

Metropolitan Washington Airports Authority

REQUEST FOR QUOTATIONS

Metropolitan Washington Airports Authority Materials Management, MA-133 Terminal A, Room 278 Washington, DC 20001-4901		1. FOR INFORMATION CONTACT NAME: Regina Leigh Lead Purchasing Agent TELEPHONE NUMBER: <i>(No Collect Calls)</i> 703-417-8108	
2. REQUEST FOR QUOTATIONS NUMBER 2-10-B221		3. DATE ISSUED August 10, 2010	
4. DESCRIPTION OF GOODS OR SERVICES			
BPO – Holiday Decorations 1. <u>Scope of Contract:</u> The intent of this Request for Quotation (RFQ) is to obtain competitive bids to establish a Blanket Purchase Order (BPO) agreement to furnish all necessary labor, materials, tools, equipment and supervision to provide annual setup, maintenance, and take-down of Holiday Decorations at Ronald Reagan Washington National Airport. Note: Facsimile bids are not authorized and will not be accepted. All questions concerning this solicitation must be submitted by 3:00 PM August 25, 2010 via the Authority's website at: http://www.mwaa.com/3173.htm			
5. LOCAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION REQUIREMENT			
This Request for Quotations has a 100% LDBE participation requirement.			
6. DEADLINE FOR QUOTATION SUBMISSION			
Sealed original quotation is due at the place specified at the top of this form by 4:00 P.M. local time, September 1, 2010 . Sealed envelopes containing quotations shall be marked to show the quoter's name and address, the RFQ number, and the date and time quotations are due. The Authority reserves the right to make an award based on this solicitation.			
NOTE: Quoters are responsible for verifying number and dates of amendments prior to submitting a quotation. Failure to acknowledge an amendment may result in quotation being determined non-responsive.			
7. NAME AND ADDRESS OF QUOTER (Include Zip Code)		9. REMITTANCE ADDRESS (If different than Item 7)	
		10A. E-MAIL ADDRESS	
8A. TELEPHONE NUMBER	8B. FAX NUMBER	10B. COMPANY INTERNET WEBSITE	
NOTICE: Quotation shall be valid for 60 days			
11. ACKNOWLEDGMENT OF AMENDMENTS (This quoter acknowledges receipt of amendments to this Request for Quotations - give number and date of each)		12A. NAME & TITLE OF PERSON AUTHORIZED TO SIGN	
AMENDMENT NO.			
DATE			

2. PERIOD OF CONTRACT:

2.1 This contract, if a contract is awarded, shall be for a period of One (1) Year, beginning on or about September 1, 2010 and ending on August 31, 2011, unless renewed under the provision below:

The contract, as executed, shall include the options to renew for two (2) additional one year periods, with said options to be exercised solely at the Authority's discretion from:

September 1, 2011 until August 31, 2012, and from,
September 1, 2012 until August 31, 2013, progressively.

2.2 In recognition of the potential for fluctuations of the contractor's cost for the years subsequent to year one, the contractor must complete the pricing schedule for the option years. Evaluation of the option year prices will not obligate the Authority to exercise the options.

2.3 Unless otherwise amended in writing, and endorsed by both parties prior to the beginning of each respective renewal period, all terms and conditions of the contract shall remain in full force and effect with the only change being in the contract term.

3. PROJECTED REQUIREMENTS/ESTIMATED QUANTITIES:

3.1 As requirements arise from specific quantities of items covered herein, orders will be placed by the Authorized Individuals.

3.2 The quantities specified in this solicitation are estimated only, and are given for the information of bidders and for the purpose of bid evaluation. They do not indicate the actual quantity which will be ordered. Since volume will depend upon requirements which develop during the contract period.

4. SCOPE OF WORK:

The Statement of Work addresses setup, maintenance and take down of annual holiday decorations located at various Authority owned buildings at DCA. The contractor shall furnish all necessary labor, materials, tools, equipment, and supervision in accordance with the attachments.

5. APPLICABLE CLAUSES:

WORK AREA

The contractor shall at all times keep the work area, including storage areas, free from accumulations of waste materials. The scaffolding, equipment, and materials that are not the property of the Authority must be removed promptly after completing the work. The contractor shall leave the work area in a clean, neat, and orderly condition satisfactory to the Contracting Officer.

WARRANTY OF SERVICES

"ACCEPTANCE", as used in this clause, means the act of an authorized representative of the Authority by which the Authority assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

"CORRECTION", as used in this clause, means the elimination of a defect. Notwithstanding inspection and acceptance by the Authority or any provision concerning the conclusiveness thereof, the contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The contracting officer shall give written notice of any defect of nonconformance to the contractor within 30 days from the date of acceptance by the Authority's authorized representative. This notice shall state either (1) that the contractor shall correct or reperform any defective or nonconforming services, or (2) that the Authority does not require correction or reperformance.

If the contractor is required to correct or reperform, it shall be at no cost to the Authority, and any services corrected or reperformed by the contractor shall be subject to this clause to the same extent as work initially performed. If the contractor fails or refuses to correct or reperform, the contracting officer may, by contract or otherwise, correct or replace with similar services and charge to the contractor the cost occasioned to the Authority thereby, or make an equitable adjustment in the contract price.

If the Authority does not require correction of re-performance, the contracting officer shall make an equitable adjustment in the contract price.

INSURANCE REQUIREMENTS

NOTE: Contractor shall insure that all representations and requirement are fulfilled as required, and shall forward all documentations when requested..

INSURANCE

The contractor shall procure and maintain at his/her expense during the contract period the following insurance coverage from an insurance company or companies possessing a rating of A VII or higher from the A.M. best company or an equivalent rating service.

The Metropolitan Washington Airports Authority SHALL BE NAMED AS AN ADDITIONAL INSURED on all policies, except Workers' Compensation and Employer's Liability, and, if such policy is required, Professional Liability. It shall also state "for all contracted Activities of the Metropolitan Washington Airports Authority".

The following policies MUST PROVIDE for THIRTY (30) days advanced notice to the Authority of cancellation, non-renewal of the coverage, or any material change in the policy. All contractor's policies shall be primary and Contractor agrees that any insurance maintained by the Authority shall be excess of and non-contributing with respect to the Contractor's insurance. The Authority reserves the right to waive the insurance requirements for the apparent successful offeror for good cause.

COMPREHENSIVE AUTOMOBILE LIABILITY

\$500,000 Combined Single Limit for bodily injury and property damage per occurrence for owned, non-owned and hired vehicles; however, if any portion of the contractor's work will occur on the Airport Operations Area (AOA) (Aerodrome), the insurance requirement shall be \$1,000,000.

COMMERICAL GENERAL LIABILITY

\$1,000,000 combined single limit for bodily injury and property damage per occurrence; however, if any portion of the contractor's work will occur on the airport operations area (AOA) (Aerodrome), the insurance requirement shall be \$5,000,000. Coverage must include broad form contractual, property damage, personal injury, premises operations, products-completed operations independent contractors and subcontractors, and fire legal liability.

PROFESSIONAL LIABILITY (if applicable)

\$1,000,000 per occurrence with a \$1,000,000 aggregate for all employees. The coverage shall include unintentional errors or omissions endorsement and cross liability endorsement. When Environmental Impairment Liability is also required, the Professional Liability shall not contain any exclusion or limitation related to environmental impairments.

"All RISK" PROPERTY - Contractor's Property

Replacement cost under an "All Risk" police for any of the Contractor's Real or personal property used or situated on Authority property. All policies shall contain a waiver of subrogation and rights of recovery against the Authority, including recovery of any deductibles.

WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY

Virginia statutory limits will all states endorsement for Worker's Compensation and \$500,000 for employer liability.

SUBMISSION OF CERTIFICATE

The contractor shall provide the contracting officer with a valid certificate of insurance, in advance of the performance of any work, exhibiting coverage as required by the Metropolitan Washington Airports Authority's contract terms and conditions. The Contractor is responsible to ensure that all Subcontractors independently carry the minimum insurance requirement or are covered under the Contractor's policies. The certificate of insurance shall be provided on the industry standard form ACORD 25-S, and be mailed to the following address:

Metropolitan Washington Airports Authority
Ronald Reagan Washington National Airport
Materials Management Division, MA-133
Terminal A, Room 278
Washington, DC 20001

Certificates showing compliance with the above requirements will be submitted and to the satisfaction of the Authority's Risk Manager before execution of the contract.

SAFETY REQUIREMENTS

A. In performing this contract the contractor shall protect the health and safety of employees and other persons; prevent damage to property, materials, supplies, and equipment; and avoid interrupting the normal operation of the Airport. For these purposes, the contractor SHALL:

- (1) Place all materials and equipment in approved areas when not in use where they will not constitute a hazard to airport operations. All stockpile materials shall be prominently marked as directed by the Contracting Officer's Technical Representative (COTR).
- (2) Ensure that no open flame welding, or torch cutting operations are performed until after the Authority fire marshall has inspected the area in which the work is to be performed and determined that adequate fire and safety precautions have been taken.
- (3) Ensure that all material and equipment is secured to prevent wind-blown hazards to the safe operation of aircraft.
- (4) Comply with all applicable provisions of O.S.H.A. Construction and Health regulations, 29 CFR PART 1926.
- (5) Comply with the O.S.H.A. Standards contained in 29 CFR PART 1910.
- (6) Provide appropriate safety barricades, signs, and signal lights.
- (7) Ensure that any additional measures the contracting officer determines to be reasonable necessary for this purpose are taken.

B. The contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in death, traumatic injury, occupational disease, or damage to property, materials, supplies, or equipment. The contractor shall report this data in the manner prescribed by the contracting officer.

C. If the contracting officer notes any noncompliance with these requirements, or is advised of such noncompliance by a governmental agency with authority to enforce safety regulations, the contracting officer shall notify the contractor of the noncompliance and of the corrective action required. This notice, when delivered to the contractor or the contractor's representative at the site of work, shall be deemed sufficient notice of the noncompliance and corrective action required. After receiving the notice, the contractor shall immediately take corrective action. If the contractor fails or refuses to take corrective action promptly, the contracting officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. The contractor shall not base any claim or request for equitable adjustment for additional time or money on any stop order issued under these circumstances.

D. Before commencing the work, the contractor shall:

- (1) Submit a written proposal for implementing this clause; and

(2) Meet with representatives of the contracting officer to discuss and develop a mutual understanding relative to administration of the overall safety program.

E. The contractor shall report to the contracting officer any accident or fire occurring at the site of the work which causes:

- (1) A fatality or as much as one lost workday on the part of any employee of the contractor or subcontractor at any time;
- (2) Damage of \$1,000 or more to Authority property, either real or personal;
- (3) Damage to contractor or subcontractor owned or leased motor vehicles or mobile equipment;
- (4) Damage because of which a contract time extension may be requested.

F. Accident and fire reports required by the paragraph (A) above shall be accomplished by the following means:

- (1) Accidents or fires resulting in a death, hospitalization of five or more persons, or destruction of Authority property (either real or personal) the total value of which is estimated at \$100,000 or more, shall be reported immediately by telephone to the contracting officer or his/her authorized representative and shall be confirmed by telegram within 24 hours to the contracting officer. Such telegram shall state all known facts as to the extent of injury or damage and as to the cause of the accident or fire.
- (2) Other accident and fire reports required by paragraph (A) above may be reported by the contractor using a state, private insurance carrier or contractor accident report form which states extent of injury and damage and cause of accident or fire. Such report shall be mailed or otherwise delivered to the contracting officer within 48 hours of the occurrence of the accident or fire.

G. The contractor shall assure compliance by subcontractor at all times with the provisions of this clause.

INSPECTION OF SERVICES – FIXED PRICE

Definitions: “Services”, as used in this clause, includes services performed, workmanship, and material furnished or utilized in the performance of services.

The contractor shall provide and maintain an inspection system acceptable to the Authority covering the services under this contract. Complete records of all inspection work performed by the contractor shall be maintained and made available to the Authority during contract performance and as long afterwards as the contract requires.

The Authority has the right to inspect and test all services called for under the contract, to the extent practicable at all times and places during the term of the contract. The Authority shall perform inspections and test in manner that will not unduly delay the work.

If any of the services do not conform with contract requirements, the Authority may require the contractor to take necessary action to ensure that future performance conforms to contract requirements, and reduce the contract price to reflect the reduced value of the services performed.

If the contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, the Authority may (1) by contract or otherwise, perform the services and charge to the contractor any cost incurred by the Authority that is directly related to the performance of such service, or (2) terminate the contract for default.

NOTICE OF LOCAL DISADVANTAGED BUSINESS ENTERPRISE PURCHASE SET-ASIDE

Quotations under this acquisition are solicited from local disadvantaged business enterprise concerns only. Any contracts resulting from this solicitation will be made only from a LDBE concern furnishing its own manufactured product, or from a LDBE providing the product of another manufacturer. Quotations received from concerns that are not from a LDBE shall not be considered and shall be rejected. Refer to Appendix II "Business Enterprise Participation"

Attachment: Statement of Work

- I. Introduction
- II. Summary of Work
- III. Definitions
- IV. Base Services
- V. Supplemental Services
- VI. General Requirements
- VII. Deliverables
- VIII. Method of Payment

Scope of Work Appendix:

- A. Authority Provided Inventory List
- B. Contractor provided Materials
- C. Photographs
- D. Contract Service Call Order Form
- E. Employment Certification Letter

Attachment: Pricing Schedule

Appendix:

- Appendix I: Representation and Certification
- Appendix II: Business Enterprise Participation
- Exhibit A: Voluntary Efforts to Obtain MBE/WBE Participation
- Exhibit B: Zip Code Reference
- Exhibit C: LDBE NAICS Size Standards for Solicitation
- Exhibit D: Contract Participation Form
- Exhibit E: Letter of Intent
- Exhibit F: LDBE Certification Application Information
- Exhibit G: Application for Joint Venture Eligibility
- Exhibit H: LDBE Waiver Request Procedure
- Exhibit I: LDBE Unavailability Certification
- Exhibit J: Invoice Attachment Form and Instructions

**STATEMENT OF WORK
TABLE OF CONTENTS**

- I. INTRODUCTION**
- II. SUMMARY OF WORK**
- III. DEFINITIONS**
- IV. BASE SERVICES**
- V. SUPPLEMENTAL SERVICES**
- VI. GENERAL REQUIREMENTS**
- VII. DELIVERABLES**
- VIII. METHOD OF PAYMENT**

APPENDIX

- A. AUTHORITY PROVIDED INVENTORY LIST**
- B. CONTRACTOR PROVIDED MATERIALS**
- C. PHOTOGRAPHS**
- D. CONTRACT SERVICES CALL ORDER FORM**
- E. EMPLOYMENT CERTIFICATION LETTER**

I. INTRODUCTION

The Metropolitan Washington Airports Authority (referred to herein as "MWA" or the "Authority") is responsible for the operation, maintenance and repair of Ronald Reagan Washington National Airport (referred to herein as "DCA"). This Statement of Work addresses setup, maintenance and take down of annual holiday decorations located at various Authority owned buildings at DCA.

II. SUMMARY OF WORK

The Base Services section of this Statement of Work (SOW) provides for annual setup, maintenance and take down of holiday decorations. The Supplemental Services section of this SOW provides for holiday decorations and plants not covered under Base Services.

The Contractor shall furnish all supervision, labor, materials, tools, supplies, equipment and transportation necessary to fulfill all the requirements of this SOW.

The term of this requirement is intended to consist of a base year with the option to extend for two additional one (1)-year periods.

III. DEFINITIONS

ACCEPTANCE - The act of an authorized representative of the Authority by which the Authority assumes for itself, or as an agent of another, ownership of existing and identified supplies, or approves specific services, as partial or complete performance of the contract.

AIRPORT – Ronald Reagan Washington National Airport a.k.a. "DCA."

AUTHORITY - The Metropolitan Washington Airports Authority.

BUSINESS HOURS, AUTHORITY - For the purpose of this SOW, regular business hours of the Authority shall be 7:00 a.m. through 3:30 p.m. EST/EDT, Monday through Friday, excluding weekends and holidays.

CLEAN – Surfaces free of dirt, dust and debris.

CORRECTION - The elimination of a defect.

COTR- Contractors Officers Technical Representative - An Authority employee or Consultant specifically designated by the Contracting Officer to assist in carrying out the CO's responsibilities at the project site.

JOB SITE – The area within the Authority’s property lines or portions of such areas which are described by the COTR.

KEY PERSONNEL - Individual employed by the Contractor, who has the responsibility and authority for fulfilling any of the requirements of this Specification and or the associated contract document.

MA-126 - Engineering and Maintenance Department, Maintenance Engineering Division.

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY – The public body responsible for the operation and management of both Washington Dulles International Airport (IAD) and Ronald Reagan Washington National Airport (DCA).

OSHA - U.S. Occupational Safety and Health Administration. The Federal Government agency responsible for providing the rules and regulations on safety and health requirements in the work place.

QUALITY ASSURANCE – A means by which the Authority is able to confirm that the quantity and quality of services received conformed to contract requirements. These methods/procedures are not intended to aid the contractor in the performance of the contract requirements and shall not be a substitute for contract quality control.

QUALITY CONTROL – A method used by the contractor to assure that quality services are provided to satisfy the requirements of the contract.

SOW - Statement of Work.

IV. BASE SERVICES

The Contractor shall provide all supervision, labor, materials, supplies, parts, tools, transportation and equipment necessary to setup, maintain, and take down Authority provided decorations (**Appendix A**) and contractor provided decorations (Appendix B) at Ronald Reagan Washington National Airport.

The Contractor shall provide a crew of twelve (12), comprised of two supervisors and ten (10) workers to perform the requirements set forth in the SOW.

The Contractor shall provide, prepare and decorate new bows each year for the holiday decorations. The contractor shall prepare all holiday decorations on ground level and Authority employees will hang the decorations. All trees/wreaths shall be decorated on the job site. Pictures of prior year decorations are shown in Appendix C.

The Contractor shall provide weekly maintenance of the contract provided poinsettias during the holiday season. Dead or dying poinsettias shall be replaced by the contractor at no additional cost or authorization.

The Contractor shall coordinate all work with Ralph Sellers, MA 120 night shift supervisor (703) 417-1853.

The Contractor shall assist the Authority in installing stanchions around free standing trees. The Authority will provide the stanchions.

V. SUPPLEMENTAL SERVICES

The Authority may, during the course of this contract, request supplemental services from the Contractor. These services are outside the requirements of the Base Contract and include, but are not limited to including, as need additional poinsettias, tree bows, wreaths, garland swags, strings of white mini-lights and misc. supplies. All such work shall be requested and approved in advance in writing by the COTR using the "contract services call order" form (**Appendix D**). This call order will contain a description of the services that are required from the Contractor along with an estimated cost to perform the work. Labor to complete call orders shall be at the fully loaded rates provided in the Contractor's price proposal (i.e. – the pricing schedule). Materials, equipment and parts requested on a call order that are not identified on the pricing schedule shall be charged at the Contractor's cost plus 10%. Unless otherwise approved in writing by the COTR, the Contractor shall not invoice the Authority for supplemental services for an amount greater than the estimated cost provided in the approved call order. The Contractor shall not proceed with any work that is outside the scope of the Base Contract until written authorization is provided by the COTR via a signed call order.

Unless otherwise directed by the Authority, the Contractor shall provide the Authority with an accurate written estimate of the cost and time for the Contractor to complete each of the tasks requested by the Authority. These estimates are to be provided by the Contractor to the Authority within five business days from request.

VI. GENERAL REQUIREMENTS

A. CONTRACTOR'S QUALIFICATIONS

The Contractor shall have at least five (5) years documented experience in the business of installing, maintaining and taking down holiday decorations in Airports or shopping malls. The Contractor's employees, including new hires, must be legal to work in the United States. The Contractor shall confirm citizenship of all foreign-born employees and alien numbers (Green Card), if not a US citizen. Contractor shall fill out and return to the

COTR a signed copy of the Certification Letter (**Appendix E**), certifying that all employees are legal to work in the United States.

B. CONTRACTOR SUPERVISORS

The Contractor supervisors shall have at least five (5) years documented experience in the business of installing, maintaining and taking down holiday decorations in Airports or shopping malls. At a minimum, the supervisor must be able to speak and write in English.

C. PARKING

Parking will be provided to the contractor for the period that work is performed during the hours of 10:00 PM to 5:30 AM only. The contractor shall contact the COTR a minimum of one week before the work is scheduled to start and obtain a temporary parking permit to park in the Area 7 zone near the East Building.

D. SAFETY

The Contractor and each of its employees shall comply with all applicable local, state, federal and Authority rules, regulations and practices.

The Contractor shall perform all its activities pursuant to this contract in a safe manner. The Contractor shall assume responsibility on the job site for the actions of all its personnel and subcontractor(s) who are associated with performance on this contract. The Contractor shall take adequate measures to prevent injury to the public or Authority property on the job sites.

The Authority shall have the right to inspect all areas for safety violations at its discretion, direct the contractor to make immediate improvement of necessary conditions and/or procedures, and/or stop the work if other hazards are deemed to exist.

Notwithstanding any provision to the contrary, the Authority shall not be obligated to make an equitable adjustment for any work stoppage that results from safety hazards created by the Contractor.

The operation of the Contractor's vehicles or private vehicles by the Contractor's employees on or about the property shall conform to regulations and safe driving practices. All vehicles that are to be operated on the AOA shall comply with FAA regulations and be subject to inspection. Operators of these vehicles shall be required to pass an AOA operators test administered by IAD Operations.

E. SMOKE FREE ENVIRONMENT

The Authority's facilities are smoke free. The Contractor and its employees shall adhere to all applicable rules and regulations regarding maintenance of a smoke free environment on the job sites.

F. PERMITS AND LICENSES

The Contractor shall, without additional expense to the Authority, be responsible for obtaining all licenses and permits which are necessary to fulfill the requirements of the SOW.

G. DELIVERY OF SUPPLIES AND EQUIPMENT

The Contractor shall schedule its supply and equipment deliveries and the supply and equipment deliveries of its vendors and subcontractors during times and to locations that cause minimum disruption and inconvenience to the airport's operations.

H. COMMUNICATION/COORDINATION

The Contractor shall, at its own expense, provide cellular telephones to key personnel at all times that they are on the job site to fulfill the requirements of this SOW. The Contractor shall provide the assigned telephone numbers for this equipment to the COTR at least fourteen business days prior to the start of this Contract.

The Contractor shall have email capability. The Contractor shall provide applicable email addresses to the COTR no later than fourteen business days prior to the start of this Contract.

I. TIMELY PERFORMANCE

The Contractor shall adhere to and fulfill all the time and frequency requirements described herein.

J. WORK HOURS

Set up shall be completed no later than December 5th. All work shall be performed between the hours of 10:00 PM through 5:30 AM. Work at the Authority's Corporate Office Building shall be set up between the hours of 8:00 AM through 3:30 PM on a mutually agreeable work day. Take down shall be scheduled such that all work is completed no later than the morning of January 8th

K. ACCIDENT REPORTS

The Contractor shall immediately notify in turn the Authority's Police department (703-417-8209) and the COTR of any accident on the job site that is related to the performance of this SOW that involves bodily injury or damage to property.

L. MSDS

The Contractor shall provide the COTR with material safety data sheets (MSDS) for all materials used and/or stored on the job site by the Contractor.

M. HAZARDOUS MATERIALS

The Contractor shall comply with all laws relating to hazardous materials on the job site or related to the Contractor's activities at the job site. The Contractor shall not manage, use or store hazardous materials at the job site except as reasonably necessary to accomplish the SOW. The Contractor shall not dispose of or treat any hazardous materials on the job site or surrounding land or water.

N. CLEANLINESS

The Contractor shall ensure that all work areas covered by this SOW are clean and free of debris.

O. LOST AND FOUND PROPERTY

The Contractor shall turn in to the Authority Police Department all property found on the property of Ronald Reagan Washington National Airport immediately.

VII. DELIVERABLES

A. PRIOR TO CONTRACT START-UP

After notification of the contract award but not less than five (5) business days prior to the start of this contract the Contractor shall submit to the COTR:

1. A list of the names of all the Contractor's employees as well as subcontractors and their employees who will fulfill any part of the requirements of this SOW. This list shall include the job title, their duties, responsibilities and authority.
2. A list of the cell phone numbers for the Contractor's key personnel onsite employees.
3. Contractor's email address.
4. Copies of materials safety data sheets (MSDS) for all products the contractor will use on the job site.

VIII. METHOD OF PAYMENT

A. BASE CONTRACT

The Contractor shall invoice the Authority for actual work performed at the end of the calendar month during which the work was performed in accordance with the provisions contained in the Contractor's price proposal (schedule). The line item rates contained in the Contractor's price proposal (schedule) shall be fully loaded rates inclusive of all labor, materials, parts and supplies necessary to perform the Base Services requirements.

B. SUPPLEMENTAL SERVICES

Supplemental services shall be invoiced to the Authority at the end of the calendar month in which the respective contract services call order is completed by the Contractor. Unless approved in writing by the COTR, the contractor shall not invoice the Authority for supplemental services for an amount greater than the estimated cost given in the COTR approved contract services call order.

Original invoices for supplies and materials not identified on the contract schedule that are requested by the Authority and purchased by the Contractor shall be submitted to the Authority with Contractor's invoice. The Contractor shall make a reasonable attempt to pay only the lowest prices that can be obtained by the Contractor for reimbursable items. The Contracting Officer shall have the option to require the Contractor to obtain competitive bids from a minimum of three (3) sources on any single item or group of items that may exceed \$300.00 in total cost. The Contractor shall not charge more than ten (10) percent markup for Authority requested supplies or materials. Contractor shall not invoice for any item that has not been requested in writing by the CO and/or the COTR.

Appendix A

Authority Provided Inventory

QTY	Description
2	30ft Christmas trees
2	Bases for the 30ft Christmas trees
2	rugs to cover the floor under the Christmas trees bases
56	boxes of ornaments to decorate the 30ft trees (About 10 pieces per box)
40	boxes of garland (about 30ft per box)
300	3" round ornaments (Blue)
2	10ft poinsettia tree stand
200	plastic sleeves for poinsettia plants

Appendix B

Contractor Provided Materials

The contractor shall provide the following materials:

1. 6" red poinsettia plants. QTY 330
2. Strands of white mini lights, QTY 230
3. All wiring, cabling and connections to hang holiday decorations
4. Gold bows for 60" wreaths, QTY 27
5. Gold bows for 48" wreaths, QTY 25
6. Gold bows for 36" wreaths, QTY 20
7. Gold bows for overhead signs, QTY 42
8. Tree top gold bows for 8' trees, QTY 4
9. Tree top gold bows for 6" trees, QTY 4
10. Gold bows for elevator garland, QTY 32

Appendix C

30' Tree



30' Tree



Poinsettia Tree



Poinsettia Tree



Appendix D.

Contract Services Call Order Form

RONALD REAGAN WASHINGTON NATIONAL AIRPORT
MAINTENANCE ENGINEERING BRANCH, MA-126

CONTRACT SERVICES CALL ORDER

Prepared: _____	Date Prepared: _____
Type of Work: _____	Requested By: _____
Contractor: _____	Contract #: _____
Address: _____	Contractor POC: _____
_____	Office Telephone : _____
_____	Emergency Phone _____
Other Data: _____	Contractor Fax: _____

Location (Name, [Account Code]) and Description of Work _____

Work Estimates

Estimate Date: _____	Site Vist Date: _____
MWAA Estimator: _____	Contractor Estimator: _____
Work Item(s): _____	QTY/UM: _____
_____	_____
_____	_____
_____	_____
Estimated Cost: 	Notes: _____

APPROVALS / ACCEPTANCE OF TASK

NOTE: By signing this Call Order, the Contractor acknowledges that he/she will only preform the work described herein after this Call Order is approved in writing by the COTR. Furthermore, the cost to the Authority for this work shall not exceed the "Estimated Cost" noted above.

	Call Order #	
MA-126: _____	Date: _____	Date Issued: _____
COTR: _____	Date: _____	Date Completed: _____
Inspector: _____	Date: _____	Date Invoiced Rev'd: _____
Contractor: _____	Date: _____	Invoice Amount: _____
Remarks: _____		

Appendix E

Employment Certification Letter

Your Company Name

Location

To: DCA Operations (Attn: ASC)

From: (Name/Company/Registered Certification Official)

Subj: TSA Required Verification Update

Date:

In accordance with TSA Security Directive 1542-04-8B, the DCA MWAA provided employee data sheet has been reviewed and returned. The information provided is as accurate as is possible. I have forwarded the electronic spreadsheet via email to DCA Operations on _____.

Date & Time

I certify that, to the best of my knowledge, the employees listed are eligible to work in the United States, and the employee presented documents I have examined appear to be genuine and relate to these employees.

Signature of Company Certification Official

Printed Name of Company Certification Official

Aviation Security Directive

Subject: **Security Threat Assessment and Reporting Requirements for Individuals with Any Form of Airport Personnel Identification Media**

Number: **SD 1542-04-08B**

Date: **September 20, 2006**

IV. REPORTING REQUIREMENTS FOR SECURITY THREAT ASSESSMENT

A. **As required in this section and except as provided in paragraphs IV.A.2.d. and IV.A.5., the airport operator must submit to the TSCH the following information for each individual applying for or holding a personnel identification medium:**

1. Full Name (including aliases/other names used)

- a. Last Name
- b. First Name
- c. Middle Name

2. Personal Information

- c. Place Of Birth Country (POB)
- e. Citizenship Country

3. Alien Registration Number (if applicable) GREEN CARD

4. Non-Immigrant Visa Number (if applicable)

5. Passport (This information is optional and may expedite the adjudication process for applicants who are U.S. citizens born abroad.)

- a. Passport Country
- b. Passport Number

APPENDIX I - REPRESENTATIONS AND CERTIFICATIONS

01 PARENT COMPANY AND IDENTIFYING DATA

A. A "parent" company, for the purpose of this provision, is one that owns or controls the activities and basic business policies of the offeror. To own the offeror's company means that the parent company must own at least 51% of the voting rights in that company. A company may control an offeror as a parent company even though not meeting the requirement for such ownership if the parent company is able to formulate, determine, or veto basic policy decisions of the offeror through the use of dominant minority voting rights, use of proxy voting, or otherwise.

B. The offeror [] is, [] is not (check applicable box) owned or controlled by a parent company.

C. If the offeror checked "is" in paragraph B. above, it shall provide the following information:

Name and Main Office Address of
Parent Company (include zip code)

Parent Company's Employer's
Identification Number

D. If the offeror checked "is not" in paragraph B. above, it shall insert its own Employer's Identification Number on the following line:

_____.

02 TYPE OF BUSINESS ORGANIZATION

The offeror, by checking the applicable box, represents that:

A. It operates as [] a corporation incorporated under the laws of the State of _____,
[] an individual, [] a partnership, [] a nonprofit organization, or [] a joint venture.

B. If the offeror is a foreign entity, it operates as [] an individual, [] a partnership, [] a nonprofit organization, [] a joint venture, or [] a corporation, registered for business in _____ (country).

03 AUTHORIZED NEGOTIATORS

The offeror represents that the following persons are authorized to negotiate on its behalf with the Authority in connection with this request for proposals or quotations:

04 LOCAL DISADVANTAGED BUSINESS ENTERPRISE REPRESENTATION

- A. Representation The offeror represents and certifies as part of its offer that it [] is, [] is not a local disadvantaged business enterprise.
- B. Definitions **"Local Disadvantaged Business Enterprise" (LDBE)** is defined as a disadvantaged business concern which is organized for profit and which is located within a 100-mile radius of Washington, DC's zero mile marker. Those business entities located within counties that fall partially within the aforementioned boundary would also be eligible to participate in the Authority's LDBE Program. **"Located"** means that, as of the date of the contract solicitation, a business entity has an established office or place of business within a city, county, town, or political jurisdiction within the 100-mile radius referenced above. Evidence of whether a business is **"located"** within the region includes, but is not limited to: an address that is not a Post Office Box; employees at that address; business license; payment of taxes; previous performance of work similar to work to be performed under contract, or related work; and other indicia. A **"disadvantaged business"** is defined as a firm which is not dominant in its field, and which meets the Authority's disadvantaged business size standard(s) for this solicitation.
- C. Certification Proposed LDBEs must apply to the Authority's Equal Opportunity Programs Office for certification. For further instruction, see **Section IX on Local Disadvantaged Business Enterprise Participation (LDBE)** in this Solicitation.

05 MINORITY BUSINESS ENTERPRISE REPRESENTATION

- A. Representation. The offeror represents that it [] is, [] is not a Minority Business Enterprise.
- B. Definition. A **Minority Business Enterprise** is:
1. A firm of any size which is at least **51%** owned by one or more minority persons or, in the case of a publicly-owned corporation, at least **51%** of all stock must be owned by one or more minority persons; and whose management and daily business operations are controlled by such persons. A person is considered to be a minority if he or she is a citizen of lawful resident of the United States and is:
 - a. Black (a person having origins in any of the black racial groups in Africa);
 - b. Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race);
 - c. Portuguese (a person of Portugal, Brazilian, or other Portuguese culture or origin, regardless of race);
 - d. Asian American (a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands); or
 - e. American Indian and Alaskan Native (a person having origins in any of the original peoples of North America.)
- C. Certification. As verification of this representation, the offeror is encouraged to attach a copy of a current MBE/WBE certification from any agency to be used for the Authority's monitoring of MBE/WBE participation in its program.

06 WOMEN BUSINESS ENTERPRISE REPRESENTATION

- A. Representation. The offeror represents that it [] is, [] is not a Women Business Enterprise.
- B. Definitions. A **Women Business Enterprise** is:
1. A firm of any size which is at least **51%** owned by one or more women or, in the case of a publicly-owned corporation, at least **51%** of stock must be owned by one or more such women; and
 2. Whose management and daily business operations are controlled by such persons.
- C. Certification. As verification of this representation, the offeror is encouraged to attach a copy of a current MBE/WBE certification from any agency to be used for the Authority's monitoring of MBE/WBE participation in its program.

07 CONTRACTOR IDENTIFICATION

Each offeror is requested to fill in the appropriate information set forth below:

DUNS Identification Number _____ (this number is assigned by Dun and Bradstreet, Inc., and is contained in that company's Data Universal Numbering System (DUNS). If the number is not known, it can be obtained from the local Dun & Bradstreet office. If no number has been assigned by Dun & Bradstreet, insert the word "none."

08 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

- A. The offeror certifies that --
1. The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (a) those prices, (b) the intention to submit a offer, or (c) the methods or factors used to calculate the prices offered;
 2. The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
 3. No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
- B. Each signature of the offeror is considered to be a certification by the signatory that the signatory:
1. Is the person in the offeror's organization responsible for determining the prices being offered in its offer, and that the signatory has not participated and will not participate in any action contrary to subparagraphs A.1. through A.3. above; or
 2. a. Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs A.1. through A.3. above

(Insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this offer or proposal, and the title of his or her position in the offeror's organization);

- b. As an authorized agent, does certify that the principals named in subdivision B.2.a. above have not participated, and will not participate, in any action contrary to subparagraphs A.1. through A.3. above.
 - c. As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs A.1. through A.3. above.
- C. If the offeror deletes or modifies subparagraph A.2. above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

09 CERTIFICATION OF COMPLIANCE WITH EMPLOYMENT ELIGIBILITY VERIFICATION, FORM I-9

The offeror certifies that it [] has [] has not read and [] is [] is not in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a) and the regulations issued there under. The offeror also certifies that its subcontractors are in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a) and the regulations issued there under

APPENDIX II - EQUAL OPPORTUNITY PROGRAMS INFORMATION

SECTION I - POLICY ON EQUAL OPPORTUNITY AND MINORITY AND WOMEN BUSINESS ENTERPRISE (MBE/WBE) PARTICIPATION

01 EQUAL OPPORTUNITY

No person or firm shall be discriminated against because of race, color, national origin, or sex in the award of Authority contracts. Further, the Contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract.

02 MBE/WBE PARTICIPATION

The Authority is committed to achieving significant participation in its contracting programs by business enterprises that are owned and operated by minorities and women (MBEs and WBEs) regardless of the size of the enterprise. All offerors are strongly encouraged to take active steps to maximize the participation of MBEs and WBEs in this contract. To communicate the Authority's strong desire for significant MBE/WBE participation in this contract, the Authority has set a voluntary MBE/WBE participation percentage of 100%. This percentage is derived from the types of contract opportunities arising from the work to be performed, and the availability of appropriate firms that have been certified by the Authority or by other agencies as firms that are at least 51% owned and controlled by minorities or women.

03 TECHNICAL ASSISTANCE

The Authority will provide assistance to promote the participation of MBEs and WBEs in this contract, including the identification of MBEs and WBEs. To obtain assistance, interested parties are encouraged to contact the Authority's Office of Equal Opportunity Programs at (703) 417-8625, or at the following address: Metropolitan Washington Airports Authority, Equal Opportunity Programs, 1 Aviation Circle, Washington, DC 20001-6000.

04 MONITORING OF MBE/WBE PARTICIPATION

To monitor and evaluate MBE/WBE participation in its contracting programs, the Authority is collecting information on the voluntary efforts made by offerors in securing MBE/WBE participation for this contract. All offerors are encouraged to provide information relating to these efforts (Exhibit A) and return it with their offer.

When MBE/WBE participation has been obtained, all offerors are required to include this information on the Contract Participation Form (Exhibit D) referenced in Section II(03)(D), and to attach to the Contract Participation Form the MBE's or WBE's letter of DBE certification from the Authority, or MBE/WBE/DBE certification from another agency. This letter verifies the firm's MBE/WBE status, and is used in this case for the Authority's monitoring of its programs for the purposes of monitoring expenditures to MBE/WBEs, all contractors are required to identify on the Invoice Attachment Form (Exhibit J) expenditures to first tier subcontractors who are MBEs or WBEs. (Note: Exhibits D and J are available from the Business Information section of the Authority's website at <http://www.mwaa.com>)

The information requested above will be used to assist the Authority in monitoring and evaluating MBE/WBE participation and will not be used to determine to whom this contract will be awarded.

SECTION II - LOCAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION REQUIREMENTS

01 LDBE PARTICIPATION

As stated in Section II(03), below, this contract is set aside for 100% performance by LDBEs or eligible LDBE joint venturers. The apparent successful prime offeror and any other LDBE firms that the offeror plans to use to perform this contract must be LDBE certified by the Authority not later than the date established by the Authority for the award of this contract. If they are not LDBE certified by that date, the Authority is under no obligation to delay the award until certification is obtained and the Authority may select another offeror for contract award. The Authority requires sufficient time to process LDBE certification applications. Consequently, the Authority strongly encourages firms to apply for and obtain their LDBE certifications as early as possible. Prospective LDBEs are encouraged to apply for certification prior to the deadline for submission of proposals.

By signing the offer, offeror represents that it is eligible for LDBE certification and commits itself to achievement of the LDBE participation requirement listed in Section II(03) below, unless a waiver request meeting the requirements of Section II(04) is submitted with the offer. Failure to sign the offer to commit to the LDBE participation requirement or submit a waiver request with the offer may result in the offer being found to be in nonconformance with the RFP and rejected. The Authority will treat all other matters of LDBE participation (for example, whether the offeror has made a good faith effort to meet the LDBE requirement, the sufficiency of the submitted Contract Participation Form (Exhibit D), or whether an LDBE for whom preaward substitution is sought was proposed in good faith) as matters relating to the offeror's responsibility that the Authority may determine prior to award through communications with the offeror(s) in question. Unless the Authority declares otherwise, such communications with the offeror(s) in question do not constitute "negotiations" or "discussions" as these terms are used in the Authority's Contracting Manual and do not require communication with other offerors.

02 LDBE CERTIFICATION REQUIREMENTS

To be certified by the Authority as an LDBE, a firm must be a small business concern which is organized for profit and which is located within a 100-mile radius of Washington, DC's zero mile marker. Those business entities located within counties that fall partially within the aforementioned boundary, are also eligible to participate in the Authority's program. A table of a representative list of zip codes that fall within this 100-mile radius is attached as Exhibit B. A "small business" is defined, for LDBE purposes, as a firm that is not dominant in its field, and that meets the Authority's small business size standards for the goods it will be supplying or services it will be performing in this contract. The receipts of all affiliates of the LDBE applicant shall be counted in determining the size of the business. Some of the applicable small business size standard(s) for this solicitation are listed in Exhibit C. The apparent successful offeror who claims LDBE status, and all subcontractors claiming LDBE status, must be certified as such by the Authority prior to award of this contract and are subject to an investigation to establish status as a local disadvantaged business enterprise, in accordance with the criteria specified in Section II(07)(A). The Contractor shall prompt, using reasonable measures, all LDBE firms participating in this contract, including itself, to renew their certifications and notify the Authority immediately of any change in status that would affect their eligibility for LDBE certification. If an LDBE certified firm participating in this contract outgrows the small business size standard (for example, the firm's annual gross receipts increase sufficiently during the term of this contract to cause the three year average of the LDBE's annual gross receipts to exceed the size standard) during the term of this contract, the firm will continue to be considered an LDBE for purposes of calculating LDBE participation for this contract until this contract expires, including any option years. If an LDBE certified firm participating in this contract, other than the Prime Contractor, becomes ineligible for LDBE certification for any reason other than growth during the term of this contract (e.g., the LDBE moves outside the local area or the LDBE is purchased by a large or non-local firm), the Authority reserves the right to require the Contractor to substitute a certified LDBE firm to

perform the ineligible LDBE's work under this contract. If the Prime Contractor becomes ineligible for LDBE certification for reasons other than growth, the Authority reserves the right to terminate the contract as soon as it is practical to do so. If this termination occurs, the Authority will compensate the Prime Contractor in accordance with the contract terms for the work performed up to the termination date and shall have no further obligation or liability to the Contractor.

03 LDBE PARTICIPATION REQUIREMENTS

A. The LDBE participation requirements which apply to this solicitation are as follows:

1. This solicitation is a 100% set-aside for eligible LDBEs or eligible LDBE joint ventures. This means that only eligible LDBEs or eligible LDBE joint ventures can be prime offerors and be awarded the contract. The definition of an eligible joint venture for a 100% set-aside contract is provided in Section II(07)(D). Firms that are not LDBE cannot be Prime Contractors and cannot perform any work under this contract, except as permitted by Section II(03)(A)(2), below. The Authority may consider the Contractor to be in breach of this if the contract work is performed by firms that are not LDBEs, unless expressly permitted by this contract or authorized in writing by the Authority.
2. Additionally, 100% of the work in a 100% set-aside must be performed by LDBEs unless the solicitation waives the LDBE participation requirement for specific work elements. This requirement for 100% LDBE performance can be met either by the Prime Contractor performing all of the work, or by the Prime Contractor and by LDBE subcontractors, suppliers, or manufacturers, collectively performing 100% of the work. In instances where the offeror is unable to meet the 100% LDBE requirements, he/she must request a waiver of the requirements and demonstrate that he/she has made good-faith efforts to meet the requirements [see Section II(04)(A)].
3. No eligible LDBE prime offeror shall be considered for this 100% set-aside Contract unless it will perform a commercially useful function as defined in Section II(07)(F).

No offeror that seeks to meet the LDBE requirements through subcontracting or through a joint venture shall be considered to have met the requirements unless the LDBE subcontractor and/or the LDBE joint venture partner is certified by the Authority and performs a commercially useful function as defined in Section II(07)(F).
4. When modifications to the contract increase or decrease the total dollar value of the contract, the Contractor shall make best efforts under the circumstances to maintain the LDBE participation of one hundred percent (100%), minus any stated work element in the solicitation that may be specifically waived from meeting the LDBE participation requirements. The Contractor must submit a revised Contract Participation Form (Exhibit D) and Revised Letter of Intent (Exhibit E1), or other documentation acceptable to the Authority, which reflects changes in the LDBE participation associated with the modifications to the contract, within three (3) business days of the Contracting Officer's request.
5. The Authority discourages offerors and Contractors from the practice known as "shopping the contract" when such practice results in a disparate impact on subcontractors at any tier. Although offerors and Contractors are expected to provide the Authority with the best value possible for the work performed, this expectation should not be construed to mean that the Authority expects or condones any subcontractor, especially LDBEs, to perform work at an unreasonably low price.

6. The Authority is committed to significant participation of minority and woman-owned business enterprises (MBEs and WBEs) in this contract, and encourages offerors to meet the LDBE participation requirement with significant participation by MBEs and WBEs who qualify as LDBEs.

B. Where subcontracting is proposed, the Authority may evaluate the amount of work subcontracted, the industry practices involved, and any other relevant factors in determining whether the LDBE is performing a commercially useful function.

C. Computing LDBE Participation

Offerors shall apply the following rules to determine whether their proposed LDBE participation will meet the contract's 100% LDBE requirement [see Section II(03)(A)(1) and (A)(2)]

1. A prime offeror who is an eligible LDBE certified by the Authority can count the amount of its own participation in the contract towards the LDBE requirement, provided that it is performing a commercially useful function as defined in Section II(07)(F).

2. Subject to the conditions in Section II(03)(C) (3-5) below an LDBE prime offeror (including an eligible joint venture as defined in Section II(07)(D)), who plans to subcontract work to others can count towards its LDBE requirement the total dollar value of the first-tier subcontracts, provided that each first-tier subcontractor is an eligible LDBE subcontractor certified by the Authority, and performs a commercially useful function in the work of the contract as defined in Section II(07)(F). There should be at least 40% LDBE prime contractor performance, unless a self-performance requirement is specified elsewhere in this solicitation. In considering normal industry practices, the Authority recognizes that LDBE subcontractors, due to various specialties, may be required to enter into subcontract agreements. The value of the subcontract shall not exceed 20% of the subcontract value unless the Authority gives written approval of a higher percentage. It is the responsibility of the prime offeror to disclose subcontracting information to the Authority and seek Authority written approval of its LDBE subcontracting arrangements. The Authority reserves the right to determine if an LDBE that subcontracts work is performing a commercially useful function as defined in Section II(07)(F).

3. If an LDBE prime offeror plans to obtain supplies or materials from stocking and non-stocking suppliers, distributors, or manufacturers, they must be certified as LDBE by the Authority. The LDBE prime offeror may then count:

a. 100% of the entire expenditure to an LDBE manufacturer (i.e., a producer of goods from raw materials or one which substantially alters them before resale).

b. 100% of the expenditures to LDBE stocking suppliers or distributors where the LDBE assumes the actual responsibility for directly providing the materials and supplies.

c. 100% of the expenditures to an LDBE non-stocking supplier, (i.e., broker, agent, or packager), toward the LDBE requirement.

d. If the prime is unable to obtain specific equipment, supplies or materials identified in the contract specifications from LDBEs, the prime offeror must submit a Request for Waiver (Exhibit H) and the LDBE Unavailability Certification Form (Exhibit I) for that portion of the work which cannot be fulfilled utilizing an eligible LDBE certified subcontractor. The forms should be submitted at the time of the offer with the Ex. D. The clause could

possibly be applied to certain required services but this would be reviewed on a case-by-case basis.

4. An LDBE prime offeror who plans to obtain the services of an LDBE hauling/trucking firm may count towards its LDBE requirement:
 - a. The full value of the transportation services provided by the LDBE, provided that the LDBE hauling/trucking subcontractor is using trucks it owns, insures, and operates using drivers it employs, is performing a commercially useful function as defined in Section II(07)(F) and is certified as a LDBE by the Authority under an appropriate SIC code. The LDBE may also receive credit for the full value of the transportation services it provides using trucks leased from another LDBE firm, including an owner operator who is certified as a LDBE. The LDBE who leases trucks from a non-LDBE firm is entitled to credit only for the fee or commission it receives as a result of the lease arrangement. The LDBE does not receive credit for the total value of the transportation services provided by the lessee, since these services are not provided by an LDBE.
 - b. The cost of materials/supplies may not be counted toward the total value of the hauling firm's subcontract unless the LDBE hauling firm is also certified as a LDBE stocking supplier or non-stocking supplier, and requirements in Section II (03)(C)(3) are met. The total subcontract value, the hauling/trucking fee, and the materials price shall be listed on Exhibits D and E as separate line items.
5. An LDBE prime offeror who plans to lease or rent equipment from an LDBE equipment rental firm may count the total value of the rental/lease contract provided that:
 - a. the equipment is used for the performance of a distinct element of the contract work; and,
 - b. the rental/lease cost(s) are not in excess of industry standard rates for leased or rented equipment; and,
 - c. the LDBE equipment rental firm must actually own or control the equipment and maintain a yard or other facility where such equipment is stored; and,
 - d. the LDBE equipment rental firm is certified as an LDBE by the Authority in the rental of applicable equipment.
6. Only the prime offeror's direct cost of bonafide LDBE services which are obtained by the prime offeror expressly and solely for the performance of a distinct element of the contract may be counted towards the LDBE requirement. A prime offeror's administrative or overhead expenses as they may relate to the LDBE subcontractor or to any other administrative or overhead expenses will not be counted towards the requirement.

D. Offeror Conformance with LDBE Requirements

1. Documents to Be Submitted With Offer.

By signing the offer, offeror commits itself to achievement of the LDBE participation requirement listed in Section II(03).

- a. To be in conformance with this solicitation, the offeror is required to commit to meeting the LDBE participation requirement in Section II(03) above. The offeror's signature on the offer signifies the offeror's commitment. If the offeror is unable to commit to the LDBE requirement, it must submit with its offer a Request for Waiver (Exhibit H) in accordance with the requirements of Section II(04) below to be in conformance with this solicitation; provided, however, the requirement that this contract be awarded to an LDBE prime contractor or LDBE joint venture shall not be waived.
- b. All eligible LDBE prime offerors shall submit a Contract Participation Form (Exhibit D) with their offers. Exhibit D is to list all firms that are participating in the contract and to provide all information required by the Exhibit. This form must be signed and dated by the Prime Contractor's representative. (Note: Requirements for submission of certification documents set forth in Section II(03)(D)(3) must also be met.) Offerors are also asked to identify whether or not the LDBE firms listed on Exhibit D are also MBEs and WBEs.

2. Documents to Be Submitted After Offer Submission

a. Letters of Intent

The apparent successful offeror shall submit original signed Letters of Intent (Exhibit E) from each of the LDBEs identified on the Contract Participation Form (Exhibit D) as those firms which will be used to meet the LDBE requirement of this solicitation. These Letters of Intent must be submitted within three (3) business days after the Contracting Officer's request. Each Exhibit E shall be completely filled out and signed by the LDBE and co-signed by the offeror. A detailed description of the LDBE's scope of work must be provided on Exhibit E.

In an RFP process, the signed Letter of Intent (Exhibit E) represents an intent by the LDBE to perform the subcontract at the price stated on the Contract Participation Form (Exhibit D), if the offer is accepted by the Authority without negotiation. However, if price negotiation occurs, e.g., the Authority requests a best and final offer, the offeror shall submit a revised Exhibit D with its revised offer, and within three (3) business days after the Contracting Officer's request, Exhibit E. The offeror is not required to renegotiate prices with any LDBEs identified on the initial Exhibit D; consequently, the revised Exhibit D submitted after negotiations between the Authority and the offeror is not required to show any change to the original price agreed to by the LDBE.

b. LDBE Certification

1. All LDBEs participating in the contract to be awarded must be certified by the Authority as LDBEs prior to award of this contract. All joint venture(s) must be formally LDBE certified by the Authority as an eligible joint venture under this section prior to award of this contract. The definitions and qualifications for LDBEs and eligible joint ventures are outlined in Section II(07). Each LDBE or LDBE joint venture that is not currently LDBE certified by the Authority, must submit a completed Application for LDBE Certification (Exhibit F) to the Authority. This Application should be submitted prior to proposal submission, if possible, or promptly thereafter.

2. The apparent successful offeror shall submit the following no later than three (3) business days after notification by the Contracting Officer unless otherwise determined by the Contracting Officer:

For each LDBE that is listed by the offeror, that is not currently LDBE certified by the Authority, and that has not previously submitted a completed Application for LDBE Certification, the offeror shall submit a completed Application for LDBE Certification (Exhibit F). The completed Exhibit F shall be submitted by the LDBE applicant firm in a sealed envelope identified as "Proprietary Data for Use by the Authority only". The application must be fully completed and must include all documents required by the application. If the Authority determines, after receiving the application, that any information or document is missing from the application, the offeror shall take reasonable steps to have such missing information or document delivered by the LDBE applicant to the Authority within two (2) business days of being notified (unless another time period is established by the Authority). If an LDBE is already certified by the Authority as an LDBE, the apparent successful offeror may submit a copy of the LDBE certification letter (certification must be current), or submit the firm's LDBE certification number and expiration date. (LDBE joint venture partners must also complete the Authority LDBE application for themselves and any LDBE subcontractors following the above procedures for LDBE certification unless currently certified by the Authority.)

3. If the offeror is a joint venture, the joint venture should also submit the Application for Joint Venture Eligibility (Exhibit G) as early as possible, either prior to the proposal submission deadline or promptly thereafter.
4. The Prime Contractor and all other LDBEs participating in the contract shall keep their LDBE certifications current and shall immediately notify the Authority if they become ineligible for LDBE certification.

3. Failure to Submit Documents and Information

Failure to submit Contract Participation Form (Exhibit D), Letters of Intent (Exhibit E), LDBE Certification Application (Exhibit F) (if needed), or LDBE Waiver Request Procedure (Exhibit H) (if applicable), by the deadline specified by the Contracting Officer, may result in rejection of the offer.

04 REQUEST FOR WAIVER

- A. If an offeror is unable to meet all or any part of the LDBE participation requirements specified in this solicitation, the offeror must submit a Request for Waiver (Exhibit H) of this requirement with the offer. Exhibit H must demonstrate that the offeror has made a good faith effort to meet this LDBE participation requirement. The Request for Waiver must include a detailed report of the efforts employed by the offeror to meet the LDBE requirement, and such reporting must sufficiently satisfy the Authority that the requested waiver is justified. If the Authority is not satisfied that the requested waiver is justified, the Authority may find that the offeror is not in conformance with the RFP and reject the offer. A waiver of any portion of the LDBE requirements does not relieve the offeror of its responsibilities and requirements under Section II(03)(D) concerning submission of the Contract Participation Form (Exhibit D), Letters of Intent (Exhibit E) and certification documents for the LDBE participation that the offeror has proposed.

Metropolitan Washington Airports Authority

- B. The offeror's report supporting the waiver request shall include documentation to substantiate that good faith efforts were made. The following is a sample listing of the efforts that an offeror may make. This list is not intended to be exclusive or exhaustive.
1. Attend any preproposal meetings that are scheduled by the Authority;
 2. Advertise in major circulation newspapers such as the Washington Post, trade association publications, and disadvantaged and minority and women oriented media concerning the subcontracting opportunities;
 3. Provide written notice to a reasonable number of specific LDBEs that their interest in the contract is being solicited, in sufficient time to allow the LDBEs to participate effectively;
 4. Follow up initial solicitations of interest by contacting LDBEs to determine with certainty whether the LDBEs were interested;
 5. Select portions of the work to be performed by LDBEs in a manner that will increase the likelihood of meeting the LDBE requirement;
 6. Select available LDBEs whose work/business history demonstrates capability to perform the work of the subcontract;
 7. Provide interested LDBEs with adequate information about the plans, specifications and requirements of the contract;
 8. Negotiate in good faith with interested LDBEs, and not reject LDBEs as unqualified without sound reasons based on a thorough investigation of their capabilities; and,
 9. Make efforts to assist interested LDBEs in obtaining bonding and/or insurance.

The good faith effort of an LDBE offeror (if it is unable to meet all of the LDBE requirements) shall be evaluated by the Authority to determine whether the efforts to obtain LDBE participation were those that a firm aggressively seeking subcontractors would take in the normal course of doing business; whether the steps taken had a reasonable probability of success; and whether based upon the size, scope and complexity of the subcontract, there were qualified LDBE firms available and willing to accept the contract at a competitive price.

Efforts that are merely pro forma are not good faith efforts to meet the requirement. Efforts to obtain LDBE participation are considered pro forma, even if they are sincerely motivated, if, given all relevant circumstances, they could not reasonably be expected to produce a level of LDBE participation to meet the LDBE requirement. For example, advertising or bulk mailings, alone or together, are considered pro forma and not good faith efforts unless followed up with telephone calls and/or correspondence consistent with normal business practice. If the LDBE provides a quote or an offer, reasonable efforts to negotiate must be demonstrated.

C. Documents Required for Request for Waiver

1. The Request for Waiver (Exhibit H) of any portion of the LDBE requirement, the report of Good Faith Efforts, and all documentation of good faith efforts shall be submitted by an offeror with its offer by the offer deadline. Failure to submit the request for waiver with the offer will cause the offer to be rejected as nonconforming to the solicitation.

2. LDBE Unavailability Certification Form (Exhibit I) is to be used if the LDBE contacted responded to the prime offeror and stated that it was unavailable for a specific reason. These forms, if applicable, shall be submitted with the Request for Waiver (Exhibit H) of the requirement.
- D. The Authority's Equal Opportunity Programs Department will assist offerors by identifying Authority certified LDBE firms and minority-owned and woman-owned firms. Upon request, a directory of certified LDBEs and certified Disadvantaged Business Enterprises (DBEs) who may be eligible LDBEs will be provided for information only. The Authority does not warrant or guarantee the performance capability of any firms listed therein. The Authority's Equal Opportunity Programs Department may be contacted at 703-417-8625, or at the following address: Metropolitan Washington Airports Authority, Equal Opportunity Programs, 1 Aviation Circle, Washington, DC 20001-6000.

05 PRE-AWARD SUBSTITUTIONS

The Authority expects contractors to achieve LDBE participation using the firm(s) specified on the Contract Participation Form (Exhibit D). On occasion it may be necessary to substitute other firms to achieve the LDBE participation. No substitution may occur without the Authority's prior written approval. The Authority will approve a proposed substitution if it determines that the offeror has acted in good faith in attempting to meet the LDBE participation achievement and if the Authority concurs that the substitution is necessary. The following are some examples of when substitution may be necessary:

- A. Failure to qualify as an LDBE, if the firm was proposed in good faith by the offeror.
- B. Death or physical disability, if the named LDBE subcontractor, or LDBE partner of the joint venture is an individual.
- C. Dissolution, if a corporation or partnership.
- D. Bankruptcy.
- E. Inability to furnish the required performance and payment bond.
- F. Inability to obtain, or loss of, a license necessary for the performance of the particular category of work.
- G. Failure or refusal to execute the subcontract in accordance with the terms of an offer negotiated with the Contractor, but only where the Contracting Officer can ascertain with reasonable certainty the terms of such offer. In the absence of any other factors, such a failure or refusal will be considered an unusual situation only if the successful offeror obtained an enforceable commitment from the subcontractor involved.
- H. Failure to comply with the terms and conditions of the contract or those of its subcontract or joint venture agreement.
- I. Voluntary decision by the LDBE to not participate on the project prior to signing the Letter of Intent (Exhibit E).
- J. The Authority determines that a named LDBE is not likely to be performing a commercially useful function or is unable to perform work of the nature and scope claimed for it and the Authority finds that the offeror acted in good faith with respect to its decision to propose that LDBE.

06 POST-AWARD COMPLIANCE

A. Compliance Reviews

1. The Authority may conduct post-award compliance reviews to ensure that the named LDBEs on the original or, as a result of contract modification, amended Contract Participation Form (Exhibit D), submitted to and accepted by the Authority, perform the work as assigned, and at least at the agreed price that was identified on Exhibit D. Specifically, compliance reviews verify: (1) the participation of those LDBE prime contractor(s) and subcontractors identified on Exhibit D; (2) the scope of work for each LDBE listed on Exhibit D; and, (3) at least at the agreed price identified for each LDBE listed on Exhibit D. The Authority may use the Invoice Attachment Form (Exhibit J) and any other appropriate information, to verify the participation of each LDBE prime Contractor and subcontractor identified on Exhibit D, as submitted by the Contractor. Delineated on these forms will be the activities of all first tier subcontractors (and second or third tier subcontractors, if required), including contract amount and reported payment, for the purpose of monitoring the progress of all phases of the contract. Voluntary MBE/WBE participation will also be reported on Exhibit J.
2. The Authority is committed to equitable treatment and meaningful utilization of, and timely payment and return of retainage to, LDBE subcontractors. All offerors are advised that the contract resulting from this solicitation will include the subcontractor payments provision referenced in Section VII (04)(C.) This provision must be incorporated into all subcontracts exceeding \$5,000.

B. By accepting the contract, the Contractor agrees to the following requirements:

1. The Contractor shall prompt, with reasonable measures, to require that all LDBE firms participating in this contract renew their LDBE certifications and notify the Authority immediately of any change in status that would affect their eligibility for LDBE certification.
2. The Contractor shall submit a revised Contract Participation Form (Exhibit D) and Revised Letter(s) of Intent (Exhibit E1), or other documentation acceptable to the Authority, which reflects changes in the LDBE participation associated with the modifications to the contract. **A revised Exhibit D, if required, shall be provided to the Contracting Officer concurrent with submission of the proposal for the changed work. Revised Exhibit(s) E1, if required, shall be provided to the Contracting Officer concurrent with submission of the signed modification.**
3. The Contractor shall submit a completed Invoice Attachment Form (Exhibit J) with each invoice. The Contractor is responsible for the accuracy of all information reported.
4. The Contractor shall allow the Authority access to records relating to the contract, including but not limited to, subcontracts, payroll records, tax information and accounting records, for the purpose of ascertaining whether the LDBEs are performing the scheduled subcontract work and the Contractor is otherwise in compliance with the contract's LDBE participation requirements.
5. The Contractor shall maintain LDBE subcontractor records of all LDBE subcontracting activities. These records shall include current LDBE subcontractor logs, the Authority's Invoice Attachment Form (Exhibit J) and evidence of payments to LDBE subcontractors, including but not limited to, copies of canceled checks and paid invoices. These records must evidence compliance with the terms of the contract. Copies of these records will be available to the Contracting Officer or the Equal Opportunity Specialist to review. The Contractor shall document any changes in

LDBE subcontractor(s) resulting from new LDBE subcontracts, completion of existing LDBE contracts or approved substitution of an LDBE subcontractor.

6. The Contractor shall maintain a detailed record of every non-compliance issue and corrective action taken. Examples of non-compliance issues are found in Section II(06)(C).
- C. The Contractor shall be found to be in non-compliance if the Contractor fails to fulfill the LDBE participation commitment contained in the Contract Participation Form (Exhibit D) and Letter(s) of Intent (Exhibit E), or in revisions to these documents. The following are examples of non-compliance:
1. The terms of a subcontract with an LDBE do not agree with the Contract Participation Form (Exhibit D) and/or Letter of Intent (Exhibit E).
 2. A firm other than the LDBE listed on the Contract Participation Form (Exhibit D) is performing the subcontract work listed on Exhibit D, unless the substitution was authorized by the Authority. The Invoice Attachment Form (Exhibit J) may be used by the Authority to monitor the activities of LDBEs and to identify incidents of non-compliance.
 3. The Contractor is purchasing the supplies or materials when the Contractor has represented to the Authority that the LDBE subcontractor will supply both the labor and supplies or materials for the subcontract.
 4. The Contractor requires the LDBE subcontractor to perform additional work that was not agreed to in the Letter of Intent (Exhibit E) and the formal contract between the Contractor and the LDBE subcontractor, without additional compensation, and without filing a Revised Letter of Intent (Exhibit E1) with the Authority.
 5. The Contractor is paying the LDBE subcontractor less than the agreed price of the subcontract as defined in the Letter of Intent (Exhibit E), or in the Revised Letter of Intent (Exhibit E1) without cause.
 6. The Contractor is not paying the LDBE subcontractor in accordance with the payment provisions of their subcontract.
 7. The Contractor fails to submit Invoice Attachment Form (Exhibit J) with his/her invoice submittal, and other documents requested for the purpose of conducting a post-award compliance review.
 8. The Contractor's payments to an LDBE subcontractor do not meet the LDBE dollar commitment made in the Contract Participation Form (Exhibit D).
 9. The Contractor fails to accurately report payments to the LDBE subcontractor on the Invoice Attachment Form (Exhibit J).
 10. The LDBE subcontractor is not performing a commercially useful function as defined in Section II(07)(F).
- D. If the Contractor is found to be in non-compliance, the Authority may impose appropriate sanctions, (including, but not limited to, withholding of payments or termination of the contract in accordance with the DEFAULT provision) if corrective action acceptable to the Authority is not taken within forty-eight (48) hours (or such other time period deemed appropriate by the Contracting Officer) after notification by the Contracting Officer.

- E. If an LDBE listed on the Contract Participation Form (Exhibit D) is determined not to be performing a commercially useful function and it is determined by the Authority that a misrepresentation was made by the LDBE, the firm's LDBE certification with the Authority may be revoked. In such cases, the Contractor will be required to replace the LDBE subcontractor found to be ineligible with another eligible, certifiable LDBE approved by the Authority, that will perform a commercially useful function.
- F. POST-AWARD SUBSTITUTION: The Authority may permit the LDBE Contractor to make post-award LDBE substitutions consistent with the principles established in Section II(05). Since this contract is 100% set-aside for LDBE participation, only LDBE firms may participate as Prime Contractors or perform work under this contract, unless waived in writing by the Authority.

07 DEFINITIONS

- A. An LDBE is defined as a small business concern that is organized for profit and that is located within a 100-mile radius of the District of Columbia's zero mile marker. Those business entities located within counties that fall partially within the aforementioned boundary are also eligible to participate in the Authority's LDBE program. "Located" means that as of the date of its LDBE application, a business entity has an established office or place of business within a city, county, or town within the 100-mile radius referenced above. Evidence of whether a business is "located" within the region include: an office address within the 100-mile radius that is not a post office box and that is not an office principally devoted to the performance of work on a single project, and; the firm's owner, management, or the firm's employees are present and conduct the firm's business on a regular and frequent basis at that address. In addition, the firm must have one or more of the following: a business license or registration to do business locally, if applicable to the business; receipts showing payment of local taxes by the business; current performance of work in the local area; or other evidence that demonstrates that the business entity has an established local presence, and that its local presence is not just in connection with performance of a contract or project that it has received, or that it anticipates receiving, from the Authority or any other entity. A residential address will not be considered an office address unless the firm demonstrates to the Authority that the residence is used on a full-time basis during business hours for conducting the firm's business.

Further, a local office that principally serves to market the firm locally is not considered to have an established local presence, unless the office is used full-time by principals and employees of the firm, the firm pays local taxes and the office is used for the current performance of work in the local area. A firm that is doing business from a local telework center, or similar facility in which businesses share facilities, such as receptionists or copiers, on a short or long term basis, will not be considered to have a sufficient local presence unless the firm's principals and employees use it on a full-time basis.

A "small business" is defined, for LDBE purposes, as a firm that is not dominant in its field, and that meets the Authority's small business size standards for the goods it will be supplying or services it will be performing in a specific solicitation. The receipts of the business or the number of employees, whichever is applicable to the size standard in question, including all affiliates, will be counted in determining size of the firm. The Authority uses the Small Business Administration regulations, 13 CFR Part 121, as guidance in determining whether firms are affiliates of each other. A firm is not considered dominant in its field of operation when it does not exercise a controlling or major influence in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration will be given to all appropriate factors including volume of business, number of employees, financial resources, and competitive status or position.

- B. "Affiliates:" Business concerns are affiliates of each other when either directly or indirectly, (1) one business concern controls or has the power to control the other, or (2) a third party or parties controls or has the power to control both. In determining whether business concerns are affiliated, consideration

Metropolitan Washington Airports Authority

shall be given to all appropriate factors, including common ownership, common management, and contractual relationships. The provisions of 13 CFR Part 121 will be used to guide the Authority in determining whether firms are affiliated.

- C. For purposes of Section II of this solicitation, the term "subcontractor" shall mean an individual or firm with which the offeror proposes to enter into a contract for the performance of goods and/or services for the offeror. The term "subcontractor" shall refer only to first tier subcontractors unless the contract also permits second tier subcontracting.
- D. The term "joint venture" shall mean an association of two or more businesses to carry out a single business enterprise for profit for which purpose they combine their property, capital, efforts, skills, and/or knowledge. In solicitations which are set-aside 100% for LDBEs, a joint venture competing as a prime offeror is eligible to compete as an LDBE joint venture if each business comprising the joint venture meets the requirements for an eligible LDBE. The LDBE joint venture shall perform a commercially useful function and each business comprising the joint venture shall share proportionately in the control, management, responsibility, risks and profits.
- E. "Minority Business Enterprises and Women Business Enterprises" (MBE/WBE). The Authority is committed to achieving significant participation of minority and woman-owned businesses in its contracting opportunities. To be considered a minority or woman-owned business enterprise, the business concern must be at least 51 percent owned and controlled by one or more minority (African American, Hispanic American, Native American, Asian-Indian American, Asian Pacific American) or female individuals. The firm's management and daily business operations must be controlled by one or more of the qualifying individuals who own it.
- F. "Commercially Useful Function:"

An LDBE is considered to perform a commercially useful function when it:

1. Engages in meaningful work that provides for a performance of a distinct element of the contract where that distinct element of work is worthy of the dollar amount to be awarded to the LDBE; and,
2. Carries out its responsibilities by actually performing, managing, and supervising the work involved.

Voluntary Efforts to Obtain MBE/WBE Participation

Please answer the following questions and return this questionnaire with attachments (i.e., ads, meeting attendance list, etc) to the Contracting Officer with your offer.

Project Name: _____
 Solicitation Number: _____
 Contractor: _____

Did your company:

YES NO

- | | | | |
|----|--|----------------------------------|-------|
| 1. | Attend any pre-proposal meetings that were scheduled by the Authority? If YES, please attach list of meetings attended. | _____ | _____ |
| 2. | Advertise subcontracting opportunities in major circulation newspapers such as: a) the <u>Washington Post</u> , b) trade association press, c) minority and women oriented media? If YES, please attach copies of ads for a, b, c. | a) _____
b) _____
c) _____ | _____ |
| 3. | Provide timely written notice to specific MBEs/WBEs that their interest in the contract is being solicited? If YES, please attach a sample of such notification and list MBEs/WBEs contacted on page 2. | _____ | _____ |
| 4. | Follow-up initial solicitations of interest by personally contacting MBEs/WBEs? If YES, please list those MBEs/WBEs contacted on page 2. | _____ | _____ |
| 5. | Select the portions of the contract to be performed by MBEs/WBEs in a manner that will increase the likelihood of MBE/WBE participation? If YES, please attach a list of those portions of the contract selected for MBE/WBE participation. | _____ | _____ |
| 6. | Provide interested MBEs/WBEs with timely and thorough information about the plans, specifications and technical requirements of the contract? If YES, please list the MBEs/WBEs provided with such information on page 2. | _____ | _____ |
| 7. | Negotiate in good faith with interested MBEs/WBEs, and not reject MBEs/WBEs as unqualified without sound reasons based on a thorough investigation of their capabilities? If YES, list MBEs/WBEs with whom good faith negotiations were conducted on page 2. | _____ | _____ |
| 8. | Assist interested MBEs/WBEs in obtaining bonding and/or insurance? If YES, list MBEs/WBEs assisted on page 2. | _____ | _____ |

Metropolitan Washington Airports Authority

ZIP CODE REFERENCE - LOCAL AREA OF TRADE

Zip Code	State	County	Zip Code	State	County	Zip Code	State	County	Zip Code	State	County
20001	DC	DISTRICT OF COLUMBIA	20613	MD	PRINCE GEORGE'S	20774	MD	PRINCE GEORGE'S	21071	MD	BALTIMORE
20002	DC	DISTRICT OF COLUMBIA	20615	MD	CALVERT	20776	MD	ANNE ARUNDEL	21074	MD	CARROLL
20003	DC	DISTRICT OF COLUMBIA	20616	MD	CHARLES	20777	MD	HOWARD	21075	MD	HOWARD
20004	DC	DISTRICT OF COLUMBIA	20617	MD	CHARLES	20778	MD	ANNE ARUNDEL	21076	MD	ANNE ARUNDEL
20005	DC	DISTRICT OF COLUMBIA	20618	MD	ST. MARY'S	20779	MD	ANNE ARUNDEL	21077	MD	ANNE ARUNDEL
20006	DC	DISTRICT OF COLUMBIA	20619	MD	ST. MARY'S	20781	MD	PRINCE GEORGE'S	21078	MD	HARFORD
20007	DC	DISTRICT OF COLUMBIA	20620	MD	ST. MARY'S	20782	MD	PRINCE GEORGE'S	21082	MD	BALTIMORE
20008	DC	DISTRICT OF COLUMBIA	20621	MD	ST. MARY'S	20783	MD	PRINCE GEORGE'S	21084	MD	HARFORD
20009	DC	DISTRICT OF COLUMBIA	20622	MD	ST. MARY'S	20784	MD	PRINCE GEORGE'S	21085	MD	HARFORD
20010	DC	DISTRICT OF COLUMBIA	20623	MD	PRINCE GEORGE'S	20785	MD	PRINCE GEORGE'S	21087	MD	BALTIMORE
20011	DC	DISTRICT OF COLUMBIA	20624	MD	ST. MARY'S	20794	MD	HOWARD	21090	MD	ANNE ARUNDEL
20012	DC	DISTRICT OF COLUMBIA	20626	MD	ST. MARY'S	20812	MD	MONTGOMERY	21093	MD	BALTIMORE
20015	DC	DISTRICT OF COLUMBIA	20628	MD	ST. MARY'S	20814	MD	MONTGOMERY	21102	MD	CARROLL
20016	DC	DISTRICT OF COLUMBIA	20630	MD	ST. MARY'S	20815	MD	MONTGOMERY	21104	MD	CARROLL
20017	DC	DISTRICT OF COLUMBIA	20632	MD	CHARLES	20816	MD	MONTGOMERY	21108	MD	ANNE ARUNDEL
20018	DC	DISTRICT OF COLUMBIA	20634	MD	ST. MARY'S	20817	MD	MONTGOMERY	21111	MD	BALTIMORE
20019	DC	DISTRICT OF COLUMBIA	20636	MD	ST. MARY'S	20818	MD	MONTGOMERY	21113	MD	ANNE ARUNDEL
20020	DC	DISTRICT OF COLUMBIA	20637	MD	CHARLES	20832	MD	MONTGOMERY	21114	MD	ANNE ARUNDEL
20024	DC	DISTRICT OF COLUMBIA	20639	MD	CALVERT	20833	MD	MONTGOMERY	21117	MD	BALTIMORE
20032	DC	DISTRICT OF COLUMBIA	20640	MD	CHARLES	20837	MD	MONTGOMERY	21120	MD	BALTIMORE
20036	DC	DISTRICT OF COLUMBIA	20645	MD	CHARLES	20838	MD	MONTGOMERY	21122	MD	ANNE ARUNDEL
20037	DC	DISTRICT OF COLUMBIA	20646	MD	CHARLES	20839	MD	MONTGOMERY	21128	MD	BALTIMORE
20045	DC	DISTRICT OF COLUMBIA	20650	MD	ST. MARY'S	20841	MD	MONTGOMERY	21131	MD	BALTIMORE
20099	DC	DISTRICT OF COLUMBIA	20653	MD	ST. MARY'S	20842	MD	MONTGOMERY	21132	MD	HARFORD
20260	DC	DISTRICT OF COLUMBIA	20656	MD	ST. MARY'S	20850	MD	MONTGOMERY	21133	MD	BALTIMORE
20336	DC	DISTRICT OF COLUMBIA	20657	MD	CALVERT	20851	MD	MONTGOMERY	21136	MD	BALTIMORE
20374	DC	DISTRICT OF COLUMBIA	20658	MD	CHARLES	20852	MD	MONTGOMERY	21140	MD	ANNE ARUNDEL
20376	DC	DISTRICT OF COLUMBIA	20659	MD	ST. MARY'S	20853	MD	MONTGOMERY	21144	MD	ANNE ARUNDEL
20388	DC	DISTRICT OF COLUMBIA	20662	MD	CHARLES	20854	MD	MONTGOMERY	21146	MD	ANNE ARUNDEL
20391	DC	DISTRICT OF COLUMBIA	20664	MD	CHARLES	20855	MD	MONTGOMERY	21152	MD	BALTIMORE
20398	DC	DISTRICT OF COLUMBIA	20667	MD	ST. MARY'S	20860	MD	MONTGOMERY	21154	MD	HARFORD
20500	DC	DISTRICT OF COLUMBIA	20670	MD	ST. MARY'S	20861	MD	MONTGOMERY	21155	MD	BALTIMORE
19701	DE	NEW CASTLE	20674	MD	ST. MARY'S	20862	MD	MONTGOMERY	21156	MD	BALTIMORE
19702	DE	NEW CASTLE	20675	MD	CHARLES	20866	MD	MONTGOMERY	21157	MD	CARROLL
19707	DE	NEW CASTLE	20676	MD	CALVERT	20868	MD	MONTGOMERY	21158	MD	CARROLL
19709	DE	NEW CASTLE	20677	MD	CHARLES	20871	MD	MONTGOMERY	21160	MD	HARFORD
19711	DE	NEW CASTLE	20678	MD	CALVERT	20872	MD	MONTGOMERY	21161	MD	HARFORD
19713	DE	NEW CASTLE	20680	MD	ST. MARY'S	20874	MD	MONTGOMERY	21162	MD	BALTIMORE
19716	DE	NEW CASTLE	20684	MD	ST. MARY'S	20876	MD	MONTGOMERY	21163	MD	HOWARD
19717	DE	NEW CASTLE	20685	MD	CALVERT	20877	MD	MONTGOMERY	21201	MD	BALTIMORE (CITY)
19720	DE	NEW CASTLE	20687	MD	ST. MARY'S	20878	MD	MONTGOMERY	21202	MD	BALTIMORE (CITY)
19734	DE	NEW CASTLE	20688	MD	CALVERT	20879	MD	MONTGOMERY	21204	MD	BALTIMORE
19735	DE	NEW CASTLE	20689	MD	CALVERT	20882	MD	MONTGOMERY	21205	MD	BALTIMORE (CITY)
19736	DE	NEW CASTLE	20690	MD	ST. MARY'S	20886	MD	MONTGOMERY	21206	MD	BALTIMORE (CITY)
19801	DE	NEW CASTLE	20692	MD	ST. MARY'S	20895	MD	MONTGOMERY	21207	MD	BALTIMORE
19802	DE	NEW CASTLE	20693	MD	CHARLES	20901	MD	MONTGOMERY	21208	MD	BALTIMORE
19804	DE	NEW CASTLE	20695	MD	CHARLES	20902	MD	MONTGOMERY	21209	MD	BALTIMORE (CITY)
19805	DE	NEW CASTLE	20701	MD	HOWARD	20903	MD	MONTGOMERY	21210	MD	BALTIMORE (CITY)
19806	DE	NEW CASTLE	20705	MD	PRINCE GEORGE'S	20904	MD	MONTGOMERY	21211	MD	BALTIMORE (CITY)
19807	DE	NEW CASTLE	20706	MD	PRINCE GEORGE'S	20905	MD	MONTGOMERY	21212	MD	BALTIMORE (CITY)
19808	DE	NEW CASTLE	20707	MD	PRINCE GEORGE'S	20906	MD	MONTGOMERY	21213	MD	BALTIMORE (CITY)
19901	DE	KENT	20708	MD	PRINCE GEORGE'S	20910	MD	MONTGOMERY	21214	MD	BALTIMORE (CITY)
19902	DE	KENT	20710	MD	PRINCE GEORGE'S	20912	MD	MONTGOMERY	21215	MD	BALTIMORE (CITY)
19904	DE	KENT	20711	MD	ANNE ARUNDEL	21001	MD	HARFORD	21216	MD	BALTIMORE (CITY)
19906	DE	KENT	20712	MD	PRINCE GEORGE'S	21005	MD	HARFORD	21217	MD	BALTIMORE (CITY)
19931	DE	SUSSEX	20714	MD	CALVERT	21009	MD	HARFORD	21218	MD	BALTIMORE (CITY)
19933	DE	SUSSEX	20715	MD	PRINCE GEORGE'S	21010	MD	HARFORD	21219	MD	BALTIMORE
19934	DE	KENT	20716	MD	PRINCE GEORGE'S	21012	MD	ANNE ARUNDEL	21220	MD	BALTIMORE
19938	DE	KENT	20720	MD	PRINCE GEORGE'S	21013	MD	BALTIMORE	21221	MD	BALTIMORE
19939	DE	SUSSEX	20721	MD	PRINCE GEORGE'S	21014	MD	HARFORD	21222	MD	BALTIMORE
19940	DE	SUSSEX	20722	MD	PRINCE GEORGE'S	21015	MD	HARFORD	21223	MD	BALTIMORE (CITY)
19941	DE	SUSSEX	20723	MD	HOWARD	21017	MD	HARFORD	21224	MD	BALTIMORE (CITY)
19943	DE	KENT	20724	MD	ANNE ARUNDEL	21028	MD	HARFORD	21225	MD	BALTIMORE (CITY)
19946	DE	KENT	20732	MD	CALVERT	21029	MD	HOWARD	21226	MD	ANNE ARUNDEL
19947	DE	SUSSEX	20733	MD	ANNE ARUNDEL	21030	MD	BALTIMORE	21227	MD	BALTIMORE
19950	DE	SUSSEX	20735	MD	PRINCE GEORGE'S	21031	MD	BALTIMORE	21228	MD	BALTIMORE
19952	DE	KENT	20736	MD	CALVERT	21032	MD	ANNE ARUNDEL	21229	MD	BALTIMORE (CITY)
19953	DE	KENT	20737	MD	PRINCE GEORGE'S	21034	MD	HARFORD	21230	MD	BALTIMORE (CITY)
19954	DE	KENT	20740	MD	PRINCE GEORGE'S	21035	MD	ANNE ARUNDEL	21231	MD	BALTIMORE (CITY)
19956	DE	SUSSEX	20743	MD	PRINCE GEORGE'S	21036	MD	HOWARD	21233	MD	BALTIMORE (CITY)
19960	DE	SUSSEX	20744	MD	PRINCE GEORGE'S	21037	MD	ANNE ARUNDEL	21234	MD	BALTIMORE
19962	DE	KENT	20745	MD	PRINCE GEORGE'S	21040	MD	HARFORD	21236	MD	BALTIMORE
19963	DE	SUSSEX	20746	MD	PRINCE GEORGE'S	21042	MD	HOWARD	21237	MD	BALTIMORE
19964	DE	KENT	20747	MD	PRINCE GEORGE'S	21043	MD	HOWARD	21239	MD	BALTIMORE (CITY)
19968	DE	SUSSEX	20748	MD	PRINCE GEORGE'S	21044	MD	HOWARD	21240	MD	ANNE ARUNDEL
19973	DE	SUSSEX	20751	MD	ANNE ARUNDEL	21045	MD	HOWARD	21244	MD	BALTIMORE
19977	DE	KENT	20754	MD	CALVERT	21046	MD	HOWARD	21286	MD	BALTIMORE
19979	DE	KENT	20755	MD	ANNE ARUNDEL	21047	MD	HARFORD	21401	MD	ANNE ARUNDEL
20601	MD	CHARLES	20758	MD	ANNE ARUNDEL	21048	MD	CARROLL	21402	MD	ANNE ARUNDEL
20602	MD	CHARLES	20759	MD	HOWARD	21050	MD	HARFORD	21403	MD	ANNE ARUNDEL
20603	MD	CHARLES	20762	MD	PRINCE GEORGE'S	21051	MD	BALTIMORE	21405	MD	ANNE ARUNDEL
20606	MD	ST. MARY'S	20763	MD	HOWARD	21053	MD	BALTIMORE	21530	MD	ALLEGANY
20607	MD	PRINCE GEORGE'S	20764	MD	ANNE ARUNDEL	21054	MD	ANNE ARUNDEL	21555	MD	ALLEGANY
20608	MD	PRINCE GEORGE'S	20769	MD	PRINCE GEORGE'S	21057	MD	BALTIMORE	21601	MD	TALBOT
20609	MD	ST. MARY'S	20770	MD	PRINCE GEORGE'S	21060	MD	ANNE ARUNDEL	21607	MD	QUEEN ANNE'S
20611	MD	CHARLES	20772	MD	PRINCE GEORGE'S	21061	MD	ANNE ARUNDEL	21610	MD	KENT

Metropolitan Washington Airports Authority

ZIP CODE REFERENCE - LOCAL AREA OF TRADE

Zip Code	State	County	Zip Code	State	County	Zip Code	State	County	Zip Code	State	County
21612	MD	TALBOT	21784	MD	CARROLL	17220	PA	FRANKLIN	17535	PA	LANCASTER
21613	MD	DORCHESTER	21787	MD	CARROLL	17221	PA	FRANKLIN	17536	PA	LANCASTER
21617	MD	QUEEN ANNE'S	21788	MD	FREDERICK	17222	PA	FRANKLIN	17538	PA	LANCASTER
21619	MD	QUEEN ANNE'S	21790	MD	FREDERICK	17223	PA	FULTON	17540	PA	LANCASTER
21620	MD	KENT	21791	MD	CARROLL	17224	PA	FRANKLIN	17543	PA	LANCASTER
21622	MD	DORCHESTER	21793	MD	FREDERICK	17225	PA	FRANKLIN	17545	PA	LANCASTER
21623	MD	QUEEN ANNE'S	21794	MD	HOWARD	17228	PA	FULTON	17547	PA	LANCASTER
21625	MD	TALBOT	21795	MD	WASHINGTON	17229	PA	FULTON	17551	PA	LANCASTER
21626	MD	DORCHESTER	21797	MD	HOWARD	17232	PA	FRANKLIN	17552	PA	LANCASTER
21627	MD	DORCHESTER	21798	MD	FREDERICK	17233	PA	FULTON	17554	PA	LANCASTER
21629	MD	CAROLINE	21801	MD	WICOMICO	17236	PA	FRANKLIN	17557	PA	LANCASTER
21631	MD	DORCHESTER	21804	MD	WICOMICO	17237	PA	FRANKLIN	17560	PA	LANCASTER
21632	MD	CAROLINE	21814	MD	WICOMICO	17238	PA	FULTON	17562	PA	LANCASTER
21634	MD	DORCHESTER	21817	MD	SOMERSET	17239	PA	HUNTINGDON	17563	PA	LANCASTER
21635	MD	KENT	21821	MD	SOMERSET	17240	PA	CUMBERLAND	17565	PA	LANCASTER
21636	MD	CAROLINE	21822	MD	WORCESTER	17241	PA	CUMBERLAND	17566	PA	LANCASTER
21638	MD	QUEEN ANNE'S	21824	MD	SOMERSET	17243	PA	HUNTINGDON	17572	PA	LANCASTER
21639	MD	CAROLINE	21826	MD	WICOMICO	17244	PA	FRANKLIN	17576	PA	LANCASTER
21640	MD	CAROLINE	21830	MD	WICOMICO	17246	PA	FRANKLIN	17579	PA	LANCASTER
21643	MD	DORCHESTER	21835	MD	DORCHESTER	17252	PA	FRANKLIN	17582	PA	LANCASTER
21644	MD	QUEEN ANNE'S	21837	MD	WICOMICO	17255	PA	HUNTINGDON	17584	PA	LANCASTER
21645	MD	KENT	21838	MD	SOMERSET	17257	PA	CUMBERLAND	17601	PA	LANCASTER
21648	MD	DORCHESTER	21840	MD	WICOMICO	17262	PA	FRANKLIN	17602	PA	LANCASTER
21649	MD	CAROLINE	21849	MD	WICOMICO	17265	PA	FRANKLIN	17603	PA	LANCASTER
21650	MD	KENT	21850	MD	WICOMICO	17266	PA	CUMBERLAND	19310	PA	CHESTER
21651	MD	KENT	21851	MD	WORCESTER	17267	PA	FULTON	19311	PA	CHESTER
21654	MD	TALBOT	21853	MD	SOMERSET	17268	PA	FRANKLIN	19317	PA	DELAWARE
21655	MD	CAROLINE	21856	MD	WICOMICO	17271	PA	FRANKLIN	19320	PA	CHESTER
21657	MD	QUEEN ANNE'S	21865	MD	WICOMICO	17301	PA	ADAMS	19330	PA	CHESTER
21658	MD	QUEEN ANNE'S	21869	MD	DORCHESTER	17302	PA	YORK	19348	PA	CHESTER
21659	MD	DORCHESTER	21871	MD	SOMERSET	17304	PA	ADAMS	19350	PA	CHESTER
21660	MD	CAROLINE	21872	MD	WORCESTER	17307	PA	ADAMS	19352	PA	CHESTER
21661	MD	KENT	21874	MD	WICOMICO	17309	PA	YORK	19362	PA	CHESTER
21662	MD	TALBOT	21875	MD	WICOMICO	17313	PA	YORK	19363	PA	CHESTER
21663	MD	TALBOT	21901	MD	CECIL	17314	PA	YORK	19365	PA	CHESTER
21665	MD	TALBOT	21903	MD	CECIL	17315	PA	YORK	19374	PA	CHESTER
21666	MD	QUEEN ANNE'S	21904	MD	CECIL	17316	PA	ADAMS	19390	PA	CHESTER
21667	MD	KENT	21911	MD	CECIL	17319	PA	YORK	20105	VA	LOUDOUN
21668	MD	QUEEN ANNE'S	21912	MD	CECIL	17320	PA	ADAMS	20106	VA	CULPEPER
21671	MD	TALBOT	21915	MD	CECIL	17321	PA	YORK	20107	VA	LOUDOUN
21672	MD	DORCHESTER	21917	MD	CECIL	17322	PA	YORK	20109	VA	PRINCE WILLIAM
21673	MD	TALBOT	21918	MD	CECIL	17324	PA	CUMBERLAND	20110	VA	MANASSAS (CITY)
21675	MD	DORCHESTER	21919	MD	CECIL	17325	PA	ADAMS	20111	VA	PRINCE WILLIAM
21676	MD	TALBOT	21921	MD	CECIL	17327	PA	YORK	20112	VA	PRINCE WILLIAM
21677	MD	DORCHESTER	08070	NJ	SALEM	17329	PA	YORK	20115	VA	FAUQUIER
21678	MD	KENT	08079	NJ	SALEM	17331	PA	YORK	20117	VA	LOUDOUN
21679	MD	TALBOT	08323	NJ	CUMBERLAND	17339	PA	YORK	20119	VA	FAUQUIER
21701	MD	FREDERICK	15533	PA	BEDFORD	17340	PA	ADAMS	20120	VA	FAIRFAX
21702	MD	FREDERICK	15535	PA	BEDFORD	17344	PA	ADAMS	20121	VA	FAIRFAX
21703	MD	FREDERICK	15536	PA	FULTON	17345	PA	YORK	20124	VA	FAIRFAX
21704	MD	FREDERICK	16689	PA	FULTON	17347	PA	YORK	20129	VA	LOUDOUN
21710	MD	FREDERICK	17007	PA	CUMBERLAND	17349	PA	YORK	20130	VA	CLARKE
21711	MD	WASHINGTON	17011	PA	CUMBERLAND	17350	PA	ADAMS	20132	VA	LOUDOUN
21713	MD	WASHINGTON	17013	PA	CUMBERLAND	17352	PA	YORK	20135	VA	CLARKE
21716	MD	FREDERICK	17019	PA	YORK	17353	PA	ADAMS	20136	VA	PRINCE WILLIAM
21718	MD	FREDERICK	17022	PA	LANCASTER	17354	PA	YORK	20137	VA	FAUQUIER
21719	MD	WASHINGTON	17025	PA	CUMBERLAND	17356	PA	YORK	20141	VA	LOUDOUN
21722	MD	WASHINGTON	17033	PA	DAUPHIN	17360	PA	YORK	20143	VA	PRINCE WILLIAM
21723	MD	HOWARD	17034	PA	DAUPHIN	17361	PA	YORK	20144	VA	FAUQUIER
21727	MD	FREDERICK	17036	PA	DAUPHIN	17362	PA	YORK	20147	VA	LOUDOUN
21733	MD	WASHINGTON	17043	PA	CUMBERLAND	17363	PA	YORK	20148	VA	LOUDOUN
21737	MD	HOWARD	17050	PA	CUMBERLAND	17364	PA	YORK	20151	VA	FAIRFAX
21738	MD	HOWARD	17053	PA	PERRY	17365	PA	YORK	20152	VA	LOUDOUN
21740	MD	WASHINGTON	17055	PA	CUMBERLAND	17366	PA	YORK	20155	VA	PRINCE WILLIAM
21742	MD	WASHINGTON	17057	PA	DAUPHIN	17368	PA	YORK	20158	VA	LOUDOUN
21750	MD	WASHINGTON	17065	PA	CUMBERLAND	17370	PA	YORK	20164	VA	LOUDOUN
21754	MD	FREDERICK	17070	PA	CUMBERLAND	17372	PA	ADAMS	20165	VA	LOUDOUN
21755	MD	FREDERICK	17078	PA	LEBANON	17375	PA	ADAMS	20166	VA	LOUDOUN
21756	MD	WASHINGTON	17090	PA	PERRY	17401	PA	YORK	20169	VA	PRINCE WILLIAM
21757	MD	CARROLL	17101	PA	DAUPHIN	17402	PA	YORK	20170	VA	FAIRFAX
21758	MD	FREDERICK	17102	PA	DAUPHIN	17403	PA	YORK	20171	VA	FAIRFAX
21764	MD	CARROLL	17103	PA	DAUPHIN	17404	PA	YORK	20175	VA	LOUDOUN
21766	MD	ALLEGANY	17104	PA	DAUPHIN	17406	PA	YORK	20176	VA	LOUDOUN
21767	MD	WASHINGTON	17109	PA	DAUPHIN	17407	PA	YORK	20178	VA	LOUDOUN
21769	MD	FREDERICK	17110	PA	DAUPHIN	17501	PA	LANCASTER	20181	VA	PRINCE WILLIAM
21770	MD	FREDERICK	17111	PA	DAUPHIN	17502	PA	LANCASTER	20184	VA	FAUQUIER
21771	MD	FREDERICK	17112	PA	DAUPHIN	17505	PA	LANCASTER	20186	VA	FAUQUIER
21773	MD	FREDERICK	17113	PA	DAUPHIN	17509	PA	LANCASTER	20187	VA	FAUQUIER
21774	MD	FREDERICK	17129	PA	DAUPHIN	17512	PA	LANCASTER	20190	VA	FAIRFAX
21776	MD	CARROLL	17201	PA	FRANKLIN	17516	PA	LANCASTER	20191	VA	FAIRFAX
21777	MD	FREDERICK	17211	PA	BEDFORD	17518	PA	LANCASTER	20194	VA	FAIRFAX
21778	MD	FREDERICK	17212	PA	FULTON	17520	PA	LANCASTER	20197	VA	LOUDOUN
21779	MD	WASHINGTON	17214	PA	FRANKLIN	17522	PA	LANCASTER	20198	VA	FAUQUIER
21780	MD	FREDERICK	17215	PA	FULTON	17527	PA	LANCASTER	22002	VA	RAPPAHANNOCK
21782	MD	WASHINGTON	17217	PA	FRANKLIN	17529	PA	LANCASTER	22003	VA	FAIRFAX
21783	MD	WASHINGTON	17219	PA	FRANKLIN	17532	PA	LANCASTER	22015	VA	FAIRFAX

Metropolitan Washington Airports Authority

ZIP CODE REFERENCE - LOCAL AREA OF TRADE

Zip Code	State	County	Zip Code	State	County	Zip Code	State	County	Zip Code	State	County
22026	VA	PRINCE WILLIAM	22504	VA	ESSEX	22827	VA	ROCKINGHAM	23229	VA	HENRICO
22027	VA	FAIRFAX	22508	VA	ORANGE	22835	VA	PAGE	23230	VA	HENRICO
22030	VA	FAIRFAX (CITY)	22509	VA	ESSEX	22840	VA	ROCKINGHAM	23232	VA	RICHMOND (CITY)
22031	VA	FAIRFAX	22511	VA	NORTHUMBERLAND	22842	VA	SHENANDOAH	23233	VA	HENRICO
22032	VA	FAIRFAX	22514	VA	CAROLINE	22844	VA	SHENANDOAH	23238	VA	GOOCHLAND
22033	VA	FAIRFAX	22520	VA	WESTMORELAND	22845	VA	SHENANDOAH	23249	VA	RICHMOND (CITY)
22034	VA	FAIRFAX	22534	VA	SPOTSYLVANIA	22847	VA	SHENANDOAH	23250	VA	HENRICO
22035	VA	FAIRFAX	22535	VA	CAROLINE	22849	VA	PAGE	23294	VA	HENRICO
22036	VA	FAIRFAX	22538	VA	CAROLINE	22851	VA	PAGE	23298	VA	RICHMOND (CITY)
22039	VA	FAIRFAX	22539	VA	NORTHUMBERLAND	22853	VA	ROCKINGHAM	25401	WV	BERKELEY
22041	VA	FAIRFAX	22542	VA	ORANGE	22901	VA	ALBEMARLE	25411	WV	MORGAN
22042	VA	FAIRFAX	22546	VA	CAROLINE	22904	VA	CHARLOTTESVILLE (CITY)	25413	WV	BERKELEY
22043	VA	FAIRFAX	22553	VA	SPOTSYLVANIA	22911	VA	ALBEMARLE	25414	WV	JEFFERSON
22044	VA	FAIRFAX	22554	VA	STAFFORD	22923	VA	ORANGE	25419	WV	BERKELEY
22046	VA	FALLS CHURCH (CITY)	22556	VA	STAFFORD	22935	VA	GREENE	25420	WV	BERKELEY
22060	VA	FAIRFAX	22560	VA	ESSEX	22936	VA	ALBEMARLE	25422	WV	MORGAN
22066	VA	FAIRFAX	22567	VA	ORANGE	22940	VA	ALBEMARLE	25425	WV	JEFFERSON
22067	VA	FAIRFAX	22572	VA	RICHMOND	22942	VA	ORANGE	25427	WV	BERKELEY
22079	VA	FAIRFAX	22576	VA	LANCASTER	22947	VA	ALBEMARLE	25428	WV	BERKELEY
22081	VA	FAIRFAX	22578	VA	LANCASTER	22948	VA	MADISON	25430	WV	JEFFERSON
22101	VA	FAIRFAX	22580	VA	CAROLINE	22960	VA	ORANGE	25431	WV	HAMPSHIRE
22102	VA	FAIRFAX	22601	VA	WINCHESTER (CITY)	22963	VA	FLUVANNA	25434	WV	MORGAN
22124	VA	FAIRFAX	22602	VA	FREDERICK	22968	VA	GREENE	25437	WV	HAMPSHIRE
22134	VA	PRINCE WILLIAM	22603	VA	FREDERICK	22972	VA	ORANGE	25438	WV	JEFFERSON
22150	VA	FAIRFAX	22610	VA	WARREN	22973	VA	GREENE	25442	WV	JEFFERSON
22151	VA	FAIRFAX	22611	VA	CLARKE	22974	VA	FLUVANNA	25443	WV	JEFFERSON
22152	VA	FAIRFAX	22620	VA	CLARKE	23005	VA	HANOVER	25444	WV	HAMPSHIRE
22153	VA	FAIRFAX	22624	VA	FREDERICK	23009	VA	KING WILLIAM	25446	WV	JEFFERSON
22172	VA	PRINCE WILLIAM	22625	VA	FREDERICK	23014	VA	GOOCHLAND	26704	WV	HAMPSHIRE
22180	VA	FAIRFAX	22627	VA	RAPPAHANNOCK	23015	VA	HANOVER	26711	WV	HAMPSHIRE
22181	VA	FAIRFAX	22630	VA	WARREN	23023	VA	KING AND QUEEN	26714	WV	HAMPSHIRE
22182	VA	FAIRFAX	22637	VA	FREDERICK	23024	VA	LOUISA	26722	WV	HAMPSHIRE
22191	VA	PRINCE WILLIAM	22639	VA	FAUQUIER	23032	VA	MIDDLESEX	26755	WV	HAMPSHIRE
22192	VA	PRINCE WILLIAM	22640	VA	RAPPAHANNOCK	23038	VA	GOOCHLAND	26757	WV	HAMPSHIRE
22193	VA	PRINCE WILLIAM	22641	VA	SHENANDOAH	23039	VA	GOOCHLAND	26761	WV	HAMPSHIRE
22201	VA	ARLINGTON	22642	VA	WARREN	23047	VA	HANOVER	26763	WV	HAMPSHIRE
22202	VA	ARLINGTON	22643	VA	FAUQUIER	23059	VA	HENRICO	26801	WV	HARDY
22203	VA	ARLINGTON	22644	VA	SHENANDOAH	23060	VA	HENRICO	26808	WV	HAMPSHIRE
22204	VA	ARLINGTON	22645	VA	FREDERICK	23063	VA	GOOCHLAND	26810	WV	HARDY
22205	VA	ARLINGTON	22649	VA	WARREN	23065	VA	GOOCHLAND	26812	WV	HARDY
22206	VA	ARLINGTON	22650	VA	PAGE	23069	VA	HANOVER	26817	WV	HAMPSHIRE
22207	VA	ARLINGTON	22652	VA	SHENANDOAH	23070	VA	MIDDLESEX	26851	WV	HARDY
22209	VA	ARLINGTON	22654	VA	FREDERICK	23071	VA	MIDDLESEX	26865	WV	HAMPSHIRE
22211	VA	ARLINGTON	22655	VA	FREDERICK	23075	VA	HENRICO			
22213	VA	ARLINGTON	22656	VA	FREDERICK	23079	VA	MIDDLESEX			
22214	VA	ARLINGTON	22657	VA	SHENANDOAH	23084	VA	FLUVANNA			
22301	VA	ALEXANDRIA (CITY)	22660	VA	SHENANDOAH	23085	VA	KING AND QUEEN			
22302	VA	ALEXANDRIA (CITY)	22663	VA	CLARKE	23086	VA	KING WILLIAM			
22303	VA	FAIRFAX	22664	VA	SHENANDOAH	23091	VA	KING AND QUEEN			
22304	VA	ALEXANDRIA (CITY)	22701	VA	CULPEPER	23092	VA	MIDDLESEX			
22305	VA	ALEXANDRIA (CITY)	22709	VA	MADISON	23093	VA	LOUISA			
22306	VA	FAIRFAX	22711	VA	MADISON	23102	VA	GOOCHLAND			
22307	VA	FAIRFAX	22712	VA	FAUQUIER	23103	VA	GOOCHLAND			
22308	VA	FAIRFAX	22713	VA	CULPEPER	23106	VA	KING WILLIAM			
22309	VA	FAIRFAX	22714	VA	CULPEPER	23108	VA	KING AND QUEEN			
22310	VA	FAIRFAX	22715	VA	MADISON	23110	VA	KING AND QUEEN			
22311	VA	ALEXANDRIA (CITY)	22716	VA	RAPPAHANNOCK	23111	VA	HANOVER			
22312	VA	FAIRFAX	22718	VA	CULPEPER	23116	VA	HANOVER			
22314	VA	ALEXANDRIA (CITY)	22719	VA	MADISON	23117	VA	LOUISA			
22315	VA	FAIRFAX	22720	VA	FAUQUIER	23124	VA	NEW KENT			
22331	VA	ALEXANDRIA (CITY)	22722	VA	MADISON	23126	VA	KING AND QUEEN			
22332	VA	ALEXANDRIA (CITY)	22724	VA	CULPEPER	23129	VA	GOOCHLAND			
22401	VA	FREDERICKSBURG (CITY)	22725	VA	MADISON	23141	VA	NEW KENT			
22405	VA	STAFFORD	22726	VA	CULPEPER	23146	VA	HANOVER			
22406	VA	STAFFORD	22727	VA	MADISON	23148	VA	KING AND QUEEN			
22407	VA	SPOTSYLVANIA	22728	VA	FAUQUIER	23149	VA	MIDDLESEX			
22408	VA	SPOTSYLVANIA	22729	VA	CULPEPER	23150	VA	HENRICO			
22427	VA	CAROLINE	22730	VA	MADISON	23153	VA	GOOCHLAND			
22432	VA	NORTHUMBERLAND	22731	VA	MADISON	23156	VA	KING AND QUEEN			
22433	VA	ORANGE	22732	VA	MADISON	23160	VA	GOOCHLAND			
22435	VA	NORTHUMBERLAND	22733	VA	CULPEPER	23161	VA	KING AND QUEEN			
22436	VA	ESSEX	22734	VA	FAUQUIER	23169	VA	MIDDLESEX			
22437	VA	ESSEX	22735	VA	CULPEPER	23175	VA	MIDDLESEX			
22438	VA	ESSEX	22736	VA	CULPEPER	23176	VA	MIDDLESEX			
22443	VA	WESTMORELAND	22737	VA	CULPEPER	23177	VA	KING AND QUEEN			
22448	VA	KING GEORGE	22738	VA	MADISON	23180	VA	MIDDLESEX			
22454	VA	ESSEX	22740	VA	RAPPAHANNOCK	23181	VA	KING WILLIAM			
22460	VA	RICHMOND	22741	VA	CULPEPER	23192	VA	HANOVER			
22469	VA	WESTMORELAND	22742	VA	FAUQUIER	23219	VA	RICHMOND (CITY)			
22473	VA	NORTHUMBERLAND	22743	VA	MADISON	23220	VA	RICHMOND (CITY)			
22476	VA	ESSEX	22746	VA	CULPEPER	23221	VA	RICHMOND (CITY)			
22480	VA	LANCASTER	22747	VA	RAPPAHANNOCK	23222	VA	RICHMOND (CITY)			
22482	VA	LANCASTER	22749	VA	RAPPAHANNOCK	23223	VA	RICHMOND (CITY)			
22485	VA	KING GEORGE	22810	VA	SHENANDOAH	23226	VA	HENRICO			
22488	VA	WESTMORELAND	22815	VA	ROCKINGHAM	23227	VA	HENRICO			
22503	VA	LANCASTER	22824	VA	SHENANDOAH	23228	VA	HENRICO			

Exhibit C

Local Disadvantaged Business Enterprise (LDBE)
Size Standards for Solicitation 2-10-B221

<u>NAICS Code</u>	<u>Type Of Work / Service</u>	<u>LDBE Size Standard</u>
541410	Interior Design Services	\$7 Million
561730	Landscaping Services	\$7 Million

To be considered an LDBE small business, a business firm's average annual gross receipts or average number of employees for the last three (3) years cannot exceed the applicable Small Business Administration (SBA) size standard. Gross receipts or numbers of employees of all affiliates of the firm are included when determining the firm's average annual gross receipts or average number of employees.

Firms will only be certified as an LDBE for services or goods that they are able to provide at the time of LDBE certification and for which they do not exceed the applicable SBA size standard, as noted above. An LDBE firm adding services or goods during the term of its certification may request the Authority's Equal Opportunity Programs Department to amend the LDBE certification to include these new services or goods, provided the firm also meets the applicable SBA size standards for these new services or goods, as noted above.

Your firm must be certified for the work you plan to perform or for the goods you plan to manufacture or supply on this contract.

There may be other NAICS codes approved for this project. If this list does not include an LDBE NAICS code and size standard for work that you anticipate may be needed for this project, you must request it through the Contracting Officer.

The Authority will review your request. If the NAICS code is accepted for this solicitation, the change will be formally communicated in an amendment to the solicitation.

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY CONTRACT PARTICIPATION FORM

Check One: Original Revised Date: _____ Contract No.: _____

Name of Offeror: _____ Project Name: _____

Original Contracted LDBE Participation: \$ _____ Original Percent Contracted LDBE Participation: _____ %

The Offeror shall submit the Contract Participation Form to the Contracting Officer with the offer. Please attach additional sheets if needed.

EX	LIST THE PRIME AND <u>ALL</u> FIRST TIER FIRMS PARTICIPATING IN THIS CONTRACT <small>Identify whether firms are *P, S, JV, SP, B, H, MFG, in next column.</small>	TYPE OF FIRM <small>(see below)</small>	FEDERAL TAX ID <small>(also known as Employer Identification Number) nine digit number.</small>	Enter "X" for all that apply				ADDRESS <small>(Number, Street, City, State, ZIP)</small>	DESCRIBE TYPE OF WORK <small>(Electrical, Paving, etc. with notation e.g. "Labor Only", "Material Only", "Complete") Item Number if Applicable, Quantity, Unit Price</small>	AGREED PRICE
				LDBE	MBE **	WBE ***	OTHER			
1	SAMPLE	S	55-5555555	X	X			12345 Main Street, Washington, DC 20001	Furnish and install Structural Steel	\$986,000.00
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
TOTAL AGREED PRICE MUST EQUAL TOTAL OFFERED PRICE:										

I, _____, a duly authorized representative of _____, certify that the above information is true and correct.
(type or print name) (name of firm)

Signature: _____ Date: _____

TYPE OF FIRM

*P = Prime Contractor
S = Subcontractor
JV = Joint Venture

SP = Stocking Supplier/Distributor
B = Broker, Agent, Packager
H = Hauler
MFG = Manufacturer

** MBE = A certified Minority Business Enterprise (Attach current certification letter)
*** WBE = A certified Women Business Enterprise (Attach current certification letter)
(Information regarding MBE/WBE participation will be used for generalized statistical purposes and program analysis.)

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
LETTER OF INTENT**

_____ Contract Number _____
 (Name of Prime Contractor) Location _____
 _____ Contract Name _____
 (Name of 1st Tier Subcontractor (If Applicable))

- A. The undersigned LDBE intends to perform the work associated with this contract as (Check one):
 Individual Partnership Corporation Joint Venture
- B. The undersigned LDBE will perform the work associated with this contract as a (Check all that apply):
 Construction Contractor Stocking Supplier Manufacturer Stocking Distributor
 Broker, Agent, Packager Hauler Service Provider (for non-construction contracts)
- C. The undersigned LDBE will: Perform the following services Supply the following materials, equipment, supplies:

IF AVAILABLE, PLEASE ATTACH A COPY OF THE PROPOSED SCOPE OF WORK FOR THIS SUBCONTRACTOR.

Item Number	Detailed Description Of Scope of Work	Scope of Services (Check One)	Quantity	Unit Price
01	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
02	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
03	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
04	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____

Please Attach Additional Sheets if Necessary

- D. Work described above will be performed at the following total price: \$ _____.
- E. Total Contract Amount: \$ _____
- F. Term of Contract Commencement Date: _____ Completion Date: _____
- G. _____% of the dollar value of the subcontract will be performed by (check if applicable):
 Non-LDBE contractors Non-LDBE suppliers.

The undersigned will enter into a subcontract consistent with the above upon execution of a contract between the Prime Contractor and the Authority: **(NOTE: SIGNATURES MUST BE DATED)**

_____ Agreed To _____
 (Print or Type Name of LDBE Firm) (Print or Type Name of Prime Contractor)

By _____
 (Print or Type Name and Title) (Print or Type Name and Title)

 (Signature) (Date) (Signature) (Date)

 (Print or Type LDBE's Certification Number and Expiration Date)

FOR MWAA USE ONLY

MWAA EOP Specialist's Approval \$ _____
 (Enter The Amount of Contract Approved for LDBE Participation) (Signature) (Date)

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
REVISION TO ORIGINAL LETTER OF INTENT**

(Name of Prime Contractor) Contract Number _____

(Name of 1st Tier Subcontractor (If Applicable)) Location _____
 _____ Contract Name _____

Revision # _____ MWA Change Notice # _____ MWA Contract Modification # _____
 Describe Change or Modification _____
 This revision represents: Increase in Contract Amount Decrease in Contract Amount
 If Decrease, state reason _____

- A. The undersigned LDBE intends to perform the work associated with this contract as (Check one):
 Individual Partnership Corporation Joint Venture
- B. The undersigned LDBE will perform the work associated with this contract as a (Check all that apply):
 Construction Contractor Stocking Supplier Manufacturer Stocking Distributor
 Broker, Agent, Packager Hauler Service Provider (for non-construction contracts)
- C. The undersigned LDBE will: Perform the following services Supply the following materials, equipment, supplies:

IF AVAILABLE, PLEASE ATTACH A COPY OF THE PROPOSED SCOPE OF WORK FOR THIS SUBCONTRACTOR.

Item Number	Detailed Description Of Scope of Work	Scope of Services (Check One)	Quantity	Unit Price
01	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
02	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
03	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____
04	_____	<input type="checkbox"/> Labor Only <input type="checkbox"/> Matl Only <input type="checkbox"/> Complete	_____	_____

Please Attach Additional Sheets if Necessary

- D. Work described above will be performed at the following total price: \$_____.
- E. Original Total Contract Amount: \$_____ Current Total Contract Amount: \$_____
 Total Amount of This Revision: \$_____ New Total Contract Amount: \$_____
- F. Term of Contract Original Commencement Date: _____ Original Completion Date: _____
 Revised Commencement Date: _____ Revised Completion Date: _____
- G. _____% of the dollar value of the subcontract will be performed by (check if applicable):
 Non-LDBE contractors Non-LDBE suppliers.

The undersigned will enter into a subcontract consistent with the above upon execution of a contract between the Prime Contractor and the Authority: **(NOTE: SIGNATURES MUST BE DATED)**

(Print or Type Name of LDBE Firm) Agreed To _____
 _____ (Print or Type Name of Prime Contractor)
 By _____
 _____ (Print or Type Name and Title) _____
 _____ (Print or Type Name and Title)
 _____ (Signature) _____ (Date) _____ (Signature) _____ (Date)

(Print or Type LDBE's Certification Number and Expiration Date)

FOR MWA USE ONLY

MWA EOP Specialist's Approval \$ _____
 _____ (Enter The Amount of Contract Approved for LDBE Participation) _____ (Signature) _____ (Date)

EXHIBIT F

LDBE CERTIFICATION APPLICATION

The Local Disadvantaged Business Enterprise (LDBE) Program application form is available for download from the Metropolitan Washington Airports Authority's website at:

http://www.mwaa.com/business_information/contracting_opportunities/ldbe_dbe_certification

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

APPLICATION FOR JOINT VENTURE ELIGIBILITY

Note: This form need not be filled in if all joint venture firms are LDBEs

<p>1. JOINT VENTURE NAME AND ADDRESS (Company Name, Address, City State Zip)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>2. CONTACT PERSON AND TITLE</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>3. TELEPHONE</p> <p>_____</p>
---	--

4. IDENTIFY THE COMPANIES WHICH COMPRISE THE JOINT VENTURE (LDBE PARTNER(S) MUST COMPLETE LDBE APPLICATION):

5a. DESCRIBE ROLE OF LDBE FIRM IN THE JOINT VENTURE:

b. NATURE OF JOINT VENTURE'S BUSINESS: _____

c. DESCRIBE VERY BRIEFLY THE EXPERIENCE AND BUSINESS QUALIFICATIONS OF EACH NON-LDBE JOINT VENTURER: _____

6. IS THE JOINT VENTURE RESPONDING TO A SPECIFIC AUTHORITY SOLICITATION?

YES NO IF YES, WHICH ONE? _____

7. WHAT IS THE PERCENTAGE OF LDBE OWNERSHIP IN THE JOINT VENTURE?

8. PROVIDE A COPY OF THE JOINT VENTURE AGREEMENT. Include in the following information with respect to ownership of the joint venture (if not covered in the joint venture agreement).

- a. Profit and Loss Sharing
- b. Capital Contributions, Including Equipment
- c. Other Applicable Ownership Interests

9. CONTROL OF AND PARTICIPATION IN THIS CONTRACT. Identify by name and firm those individuals (and their titles) who are responsible for day-to-day management and policy decision making, but not limited to, those with prime responsibility for (a) financial decisions; (b) management decisions, such as estimating marketing and sales; (c) hiring and firing of management personnel; (d) purchasing of major items or supplies; and (e) supervision of field operations.

Name

Firm (and Title)

AFFIDAVIT

“The undersigned swear that the foregoing statements are true and correct and include all material information necessary to identify and explain the terms and operation of the joint venture and the intended participation by each joint venturer in the undertaking. Further, the undersigned covenant and agree to provide the Metropolitan Washington Airports Authority (the Authority) current, complete, and accurate information regarding actual joint venture work and the payment therefor and any proposed changes in any of the joint venture arrangements and to permit the audit and examination of the books, records, and files of the joint venture, by authorized representatives of the Authority or the Federal funding agency. Any material misrepresentation will be grounds for terminating any contract which may be awarded and for initiating action under Federal or State laws concerning false statements.”

Name of Joint Venture (if any) _____

Names of companies forming Joint Venture _____

Signature(s) _____

Name(s) _____

Title(s) _____

Date _____

State of _____

County of _____

On this _____ day of _____, 20____, before me appeared (name) _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) _____ to execute the affidavit and did so as his or her free act and deed.

Notary Public _____

Commission Expires _____

[Seal]

On this _____ day of _____, 20____, before me appeared (name) _____, to me personally known, who being duly sworn, did execute the foregoing affidavit, and did state that he or she was properly authorized by (name of firm) _____ to execute the affidavit and did so as his or her free act and deed.

Notary Public _____

Commission Expires _____

[Seal]

LDBE WAIVER REQUEST PROCEDURE

This procedure must be followed if an offeror cannot meet the LDBE subcontracting requirements in whole or in part. The Request for Waiver must be submitted in writing with the proposal. The Request for Waiver must report and document the efforts made by the offeror to solicit LDBEs for participation and clearly outline the offeror's reasons why no subcontracting opportunities exist. A waiver request must also demonstrate that there are an insufficient number of LDBEs to provide adequate competition and reasonable prices. The provisions of Section IX (04) must be reviewed by the offeror before submitting a request for a waiver.

A blanket statement that there are no LDBE businesses to provide services or materials related to the bid/offer is INADEQUATE. An explanation of how that conclusion was reached must be provided or the request will be determined to be pro forma and not in good faith.

Actions which may demonstrate a good faith effort on the part of the bidder include, but are not limited to, the following:

1. Attend any pre-proposal meetings that are scheduled by the Authority;
2. Advertise in major circulation newspapers such as The Washington Post, trade associations, small business, and minority and women oriented media concerning the subcontracting opportunities;
3. Provide written notice to a reasonable number of specific LDBEs that their interest in the contract is being solicited, in sufficient time to allow the LDBEs to participate effectively;
4. Follow up initial solicitations of interest by contacting LDBEs to determine with certainty whether the LDBEs were interested.
5. Select portions of the work to be performed by LDBEs in a manner that will increase the likelihood of meeting the LDBE requirement;
6. Provide interested LDBEs with adequate information about the plans, specifications, and requirements of the contract;
7. Negotiate in good faith with interested LDBEs, and not reject LDBEs as unqualified without sound reasons based on a thorough investigation of their capabilities; and,
8. Make efforts to assist interested LDBEs in obtaining bonding or insurance, if needed.

WAIVER REQUEST (Continued)

REQUEST FOR WAIVER

_____ hereby requests a waiver of the required contract requirement for the participation of LDBEs as specified in solicitation number _____.

All good faith efforts to identify potential LDBEs as subcontractors have been made, but we have been unable to meet the LDBE requirement for the following reason(s):

(Authorized Representative)

(Date)

NOTE: All advertisements, telephone conversations, and other documentation to support this statement should be attached.

Exhibit I

**METROPOLITAN WASHINGTON AIRPORTS AUTHORITY
LDBE UNAVAILABILITY CERTIFICATION**

I, _____, _____ of
(Name) (Title)
_____, certify that on _____
(Offeror) (Date)
I contacted the following LDBEs to obtain a quote for work items to be performed on Contract
Number _____.

<u>LDBE (Name of Firm)</u>	<u>Work Items Sought</u>
_____	_____
_____	_____
_____	_____

To the best of my knowledge and belief, said LDBEs were unavailable (exclusive of unavailability due to lack of agreement on price) for work on this project, or unable to prepare an offer or bid, for the following reason(s):

Signature _____
Date _____

_____ was offered an opportunity to bid or make an offer on
(Name of LDBE)
the above identified work on _____ by _____
(Date) (Source)

The above statement is a true and accurate account of why I did not submit an offer/bid on this project.

(Signature of LDBE)

(Title)

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY INVOICE ATTACHMENT FORM

Name Of Prime Contractor _____
 Contract Name & Number _____
 Original Contract Amount \$ _____ Payments Received \$ _____
 Current Contract Amount \$ _____ Retainage Withheld \$ _____
 Invoice Period From _____ Through _____ Date Submitted _____
 Actual LDBE Participation To Date \$ _____
 Current Scheduled LDBE Participation \$ _____
 Total Original Contracted LDBE Participation \$ _____ Percent Original Contracted Participation _____ %

#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	* L D B E	M B E	W B E	O T H E R	MONTHLY CONTRACT INFORMATION				% C O M P L E T E	% L D B E
								ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE		
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
SUBCONTRACTOR TOTALS													
PRIME CONTRACTOR TOTAL													
TOTAL THIS INVOICE													

* PUT AN "X" IN THIS COLUMN ONLY IF SUBCONTRACTOR IS AN AUTHORITY CERTIFIED LDBE.

I certify that the information furnished above is correct to the best of my knowledge and represents the current status of the firm's (Prime Contractor) subcontract(s) with the listed firms (Subcontractors) for the designated period covered by this report.

Signed: _____ Title _____ Date _____

This form must be attached to all Invoices submitted by the Prime Contractor.

Metropolitan Washington Airports Authority
INSTRUCTIONS FOR COMPLETING
THE INVOICE ATTACHMENT FORM (EXHIBIT J)

I. USE AUTHORIZED FORMS

Use only **Authority approved forms** to file monthly Invoice Attachment Form. Do not change or amend the Authority approved form in any manner. Authority approved forms are available on hard copy or diskette from the EOP Specialist assigned to the contract. Note that all subcontractors are to be listed on the Invoice Attachment Form. Also, note that some entries are required that apply only to the sum of LDBE contracts. To facilitate accuracy in reporting, it is recommended that LDBE subcontractors be listed first and a subtotal appear in each of the four sub-columns that comprise the "Monthly Contract Information" section of the report.

II. REPORT ALL LDBEs EVERY MONTH

Every LDBE firm whose contract is counted toward achievement of the participation requirement must appear on the Invoice Attachment Form every month. If there is no invoice activity for an LDBE in any given month, enter "0" in the column, "Amount this Invoice". Note that all other information must be entered, must be current and correct.

III. LEDGER PORTION

A. Name, Location & Description of Work – For all subcontractors, enter the subcontractor's name, location (city, state and zip code) and description of work. For LDBEs, these entries must be the same as comparable information appearing on the Letter of Intent and the Contract Participation Form.

B. Classification of Subcontractor(s)

Only those subcontractors who meet the LDBE eligibility requirements may be classified as LDBEs on the Invoice Attachment Form.

Assign classifications as follows:

1. **LDBE**-Place an "X" in this column only if the subcontractor is an Authority certified LDBE.
2. **MBE**-Place an "X" in this column if the subcontractor is also a minority-owned company, regardless of their size. This classification should also be used for subcontractors who have submitted a certification application but have not yet been certified. Once certification has been achieved, such firms should be classified as both MBE and LDBE. This column is also used to calculate Voluntary Participation of Minority-owned firms. Thus, a subcontractor can be classified as both LDBE and MBE, or just MBE.
3. **WBE**-Place an "X" in this column if the subcontractor is a woman-owned company regardless of their size. This classification should also be used for subcontractors who have submitted a certification application but have not yet been certified. Once certification has been achieved, such firms should be classified as both LDBE and WBE. This column is also used to calculate Voluntary Participation of woman-owned firms. Thus, a subcontractor can be classified as both LDBE and WBE, or just WBE.

**Metropolitan Washington Airports Authority
Instructions for Completing the Invoice Attachment Form**

4. **Other**-Place an "X" in this column for all subcontractors who cannot be classified as either LDBE, MBE or WBE.

C. Original Subcontract Amount

Enter the original subcontract amount. For LDBEs, this must be the amount submitted on the LDBE's Letter of Intent and approved by the Authority.

D. Current Subcontract Amount

Enter the current subcontract amount. If this amount is the same as the entry in "Original Subcontract Amount", enter it. For LDBEs, if this amount is different that the amount entered in "Original Subcontract Amount", a **Revised Letter of Intent** must be on file with and approved by the EOP Specialist. It is recommended that **Revised Letters of Intent** be submitted with the Invoice Attachment Form that initially reports the New Contract amount.

E. Total Payments to Date

Enter the sum of payments that have been made to that subcontractor as of the date of the report. Note that this column should not contain diminishing amounts, i.e., a succeeding month's entry lower than the preceding month's entry. If this occurs, the Authority may request an examination of additional records to verify the correct amount.

F. Amount of This Invoice

Enter the amount of the subcontractor's invoice being submitted with this report.

G. Percentage Amount Complete

Enter the percentage that equals the progress of that subcontractor's work.

H. Percent LDBE

This entry depends upon the type of contract and terms stated in the solicitation. The **percentage for non-LDBEs is always "0"**. Thus, if the subcontractor does not meet the requirements stated above to be classified as a LDBE, the percentage entered in this column **must be "0"**.

I. Totals

Fill out totals as follows:

1. **SUBCONTRACTOR TOTALS** – Totals for all subcontractor data reported on the Exhibit J form.
2. **PRIME CONTRACTOR TOTAL** – Portion of invoice attributed to work performed by prime contractor. (May include payments to non-LDBE/MBE/WBE suppliers that are not listed in the subcontractor section of the Exhibit J from.)
3. **TOTAL THIS INVOICE** – Sum of the Subcontractor Total and Prime Contractor Total for the current invoice. Must match the amount of the invoice.

**Metropolitan Washington Airports Authority
Instructions for Completing the Invoice Attachment Form**

IV. TOP PORTION OF INVOICE ATTACHMENT FORM

A. Original Contract Amount

Enter the original amount of the Prime's Contract.

B. Payments Received

Enter the sum total of payments received as of the date of the report.

C. Current Contract Amount

Enter the current amount of the Prime's Contract.

D. Retainage Withheld

Enter the amount of retainage withheld. If none, enter 0.

E. Invoice Period

Enter the month being reported, i.e. January 1 to January 31, 2000.

F. Date Submitted

Enter the date the report is submitted to the Authority.

G. Actual LDBE Participation to Date \$

Enter the sum of Total Payments to LDBEs.

H. Current Scheduled LDBE Participation \$

Enter the sum of **Current Subcontract Amounts** reported for **LDBEs only**, i.e, do NOT include current subcontract amounts for non-LDBEs even though they appear in the ledger portion of the report.

I. Total Original Contracted LDBE Participation \$

Enter the dollar amount of the original LDBE participation requirement of this contract.

J. Percentage Original Contracted Participation

Enter the percentage of required LDBE participation for this contract.