



BUSINESS ENTERPRISE COMPLIANCE SUBCONTRACTOR/SUPPLIER INFORMATION FORM

Los Angeles World Airport (LAWA) policies establish minimum participation levels for various Business Enterprise including Small Business Enterprise (SBE), Local Business Enterprise (LBE), Local Small Business Enterprise (LSBE) and Disabled Veterans Business Enterprise (DVBE) firms on all LAWA contracts. LAWA is using a contract compliance system (B2GNow) to monitor and report the utilization of certified firms on all contracts and to track the payment cycles between prime contractor to subcontractor, and subcontractor to suppliers and lower tier subcontractors. All businesses performing project work or providing materials and/or services are required to submit monthly utilization information. This form serves to assist in the collection of business contact and contract information that will be required for data entry into the compliance system (B2GNow).

See Instructions at bottom. All data fields with an * are required entry.

COMPANY INFORMATION

BUSINESS NAME*: _____

DBA NAME: _____

FEDERAL TAX ID NUMBER*: _____ DUNS NUMBER: _____

COMPANY TYPE*: _____ LAWA CONTRACT NUMBER*: _____

COMPANY OWNERSHIP: RACE/ETHNICITY _____ GENDER: _____

COMPANY CONTACT INFORMATION

COMPANY ADDRESS*: _____

CITY*: _____ STATE*: _____ ZIP CODE*: _____

COUNTY*: _____ COUNTRY*: _____

COMPANY EMAIL*: _____ OWNER: _____

COMPANY WEBSITE ADDRESS: _____ MAIN PHONE #*: _____
(IF APPLICABLE)

COMPANY STAFF CONTACT INFORMATION

Project Manager

NAME*: _____ TITLE: _____

PHONE*: _____ Ext. _____ FAX*: _____ EMAIL*: _____

Compliance/Accounting

NAME*: _____ TITLE: _____

PHONE*: _____ Ext. _____ FAX*: _____ EMAIL*: _____

VENDOR CERTIFICATIONS (Upload copy of all valid certifications/Email to LAWA Compliance Contact)

- Disabled Veteran Business Enterprise (DVBE) Agency: _____ EXP: _____
- Disadvantaged Business Enterprise (DBE) Agency: _____ EXP: _____
- Local Business Enterprise (LBE) Agency: _____ EXP: _____
- Local Small Business Enterprise (LSBE) Agency: _____ EXP: _____
- Minority Business Enterprise (MBE) Agency: _____ EXP: _____
- Small Business Enterprise (SBE) Agency: _____ EXP: _____
- Woman-Owned Business Enterprise (WBE) Agency: _____ EXP: _____

SUBCONTRACT AWARD INFORMATION

CONTRACT AWARD AMOUNT*: \$ _____ TYPE OF PARTICIPATION*: (SUBCONTRACTOR/SUPPLIER)

SUBCONTRACT AWARD DATE*: _____

ESTIMATED WORK START DATE*: _____ ESTIMATED WORK END DATE*: _____

WORK DESCRIPTION*: (Craft/Service/Materials Type) _____

WORK CODES*: (Include all applicable NAICS codes) _____

COMMENTS: _____

SUBCONTRACTOR TIER: _____ SUBCONTRACT TO: _____

INSTRUCTIONS

- 1) All subcontractors/suppliers are to complete this form and submit them to their prime contractor or prime subcontractor.
- 2) Certified businesses should attach business enterprise certification letters from certifying public agencies to this form and submit them to their prime contractor or prime subcontractor.
- 3) Prime contractors or prime subcontractors shall upload business enterprise certifications to the system for each eligible certified business.
- 4) Prime contractors and prime subcontractors shall email a copy of the completed form and proof of business enterprise certification to the LAWA compliance officer assigned to your project/contract.

SUBCONTRACTOR SIGNATURE: _____ PRIME CONTRACTOR SIGNATURE: _____