

REGISTER TO DO BUSINESS WITH LOS ANGELES WORLD AIRPORTS (LAWA)

Los Angeles World Airports (LAWA) includes Los Angeles International (LAX), Van Nuys Regional (VNY) and Palmdale Airports. LAWA's Procurement Services Division (PSD) does not mail Requests for Bids (RFB), Requests for Proposals (RFP), or Requests for Qualifications (RFQ) or maintain a bidder/proposer list. All qualified bidders/proposers may participate in City of Los Angeles opportunities including LAWA opportunities by:

- Registering on the Los Angeles Business Assistance Virtual Network (LABAVN) web site www.labavn.org
- Printing/completing the RFB/RFP/RFQ documents
- Returning the documents according to the instructions shown in the RFB/RFP/RFQ.

LABAVN registration is free and easy. Please follow the steps outlined below:

- 1. Type <u>www.labavn.org</u> in your internet browser
- 2. Click on "Register" at the top of the screen
- 3. Left Column Check for an Existing Company Account
- 4. Enter your company name, type of proprietorship, e-mail address, location and tax identification
 - i. Register a new company account If your company has not previously registered, you may continue your registration
 - ii. Existing company account If your company has previously registered and you are using the same e-mail address, LABAVN will provide a link to retrieve your log-in information
 - iii. Adding a new user If your company has previously registered using a different e-mail account, LABAVN will provide you with a User Info Screen to be added to your company's account
- 5. Follow the instructions on each subsequent page

- 6. Enter your correct North American Industry Classification System (NAICS) interest code(s) when requested. Based upon the NAICS codes that your company enters, LABAVN determines the notifications that your company will receive. The www.census.gov/eos/www/naics/ link provided at the top of the page in LABAVN includes an alpha based search option that is easier to use then the LABAVN code structure. Choosing multiple codes that completely and correctly identify your company's capabilities will ensure you receive all of the opportunities that may be of interest to you. Missing or incorrect NAICS codes are the main reason users do not receive e-mail notifications of bid/proposal opportunities. If you have a question about which codes to use, please contact us.
- 7. After completing the registration process, you will receive an e-mail from the www.labavn.org support team with your password.
- 8. After receiving your password via e-mail, you will need to log on and confirm your registration.

When an RFB/RFP is published that matches your company's NAICS codes, you will receive an e-mail notification. If your company is interested in this opportunity, please "bookmark" the opportunity on the LABAVN website to ensure any updates (addendums) are e-mailed to you. You must be logged on to open the bid/proposal documents.

Special note for bids submitted to our LAX office: Our office is open Monday -Friday from 7:30 am to 5:00 pm. The US Postal Service does <u>not</u> deliver mail directly to the LAX PSD street address at 7301 World Way West, Los Angeles, CA 90045. US Postal mail is delivered first to the LAWA PO Box and later brought to the LAX office, resulting in a delay of up to 3 days. All bids must arrive at our public desk prior to the bid closing. Private delivery services (e.g. UPS and FedEx) deliver directly to our office.

For any questions related to <u>www.labavn.org</u> registration, please contact Albert Capili <u>acapili@lawa.org</u>.

Thank you for your interest in doing business with LAWA.

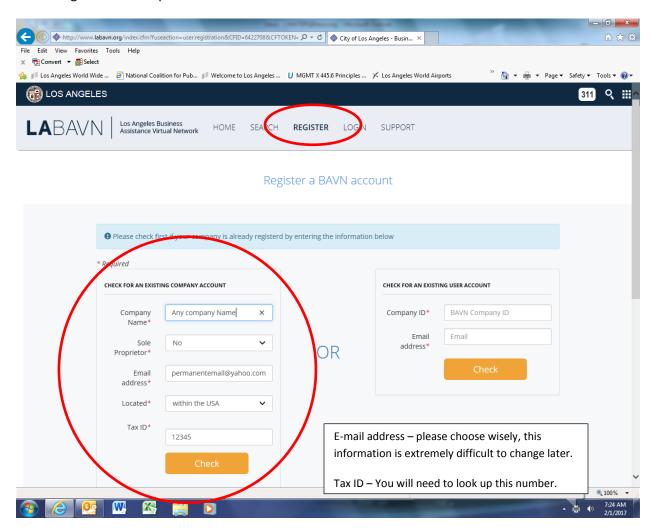
LOS ANGELES WORLD AIRPORTS PROCUREMENT SERVICES DIVISION

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities.

Screen shots with sample entries

Registration is free, it takes 5 minutes, and you can answer the questions except for the Tax ID from memory. After your company registers, the system will automatically send your company an e-mail whenever any of the City Departments (including mine) advertise an opportunity that matches your company's capabilities

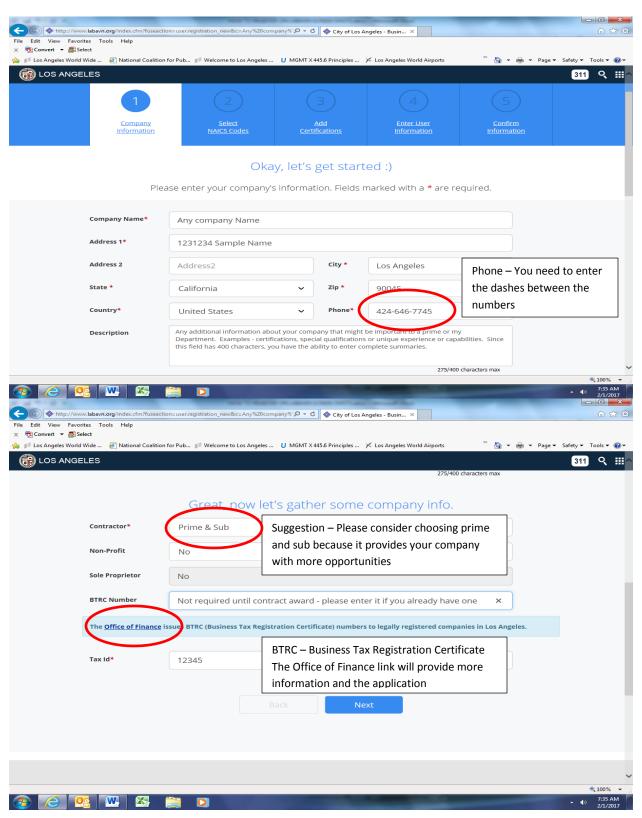
Select Register at the top of the screen and fill in the left column



The system will confirm:

- Your company has not registered before and ask you to create a new account
- Your company is already registered and provide you with a link for more information (including resetting your password)

Step 1 - Registering a new company account



Step 2 – Select NAICS (North American Industrial Classification System) Codes

 Please look up the codes using the census website which allows you to enter a keyword like "Soybean Farming" and the corresponding codes will be displayed:

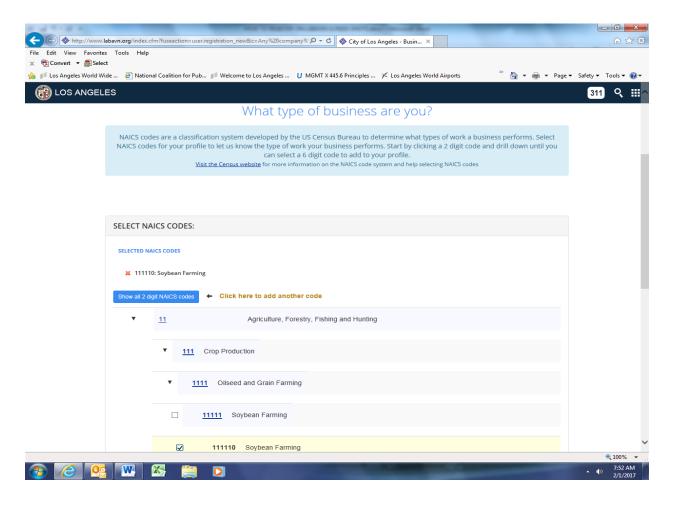
2017 NAICS Key Word Search

Search results for: Soybean Farming

Number of records found: 1

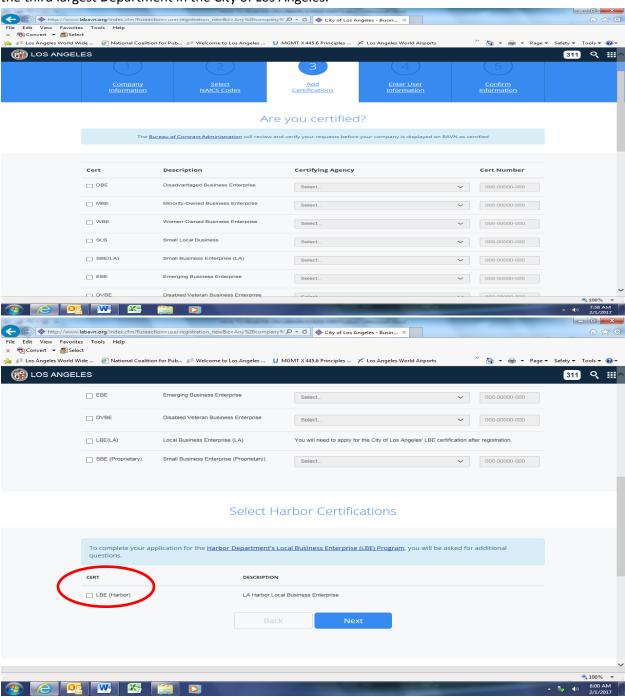
<u>111110</u> **Soybean farming**, field and seed production

- After you've looked up the codes and chosen the ones that accurately describe your business, you will need to enter the codes one number at a time by checking the boxes that correspond to those numbers
- When you reach a number that is in a different color (in this case black), then please check that box which corresponds to the complete NAICS code
- Repeat the process to enter up to 10 NAICS codes for your company

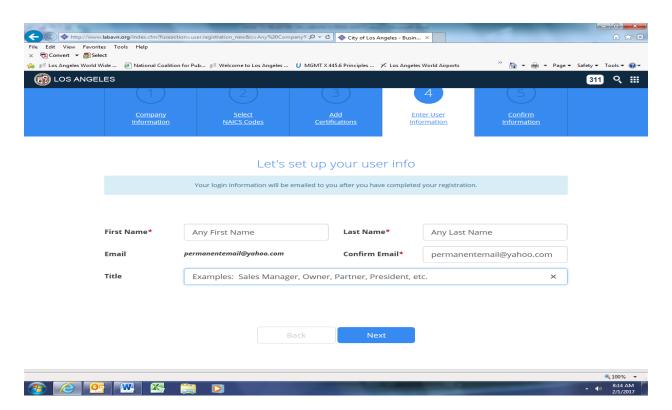


Step 3 – Check the boxes that correspond to all of the certifications that your company already has. Remember to enter the name of the agency that issued the certification from the drop down list and their approval/record number.

NOTE: Don't forget the Harbor Department certification at the bottom of the screen. They are the third largest Department in the City of Los Angeles.



Step 4 – Please enter the name and phone number of the person you would like us to call if we have any questions.



Step 5 – Confirm that the information is correct and submit your registration. Congratulations! You've completed the process. The system will automatically send an e-mail to the address that you provided to activate your new account.

