

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 solicits 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 works projects) 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.

Insurance

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



Outreach & Preferences

Procurement is committed to providing an equal opportunity for all businesses to successfully compete for Authority contracts. This includes maximizing project outreach within the local business community by providing workshops and training, attending trade fairs and meeting with various local business associations.

The Authority has approved the use contracting preferences and goals for local businesses (LBE), small businesses (SBE) and veteran-owned small businesses (VOSB/SDVOSB) responding as a prime contractor or participating as a subcontractor, when other laws and regulations do not prohibit the application of preferences. When applicable, preferences and goals will be detailed in the solicitation document in accordance to Policy 5.12. To be eligible for a preference, businesses must be certified for each applicable preference category. For more information on Certifications contact Small Business Development or visit their webpage.



Public Works Contractors

Contractors must have a California contractor's license (subject to verification through the Contractors State License Board). Additionally, pursuant to SB 854 and subsequently to SB 96, all contractors and subcontractors doing business with any government entity must be registered with the Department of Industrial Relations (DIR) to bid on, be listed in a bid, or perform work on a public works project. Please include your contractor's license information and DIR registration number in your vendor registration profile.

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:

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

To complete the Registration:

- ◆ You will be asked to create a user name and password, (recommend utilizing a generic company-wide accessible email to receive notifications);
- ◆ Have ready your business structure (i.e., LLC, corporation, sole proprietor), contact information, and federal tax ID # (or SSN); and
- ◆ Select your Business Category Codes [Link to Code List](#)

Vendor Registration is required in order to download a solicitation document, receive addenda and other documents that may affect your submission. Once you've successfully completed the registration process you will receive an e-mail confirming your registration. You may then log-in to view or print the business opportunity.

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, to payables@san.org, upon completion of services or shipment of goods.

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

- ◆ The vendor must have a W-9 on file with the Authority's Accounting Department.
- ◆ Goods or Services must be received and accepted by the Authority.
- ◆ The vendor must submit a properly completed invoice referencing the Authorization Number Issued by the Authority (either a Contract, Purchase Order, Task Authorization or Blanket Release number).

Contact Information

Procurement/Contracts

Phone: 619.400.2540
contactprocurement@san.org

Small Business Development

Phone: 619.400.2568
smallbusiness@san.org

Insurance/Risk Management

Phone: 619.400.2845
certificates@san.org

Accounts Payable

P.O. Box 82776
San Diego, CA 92138
Phone: 619.400.2810
payables@san.org

Shipping/Receiving

2417 Winship Lane
San Diego, CA 92101
Phone: 619.400.2534