

Doing Business with the SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

The San Diego County Regional Airport Authority (Authority) has a centralized Procurement Department, which ensures that its contracting actions adhere to published Authority policies, sound contracting methods, and the highest standards of integrity and ethical conduct. Its mission is to provide the Authority with quality and cost-effective goods and services at a fair, competitive price in a timely manner.



Procurement Authority & Responsibilities

Solicitation Methods: Procurement staff solicit request for qualifications (RFQ), request for bids (RFB) and request for proposals (RFP) to obtain materials, supplies, equipment, professional and non-professional services, construction (public projects) services and designated revenue opportunities in accordance with applicable laws, regulations and the Authority's published contracting policies 5.01 and 5.02.

Procurement Card (P-Card): The Authority utilizes the VISA card program provided under the State of California CalCard contract, whose current procurement card contractor is US Bank.

The P-Card may be used for small dollar, non-repetitive purchases.

Vendor Registration

All vendors or plan room services interested in contracting opportunities at the Authority are encouraged to register and maintain their Profile in the Authority's Vendor Database by visiting <http://www.san.org/business>. There is no cost to register.

By registering as a Vendor, you will receive timely notices on:

1. Future business opportunities with the Authority,
2. Specifications, addenda and other documents that may affect your submission.
3. Increased search functionality for requests, plan holder lists etc...

To complete the Registration:

1. You will be asked to create a user name and password, please write them down and save for reference.
2. Have ready your Business contact information, structure, and federal tax ID # (or SSN).

Vendor Registration is required in order to download solicitation documents. Once you've successfully completed the registration process you will receive an e-mail confirming your registration.

Outreach

It is the policy of the Authority that all businesses are provided an equal opportunity to participate in the performance of Authority contracting and leasing opportunities. The Authority is committed to maximizing opportunities for small, local, disadvantaged, minority, women, and veteran business enterprises to compete successfully. This is accomplished by placing a high priority on outreach, providing workshops and training, attending trade fairs and meeting with various local business associations.



The Authority has approved the use of contracting preferences and goals at the discretion of the contract owner when other laws and regulation do not prohibit the application of said preferences. When applicable, preferences and goals will be detailed in the solicitation document and in accordance with Authority policies.

Contact Information

Procurement/Contracts

Phone: 619.400.2540

Fax: 619.400.2541

Small Business Development

Phone: 619.400.2568

Fax: 619.400.2566

Insurance/Risk Management

Phone: 619.400.2847

Fax: 619.400.2686

Addresses

Accounts Payable

P.O. Box 82776

San Diego, CA 92138

Phone: 619.400.2810

Receiving Address

2417 Winship Lane

San Diego, CA 92101

Phone: 619.400.2534

Insurance

Vendors performing work on Authority premises will need to furnish insurance certificates to the Authority's Risk Management Department prior to beginning work. The insurance required may include General Liability, Automobile Liability, Worker's Compensation and Employer's Liability and Professional Liability. Details will be specified in the solicitation document.

Payments

The purchase order or contract should contain all the necessary information to submit an invoice. Although a specific contract may cite special payment instructions, as a general rule, invoices should be submitted immediately upon completion of services or shipment of goods.

The following items are required before the Authority can make a payment.

1. The vendor must have a W-9 on file with the Authority's Accounts Payable (AP).
2. Goods or Services must be received and accepted by the Contract Owner.
3. The Vendor must submit a properly completed invoice referencing the Authorization Number issued by the Authority (either a Purchase Order, Task Authorization or Blanket Release number).