



Local Business Enterprise Affidavit of Eligibility

Firm's Legal Name _____

DBA Name _____

Organization Type Corporation Limited Liability Sole Proprietorship Joint Venture Partnership

Work Space Address in San Diego County _____

Check all that apply: Headquarters Commercial

Telephone Number _____ Cell Number _____ Email Address _____

I declare that (Firm's Name) _____

- a) Meets all of the requirements of a "Local Business" as defined by San Diego County Regional Airport Authority ("Authority") Policy 5.12;
- b) Occupies work space within San Diego County, will submit proof of occupancy to the Authority by supplying evidence of a lease, deed or other sufficient evidence demonstrating that the business has been located within the county for a minimum of 6 months prior to the Authority's release of this solicitation, understanding that: (i) U.S. Post Office boxes are not verifiable and shall not be considered proof of occupancy, and (ii) operation of a virtual office does not satisfy this occupancy requirement;
- c) Is in compliance with all applicable laws relating to licensing and is not delinquent on any San Diego County taxes;
- d) Can demonstrate compliance with one of the following (Check all that apply):
 - More than fifty percent (50%) of the workforce based in the local office resides in San Diego County; or
 - The Firm is headquartered in San Diego County. ("Headquartered" means that the business physically conducts and manages all of its operations from a location in San Diego County); and
- e) Has enrolled in the Authority's Local Business Enterprise Directory.

I declare under penalty of perjury that the foregoing is true and correct.¹

Signature _____ Title _____
(Business owner or corporate officer only)

Printed Name _____ Date _____

¹**This affidavit is signed by the business owner or a corporate officer. Any person or business falsely claiming eligibility as a Local Business, as that term is defined by Authority Policy 5.12, may be debarred in accordance with Authority Policy 5.10 through 5.18. The Authority shall also have the right to immediately terminate all or any part of any contract entered into with such person or business.**

To complete the Local Business Enterprise application, you must be registered in the Authority's online vendor portal and submit supporting documentation proof for letters b, c, and d above along with completed Local Business Affidavit Eligibility form on the Authority vendor portal by following the submission instructions below.

Submission instructions:

Go to www.san.org/business (Authority Vendor Portal)

- **New vendors:**
 - Click on "New Vendor Registration" and complete all tabs
 - Submit Affidavit and all supporting documents in Local Business Certification tab
- **Existing vendors:**
 - Click "Log In", enter in your vendor log in information (email or username and password), and click "login" again
 - Click "Vendor Profile", click "Local Business Certification", then submit Affidavit and all supporting documents in Local Business Certification tab

Firms with questions can contact SBD staff at (619) 400-2568 or LBE@san.org.

Please note:

- Upon receipt of your completed form and supporting documentation, Small Business Development (SBD) staff shall review enclosed affidavit form and documentation to make a prima facie as to whether applicant satisfies LBE eligibility requirements as set forth in Authority Policy 5.12 determination. Applicants determined eligible will receive confirmation of the approval for LBE certification and enrollment in the Authority's Local Business Enterprise Directory. Applicants determined ineligible to participate as a LBE will receive a notice and may appeal the determination as described below. Applicants determined ineligible shall not be eligible to submit a new form and documentation for one year after the date of the notice of denial of eligibility.
- LBE certification will be valid for one year at which time the firm will be required to reapply and submit a completed form and documentation.
- Appeals: A firm that is denied eligibility as a LBE, or has its eligibility revoked must submit a written notice of appeal to SBD staff (LBE@san.org) within 15 days of the date of the decision. Upon receipt of a timely notice of appeal, the SBD staff, or designee shall conduct a hearing. The Authority's decision shall be final.
- In the course of considering the certification status of any LBE firm, SBD staff shall periodically conduct audits and inspect the office, job site, records, and documents of the firm, and shall interview the firm's employees, subcontractors, and vendors as reasonably necessary to ensure that all eligibility standards are satisfied. By submitting this Affidavit, you are consenting to be audited for this purpose.
- Firms must notify SBD staff at LBE@san.org immediately of any changes to your firm that affects its LBE eligibility and firm's contact information (ie: address, phone, email) within 30 days.