



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), Disabled Veterans Business Enterprise (DVBE), and Disadvantaged Business Enterprise (DBE) 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 on final page. 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 #*: _____

COMPANY STAFF CONTACT INFORMATION

Project Manager

NAME*: _____ TITLE: _____

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

Compliance/Accounting

NAME*: _____ TITLE: _____

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

Workforce/Prevailing Wage Contact (If Applicable)

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.

The information provided is true and complete to the best of my knowledge and belief. I further understand and agree that this request shall become part of my contract with LAWA.

SUBCONTRACTOR SIGNATURE: _____ PRIME CONTRACTOR SIGNATURE: _____