowledge and experience required. There are currently no civil service classes that can perform the entire scope of the work required for the maintenance and repair of Airport-owned PBBs and BHSs.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

This work requires a unique combination of engineering discipline that integrates controls with computer programming, conveyors and electrical equipment for the PBBs and BHSs. The existing civil service classifications do not have the required combination of knowledge and experience to operate, maintain and repair the PBBs and BHSs. In addition, there is no current civil service class with essential duties that match the scope of work required for PBBs and BHSs at the Airport, and therefore, employees would be working out of class.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, it would not be practical to adopt a new civil service class because this work is highly specialized and only performed at the Airport (not Citywide). In addition, the number of Airport-owned PBBs and BHSs requiring operations, maintenance and repairs is dependent upon the airlines' agreements with the Airport; therefore, we could not hire permanent civil service. Under the current Lease and Use Agreement, the Airport's tenant airlines can request to maintain the PBBs and BHSs assigned to them on a preferential basis.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No. Training will not be provided as part of these services.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 02/05/2021, the Department notified the following employee organizations of this PSC/RFP request:  
Carpenters, Local 22; Electrical Workers, Local 6; Laborers, Local 261; Municipal Executive Association; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48746 - 20/21

DHR Analysis/Recommendation:

action date: 07/19/2021

Commission Approval Required

Approved by Civil Service Commission

07/19/2021 DHR Approved for 07/19/2021

**SFO agreed to a 5 year contract.**