



**U.S. Customs and
Border Protection**

**U. S. CUSTOMS AND BORDER PROTECTION (CBP)
MEMORANDUM OF AGREEMENT TO REIMBURSE CBP**

This Memorandum of Agreement (“MOA”) outlines the agreement between the below named Savannah Hilton Head Airport Authority (Sponsor) and CBP in regards to the sponsor’s responsibility to reimburse CBP for costs related to providing the equipment required for the performance of the Federal Inspections Services (FIS) facility at the below named location. The legal authority for CBP to enter into and require such an agreement is found at 19 U.S.C. § 58(b); 19 U.S.C. § 482; 19 U.S.C. § 1433; 19 U.S.C. § 1461; 19 U.S.C. § 1459; 19 U.S.C. § 1499; 19 U.S.C. § 1644a; 19 U.S.C. § 1524; 8 U.S.C. §§ 1222-1225; 8 U.S.C. § 1356(a); 6 U.S.C. § 231; 8 C.F.R. Part 234; 19 C.F.R. § 122.11; 19 C.F.R. § 122.12; 19 C.F.R. § 122.14.

Airport Authority: Savannah Hilton Head Airport Authority (SAV)
Location: 50 Melaver Drive
Savannah, GA 31408

Savannah Hilton Head Airport Authority (SAV)

RESPONSIBILITIES

Data and Cabling

SAV will be responsible for the procurement and installation of all data cabling and electrical components required for connectivity of the Automated Data Processing (ADP) Local Area Network (LAN), Data, Information Technology (IT), and Voice and Tactical Communications (TacCom) Systems and equipment according to CBP Office of Information Technology (OIT) provided specifications. SAV must give CBP two weeks advance notice of all cable pulls so that CBP can be present and observe their installation.

Reimbursement of ADP LAN, Circuit, Data, IT, TacCom Systems and Equipment Costs

SAV agrees to reimburse CBP for all ADP LAN, Circuit, Data, IT, and TacCom Systems and equipment and connectivity costs, including equipment ordering, installation, maintenance, and recurring costs relative to standing-up and maintaining continuous CBP operations at the SAV Federal Inspection Services (FIS) Facility. Estimated ADP LAN, Circuit, Data, IT, and TacCom equipment costs total of \$337,442.00, which includes a Verizon 10M non-recurring circuit cost of \$12,000.00 for CBP to procure the equipment and circuit, and at most \$7,500.00 in one time travel costs for equipment installation Engineers. Attached is CBP OIT’s Cost Estimate SAV050A that identifies the ADP LAN, Circuit, Data, IT, and TacCom equipment requirements for the CBP FIS for which SAV will reimburse CBP all ADP LAN, Circuit, Data, IT, TacCom equipment and recurring costs.

SAV will be billed for the actual costs of the ADP LAN, Circuit, Data, IT, and TacCom equipment, and the one-time and recurring charges for the network, and any required replacement equipment. Recurring circuit(s) out-year network charges are estimated to be \$18,000.00 per year.

ADP LAN, Circuit, Data, IT, and TacCom Equipment Upgrades

Upgrades to the ADP LAN, Circuit, Data, IT, and TacCom equipment may be required on a schedule determined by CBP (approximately every 3-5 years, as needed). SAV agrees to reimburse CBP costs to upgrade ADP LAN, Circuit, Data, IT, and TacCom equipment. CBP will provide SAV at minimum a 180-day advance notice of required upgrades.

SAV Accounts Payable Information

SAV Tax Identification Number: _____
SAV Bill To Representative: _____
SAV Phone Number: _____
SAV Email Address: _____
SAV Address: _____

SAV Voice Communications Services

SAV understands no estimated costs for a Voice Communications System and equipment is included in the CBP OIT Cost Estimate SAV050A for the CBP FIS facility at the Savannah Hilton Head International Airport. These requirements are not reimbursable costs, but for direct procurement, installation, and maintenance by SAV and its vendor of choice. CBP will retain possession of the Voice Communications Systems equipment ordered, installed, maintained and furnished by the Sponsor, including any monthly services and connectivity costs. SAV will ensure the continued connectivity of the telephone line(s) at the Savannah Hilton Head International Airport at no cost to CBP. CBP will transfer possession of all Voice Communications Systems equipment used in CBP operations and furnished by the SAV for the Savannah Hilton Head International Airport when CBP vacates the premises.

Payment Process

Upon execution of this MOA, CBP OIT will forward a signed original copy to the CBP National Finance Center (NFC). Upon receipt and installation of all equipment, the NFC will issue SAV a bill for the actual ADP LAN, Circuit, Data, IT, and TacCom equipment costs not to exceed \$337,442.00. The CBP NFC will also bill SAV 90-days prior to the due date for \$18,000.00 in recurring out-year network and connectivity charges owed, and any sums owed for future ADP LAN, Circuit, Data, IT, and TacCom equipment upgrades and replacements.

Pursuant to 19 C.F.R. § 24.3a, any amounts due CBP under the terms of this agreement not reimbursed within 30 days of billing will begin accruing interest charges based on current U.S. Treasury borrowing rates and may ultimately be referred for collection against the Sponsor.

Equipment Ownership

CBP will retain possessory ownership of all ADP LAN, Circuit, Data, IT, and TacCom equipment ordered by CBP and reimbursed by SAV, and the SAV's furnished Voice System and equipment, until CBP vacates the premises. CBP will transfer ownership rights of all ADP LAN, Circuit, Data, IT, Voice and TacCom equipment used in CBP operations and funded by SAV for the CBP FIS when CBP vacates the premises. Within one month (60-days) following installation and reimbursement, CBP OIT will deliver a list of Serial Numbers and/or other identification and warranty information for the SAV reimbursed ADP LAN, Circuit, Data, IT, and TacCom equipment procured and installed by CBP OIT to the SAV as instructed below.

SAV Equipment Administrator: _____
SAV Email Address: _____
SAV Phone Number: _____

SAV Ship to Address: _____

U.S. CUSTOMS AND BORDER PROTECTION (CBP) RESPONSIBILITIES

Equipment Connectivity and Maintenance

The CBP OIT will be responsible for ordering and installing required Circuit and data equipment and connection(s) from the CBP FIS to the CBP National Data Center, and imaging, maintaining, and controlling all of the ADP LAN, Circuit, Data, IT, and TacCom equipment listed in the attached CBP OIT Cost SAV050A for the CBP FIS as required by CBP, the costs of which SAV shall reimburse CBP. SAV will incur no additional costs or CBP OIT charged service fees for any required ADP LAN, Circuit, Data, IT, and TacCom equipment maintenance/repair/replacement covered by CBP procured equipment warranties.

Data Ownership

All data entered and/or stored in any manner on the equipment covered by this MOA shall belong to the United States and is confidential and protected information. It shall be CBP's responsibility to properly remove said data before possession of any equipment is transferred to the Savannah Hilton Head International Airport. In the event data inadvertently remains on any of the equipment upon transfer, SAV shall keep the information confidential and immediately notify CBP so that CBP can remove the data.

AUTHORIZATION (TWO ORIGINALS WITH SIGNATURES ARE REQUIRED)

Authorized Representative

The SAV signatory to this MOA represents and warrants that he or she is a duly authorized representative of the Savannah Hilton Head International Airport, with full power and authority to enter into this MOA and to bind the SAV with regard to all matters relating to this agreement.

Agreement to these terms is attested by the signatures below.

_____	_____	_____
Gregory B. Kelly Executive Director Savannah Hilton Head International Airport	Email Address	Date

_____	_____	_____
Lisa Beth Brown Area Port Director Office of Field Operations, Area Port of Savannah U.S. Customs and Border Protection	Email Address	Date