Metropolitan Washington Airports Authority PROCUREMENT AND CONTRACTS DEPT.

AMENDMENT OF SOLICITATION

						PAGE 1			
Metropol	itan Washi	ington Airports Authority	1A. AMENDMENT OF SOLICIT	TATION NO.	1B. DATED				
Procuren	nent and C	Contracts Dept., MA-29	IFB-18-30347		September 27, 2018				
Arlington VA 22202			2A. AMENDMENT NO.		2B. EFFECTIVE DATE				
Two (002) October 25, 2016									
is not of the fol Solicitation	extended. lowing met on Offer ar	ntified in Block 1A is amended Offerors must acknowledge i thods: (a) by completing Block ad Award Sheet, Block 13. FA ERS PRIOR TO THE HOUR A	receipt of this amendment pr < 4 and returning copy of the ILURE OF YOUR ACKNOW	ior to the hour and dated so amendment; (b) by acknow LEDGMENT TO BE REC	specified in the solicitation or wledging receipt of this ame EIVED AT THE PLACE DES	as amended, by one ndment on the			
3. DESCR	IPTION OF A	MENDMENT							
		Washington Airports A onal Airport" is amend	_	FB-18-30347 entitle	ed "Temporary and P	ermanent			
A.	Sectio	n V (21), Offer Docum	nents, is hereby repla	aced in its entirety w	vith the following:				
	21	OFFER DOCUMENT	rs						
		rs shall include in thei nited to, the following:	r offer submission al	l documents require	ed by this solicitation	including, but			
	A. B. C. D.	Exhibit D, Co	tion III) I Certifications (Secti xhibits as applicable luntary Efforts to Obte ntract Participation FBE Certification Apploaction X – Attachmocuments addressing	: cain MBE/WBE Part form ication or proof of c ent 02)	ertification	equired by the			
В.		n IX, Local Disadvanta irety with the attached	•	prise Participation	Requirements, is her	eby replaced in			
		vided herein, all terms ain unchanged and in			nced in Block 1A, as	heretofore			
4A. NAME	AND TITLE	OF OFFEROR		4B. SIGNATURE		4C. DATE			

SECTION IX - LOCAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION REQUIREMENTS

01 LDBE PARTICIPATION

The Authority's LDBE participation requirements are applicable to certain Authority contracts that do not involve federal funding. The contract to be awarded under this solicitation is subject to the LDBE Program requirements described below.

Pursuant to Section 1.2.1 of the Authority's Contracting Manual, this contract is set aside for 100% performance by LDBEs or eligible LDBE joint ventures as prime contractors. The apparent successful prime offeror 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 bids or proposals.

By signing the offer, offeror represents that it is eligible for LDBE certification. Failure to sign the offer to commit to the LDBE participation requirement may result in the offer being found to be in nonconformance with the RFP and rejected. The Authority will treat matters of LDBE participation 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 <u>Contracting Manual</u> 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 IX(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 PROMPT PAYMENT

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 15 days from the receipt of each payment the prime contractor receives from the Airports Authority. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Authority. This clause applies to both LDBE and non-LDBE subcontractors.

04 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 IX(07)(D). A prime offeror must be LDBE certified, however, for purposes of this Contract, it may obtain its goods and supplies from non-LDBE manufactures, wholesalers, or distributors. Firms that are not LDBEs cannot be Prime Contractors and cannot perform any work under this contract, except as permitted by Section IX(04)(C)(2), below.
 - 2. No offeror that seeks to meet the LDBE requirements through a joint venture shall be considered to have met the requirements unless the LDBE joint venture partner is certified by the Authority.
 - 3. 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.
 - 4. 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. LDBE Participation

Offerors shall apply the following rules to determine whether their proposed LDBE participation will meet the contract's LDBE requirement set forth in Sections IX(04)(A)(1), and IX(04)(A)(2).

- 1. Only LDBE prime offerors (including an eligible joint venture as defined in Section IX(07)(D)) certified by the Authority are eligible to participate as prime offeror under this solicitation.
- 2. An LDBE prime offeror (including an eligible joint venture as defined in Section IX(07)(D)), who plans to subcontract work to others may obtain the materials and supplies it purchases from either LDBE or non-LDBE manufacturers, wholesalers, or distributors. It is the responsibility of the prime offeror to disclose subcontracting information to the Authority and seek Authority written approval of its subcontracting arrangements.
- 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 IX(04)(A).

- a. To be in conformance with this solicitation, the offeror is required to be an eligible LDBE or eligible LDBE joint venture as stated in Section IX(04)(A) above. The offeror's signature on the offer signifies the offeror's commitment. The requirement that this contract be awarded to an LDBE prime contractor or LDBE joint venture shall not be waived.
- b. <u>All</u> 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 IX(04)(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, if any, 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 by contract award date. 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 and E with its revised offer. 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

- All LDBEs participating in the contract to be awarded must be certified by the Authority as LDBEs prior to award of this contract. All LDBE firms in joint ventures must be formally certified by the Authority prior to award of this contract. The definitions and qualifications for LDBEs and eligible joint ventures are outlined in Section IX(07). Each LDBE or LDBE joint venture that is not currently LDBE certified by the Authority, must submit an online application for LDBE Certification at https://mwaa.diversitycompliance.com/ to the Authority. This Application should be submitted prior to bid or proposal submission, if possible, or promptly thereafter.
- 2. 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), where applicable, or LDBE Certification letter (if needed), by the deadline specified by the Contracting Officer or by contract award date may result in rejection of the offer.

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 Web-Based Compliance system, 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 (20)(H).) 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. Additionally, The contractor and associated subcontractors shall take the mandatory Contractor training within 30 days of award date and utilize the Authority's web-based compliance system monthly to report all subcontractors' payments and require the subcontractors to confirm. 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 IX(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.
 - 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 IX(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 IX(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 100mile 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 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 IX 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.

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		PRINCE GEORGE'S	21071	MD	BALTIMORE
20002		DISTRICT OF COLUMBIA	20615	MD	CALVERT	20776		ANNE ARUNDEL	21074		CARROLL
20003		DISTRICT OF COLUMBIA	20616	MD	CHARLES	20777		HOWARD	21075		HOWARD
20004 20005		DISTRICT OF COLUMBIA DISTRICT OF COLUMBIA	20617 20618	MD MD	CHARLES ST. MARY'S	20778 20779	MD MD	ANNE ARUNDEL ANNE ARUNDEL	21076 21077	MD MD	ANNE ARUNDEL ANNE ARUNDEL
20005		DISTRICT OF COLUMBIA	20619	MD	ST. MARY'S	20781		PRINCE GEORGE'S	21077	MD	HARFORD
20007		DISTRICT OF COLUMBIA	20620		ST. MARY'S	20782	MD	PRINCE GEORGE'S	21082	MD	BALTIMORE
20008	DC	DISTRICT OF COLUMBIA	20621		ST. MARY'S	20783	MD	PRINCE GEORGE'S	21084	MD	HARFORD
20009		DISTRICT OF COLUMBIA	20622	MD	ST. MARY'S	20784	MD	PRINCE GEORGE'S	21085	MD	HARFORD
20010		DISTRICT OF COLUMBIA	20623	MD	PRINCE GEORGE'S	20785	MD	PRINCE GEORGE'S	21087	MD	BALTIMORE
20011		DISTRICT OF COLUMBIA			ST. MARY'S	20794	MD	HOWARD	21090		ANNE ARUNDEL
20012 20015		DISTRICT OF COLUMBIA DISTRICT OF COLUMBIA		MD MD	ST. MARY'S ST. MARY'S	20812 20814	MD MD	MONTGOMERY MONTGOMERY	21093 21102	MD MD	BALTIMORE CARROLL
20015		DISTRICT OF COLUMBIA			ST. MARY'S	20815	MD	MONTGOMERY	21102	MD	CARROLL
20017		DISTRICT OF COLUMBIA			CHARLES	20816	MD	MONTGOMERY	21108		ANNE ARUNDEL
20018		DISTRICT OF COLUMBIA			ST. MARY'S	20817	MD	MONTGOMERY	21111	MD	BALTIMORE
20019		DISTRICT OF COLUMBIA	20636	MD	ST. MARY'S	20818	MD	MONTGOMERY	21113	MD	ANNE ARUNDEL
20020		DISTRICT OF COLUMBIA			CHARLES	20832	MD	MONTGOMERY	21114	MD	ANNE ARUNDEL
20024		DISTRICT OF COLUMBIA			CHARLES	20833	MD	MONTCOMERY	21117	MD MD	BALTIMORE BALTIMORE
20032 20036		DISTRICT OF COLUMBIA DISTRICT OF COLUMBIA			CHARLES CHARLES	20837 20838	MD MD	MONTGOMERY MONTGOMERY	21120 21122		ANNE ARUNDEL
20037		DISTRICT OF COLUMBIA	20646	MD	CHARLES	20839	MD	MONTGOMERY	21128	MD	BALTIMORE
20045		DISTRICT OF COLUMBIA		MD	ST. MARY'S	20841		MONTGOMERY	21131	MD	BALTIMORE
20099	DC	DISTRICT OF COLUMBIA	20653	MD	ST. MARY'S	20842	MD	MONTGOMERY	21132	MD	HARFORD
20260		DISTRICT OF COLUMBIA		MD	ST. MARY'S	20850	MD	MONTGOMERY	21133	MD	BALTIMORE
20336		DISTRICT OF COLUMBIA	20657	MD	CALVERT	20851	MD	MONTGOMERY	21136	MD	BALTIMORE
20374		DISTRICT OF COLUMBIA			CHARLES ST MADVIS	20852	MD	MONTGOMERY MONTGOMERY	21140		ANNE ARUNDEL
20376 20388		DISTRICT OF COLUMBIA DISTRICT OF COLUMBIA			ST. MARY'S CHARLES	20853 20854	MD MD	MONTGOMERY	21144 21146	MD	ANNE ARUNDEL ANNE ARUNDEL
20391		DISTRICT OF COLUMBIA		MD	CHARLES	20855	MD	MONTGOMERY	21152	MD	BALTIMORE
20398		DISTRICT OF COLUMBIA		MD	ST. MARY'S	20860	MD	MONTGOMERY	21154		HARFORD
20500	DC	DISTRICT OF COLUMBIA	20670	MD	ST. MARY'S	20861	MD	MONTGOMERY	21155	MD	BALTIMORE
19701		NEW CASTLE			ST. MARY'S	20862	MD	MONTGOMERY	21156	MD	BALTIMORE
19702		NEW CASTLE		MD	CHARLES	20866	MD	MONTGOMERY	21157	MD	CARROLL
19707		NEW CASTLE		MD	CALVERT	20868		MONTGOMERY	21158	MD	CARROLL
19709 19711		NEW CASTLE NEW CASTLE	20677 20678		CHARLES CALVERT	20871 20872	MD MD	MONTGOMERY MONTGOMERY	21160 21161		HARFORD HARFORD
19713		NEW CASTLE		MD	ST. MARY'S	20874	MD	MONTGOMERY	21162	MD	BALTIMORE
19716		NEW CASTLE	20684	MD	ST. MARY'S	20876	MD	MONTGOMERY	21163		HOWARD
19717		NEW CASTLE	20685	MD	CALVERT	20877	MD	MONTGOMERY	21201	MD	BALTIMORE (CITY)
19720		NEW CASTLE		MD	ST. MARY'S	20878	MD	MONTGOMERY	21202	MD	BALTIMORE (CITY)
19734		NEW CASTLE		MD	CALVERT	20879	MD	MONTGOMERY	21204	MD	BALTIMORE
19735		NEW CASTLE		MD	CALVERT	20882	MD	MONTGOMERY	21205	MD	BALTIMORE (CITY)
19736 19801		NEW CASTLE NEW CASTLE		MD MD	ST. MARY'S ST. MARY'S	20886 20895	MD MD	MONTGOMERY MONTGOMERY	21206 21207	MD MD	BALTIMORE (CITY) BALTIMORE
19801		NEW CASTLE		MD	CHARLES	20993	MD	MONTGOMERY	21207	MD	BALTIMORE
19804		NEW CASTLE		MD	CHARLES	20902	MD	MONTGOMERY	21209	MD	BALTIMORE (CITY)
19805		NEW CASTLE	20701	MD	HOWARD	20903		MONTGOMERY	21210	MD	BALTIMORE (CITY)
19806	DE	NEW CASTLE	20705	MD	PRINCE GEORGE'S	20904	MD	MONTGOMERY	21211	MD	BALTIMORE (CITY)
19807		NEW CASTLE		MD	PRINCE GEORGE'S	20905	MD	MONTGOMERY	21212	MD	BALTIMORE (CITY)
19808		NEW CASTLE	20707	MD	PRINCE GEORGE'S	20906		MONTGOMERY	21213	MD	BALTIMORE (CITY)
19901		KENT	20708	MD	PRINCE GEORGE'S PRINCE GEORGE'S	20910		MONTGOMERY	21214	MD	BALTIMORE (CITY) BALTIMORE (CITY)
19902 19904		KENT KENT	20710 20711	MD MD	ANNE ARUNDEL	20912 21001	MD MD	MONTGOMERY HARFORD	21215 21216	MD MD	BALTIMORE (CITY)
19906		KENT	20711	MD	PRINCE GEORGE'S	21005		HARFORD	21217		BALTIMORE (CITY)
19931		SUSSEX	20714		CALVERT	21009		HARFORD	21218		BALTIMORE (CITY)
19933	DE	SUSSEX	20715	MD	PRINCE GEORGE'S	21010	MD	HARFORD	21219	MD	BALTIMORE
19934		KENT		MD	PRINCE GEORGE'S	21012		ANNE ARUNDEL	21220		BALTIMORE
19938		KENT		MD	PRINCE GEORGE'S	21013		BALTIMORE	21221	MD	BALTIMORE
19939		SUSSEX SUSSEX	20721	MD MD	PRINCE GEORGE'S PRINCE GEORGE'S	21014		HARFORD HARFORD	21222	MD	BALTIMORE BALTIMORE (CITY)
19940 19941		SUSSEX			HOWARD	21015 21017		HARFORD	21223 21224	MD MD	BALTIMORE (CITY)
19943		KENT			ANNE ARUNDEL	21028		HARFORD	21225	MD	BALTIMORE (CITY)
19946		KENT	20732		CALVERT	21029		HOWARD	21226		ANNE ARUNDEL
19947	DE	SUSSEX	20733	MD	ANNE ARUNDEL	21030	MD	BALTIMORE	21227		BALTIMORE
19950		SUSSEX		MD	PRINCE GEORGE'S	21031		BALTIMORE	21228		BALTIMORE
19952		KENT		MD	CALVERT	21032		ANNE ARUNDEL	21229		BALTIMORE (CITY)
19953		KENT			PRINCE GEORGE'S	21034		HARFORD	21230		BALTIMORE (CITY)
19954 19956		KENT SUSSEX		MD MD	PRINCE GEORGE'S PRINCE GEORGE'S	21035 21036		ANNE ARUNDEL HOWARD	21231 21233		BALTIMORE (CITY) BALTIMORE (CITY)
19960		SUSSEX		MD	PRINCE GEORGE'S	21037		ANNE ARUNDEL	21234		BALTIMORE (CITT)
19962		KENT			PRINCE GEORGE'S	21040		HARFORD	21236		BALTIMORE
19963		SUSSEX		MD	PRINCE GEORGE'S	21042		HOWARD	21237		BALTIMORE
19964		KENT		MD	PRINCE GEORGE'S	21043		HOWARD	21239		BALTIMORE (CITY)
19968		SUSSEX			PRINCE GEORGE'S	21044		HOWARD	21240		ANNE ARUNDEL
19973		SUSSEX	20751		ANNE ARUNDEL	21045		HOWARD	21244		BALTIMORE
19977 19979		KENT KENT			CALVERT ANNE ARUNDEL	21046 21047		HOWARD HARFORD	21286 21401		BALTIMORE ANNE ARUNDEL
20601		CHARLES			ANNE ARUNDEL	21047		CARROLL	21401		ANNE ARUNDEL
20602		CHARLES		MD	HOWARD	21050		HARFORD	21403		ANNE ARUNDEL
20603		CHARLES			PRINCE GEORGE'S	21051		BALTIMORE	21405		ANNE ARUNDEL
20606	MD	ST. MARY'S	20763	MD	HOWARD	21053	MD	BALTIMORE	21530	MD	ALLEGANY
20607		PRINCE GEORGE'S			ANNE ARUNDEL	21054		ANNE ARUNDEL	21555		ALLEGANY
20608		PRINCE GEORGE'S		MD	PRINCE GEORGE'S	21057		BALTIMORE ANNE ADUNDE	21601		TALBOT
20609 20611		ST. MARY'S CHARLES	20770 20772	MD MD	PRINCE GEORGE'S PRINCE GEORGE'S	21060 21061		ANNE ARUNDEL ANNE ARUNDEL	21607 21610		QUEEN ANNE'S KENT
20011	2	- :::===				2.001	2		510	.,5	

Metropolitan Washington Airports Authority

ZIP CODE REFERENCE - LOCAL AREA OF TRADE

Zip Code	State	County	Zip Cod	e State	County	Zip Code	State	County	Zip Code	State	County
21612		TALBOT	21784	MD	CARROLL	17220		FRANKLIN	17535		LANCASTER
21613		DORCHESTER	21787		CARROLL	17221		FRANKLIN	17536		LANCASTER
21617		QUEEN ANNE'S	21788		FREDERICK	17222		FRANKLIN	17538		LANCASTER
21619		QUEEN ANNE'S	21790		FREDERICK	17223		FULTON	17540		LANCASTER
21620 21622		KENT DORCHESTER	21791 21793	MD	CARROLL FREDERICK	17224 17225		FRANKLIN FRANKLIN	17543 17545		LANCASTER LANCASTER
21623		QUEEN ANNE'S	21793		HOWARD	17228		FULTON	17545		LANCASTER
21625		TALBOT	21795	MD	WASHINGTON	17229		FULTON	17551		LANCASTER
21626		DORCHESTER	21797		HOWARD	17232		FRANKLIN	17552		LANCASTER
21627	MD	DORCHESTER	21798	MD	FREDERICK	17233	PA	FULTON	17554	PA	LANCASTER
21629		CAROLINE	21801		WICOMICO	17236		FRANKLIN	17557	PA	LANCASTER
21631		DORCHESTER	21804	MD	WICOMICO	17237		FRANKLIN	17560		LANCASTER
21632		CAROLINE	21814		WICOMICO	17238		FULTON	17562		LANCASTER
21634 21635		DORCHESTER KENT	21817 21821		SOMERSET SOMERSET	17239 17240		HUNTINGDON CUMBERLAND	17563 17565		LANCASTER LANCASTER
21636		CAROLINE	21822		WORCESTER	17240		CUMBERLAND	17566		LANCASTER
21638		QUEEN ANNE'S	21824	MD	SOMERSET	17243		HUNTINGDON	17572		LANCASTER
21639		CAROLINE	21826		WICOMICO	17244		FRANKLIN	17576		LANCASTER
21640		CAROLINE	21830		WICOMICO	17246		FRANKLIN	17579		LANCASTER
21643		DORCHESTER	21835		DORCHESTER	17252		FRANKLIN	17582		LANCASTER
21644		QUEEN ANNE'S	21837	MD	WICOMICO	17255		HUNTINGDON	17584		LANCASTER
21645		KENT	21838	MD	SOMERSET	17257		CUMBERLAND	17601		LANCASTER
21648 21649		DORCHESTER CAROLINE	21840 21849		WICOMICO WICOMICO	17262 17265		FRANKLIN FRANKLIN	17602 17603		LANCASTER LANCASTER
21650		KENT	21850	MD	WICOMICO	17266		CUMBERLAND	19310		CHESTER
21651		KENT	21851		WORCESTER	17267		FULTON	19311		CHESTER
21654		TALBOT	21853		SOMERSET	17268		FRANKLIN	19317		DELAWARE
21655	MD	CAROLINE	21856		WICOMICO	17271	PA	FRANKLIN	19320		CHESTER
21657	MD	QUEEN ANNE'S	21865	MD	WICOMICO	17301	PA	ADAMS	19330	PA	CHESTER
21658		QUEEN ANNE'S	21869		DORCHESTER	17302		YORK	19348		CHESTER
21659		DORCHESTER	21871	MD	SOMERSET	17304		ADAMS	19350		CHESTER
21660		CAROLINE	21872		WORCESTER	17307		ADAMS	19352		CHESTER
21661		KENT	21874	MD	WICOMICO	17309		YORK	19362		CHESTER
21662		TALBOT TALBOT	21875 21901		WICOMICO CECIL	17313		YORK YORK	19363 19365		CHESTER CHESTER
21663 21665		TALBOT	21901		CECIL	17314 17315		YORK	19365		CHESTER
21666		QUEEN ANNE'S	21904		CECIL	17316		ADAMS	19390		CHESTER
21667		KENT	21911		CECIL	17319		YORK	20105		LOUDOUN
21668		QUEEN ANNE'S	21912		CECIL	17320		ADAMS	20106		CULPEPER
21671		TALBOT	21915		CECIL	17321		YORK	20107		LOUDOUN
21672	MD	DORCHESTER	21917	MD	CECIL	17322	PA	YORK	20109	VA	PRINCE WILLIAM
21673		TALBOT	21918		CECIL	17324		CUMBERLAND	20110		MANASSAS (CITY)
21675		DORCHESTER	21919		CECIL	17325		ADAMS	20111		PRINCE WILLIAM
21676		TALBOT	21921		CECIL	17327		YORK	20112		PRINCE WILLIAM
21677		DORCHESTER	08070	NJ	SALEM	17329		YORK	20115		FAUQUIER
21678 21679		KENT TALBOT	08079 08323	NJ NJ	SALEM CUMBERLAND	17331 17339		YORK YORK	20117 20119		LOUDOUN FAUQUIER
21701		FREDERICK	15533		BEDFORD	17339		ADAMS	20119		FAIRFAX
21702		FREDERICK	15535		BEDFORD	17344		ADAMS	20121		FAIRFAX
21703		FREDERICK	15536		FULTON	17345		YORK	20124		FAIRFAX
21704		FREDERICK	16689		FULTON	17347		YORK	20129		LOUDOUN
21710	MD	FREDERICK	17007	PA	CUMBERLAND	17349	PA	YORK	20130	VA	CLARKE
21711		WASHINGTON	17011	PA	CUMBERLAND	17350		ADAMS	20132		LOUDOUN
21713		WASHINGTON	17013	PA	CUMBERLAND	17352		YORK	20135		CLARKE
21716		FREDERICK	17019		YORK	17353		ADAMS	20136		PRINCE WILLIAM
21718		FREDERICK	17022		LANCASTER	17354		YORK	20137		FAUQUIER
21719 21722		WASHINGTON WASHINGTON	17025 17033		CUMBERLAND DAUPHIN	17356 17360		YORK YORK	20141 20143		LOUDOUN PRINCE WILLIAM
21723		HOWARD	17033	PA	DAUPHIN	17361		YORK	20143		FAUQUIER
21727		FREDERICK	17036		DAUPHIN	17362		YORK	20147		LOUDOUN
21733		WASHINGTON	17043		CUMBERLAND	17363		YORK	20148		LOUDOUN
21737		HOWARD	17050	PA	CUMBERLAND	17364		YORK	20151		FAIRFAX
21738		HOWARD	17053		PERRY	17365		YORK	20152		LOUDOUN
21740		WASHINGTON	17055		CUMBERLAND	17366		YORK	20155		PRINCE WILLIAM
21742		WASHINGTON	17057		DAUPHIN	17368		YORK	20158		LOUDOUN
21750		WASHINGTON	17065		CUMBERLAND CUMBERLAND	17370		YORK	20164		LOUDOUN
21754 21755		FREDERICK FREDERICK	17070 17078	PA PA	LEBANON	17372 17375		ADAMS ADAMS	20165 20166		LOUDOUN LOUDOUN
21756		WASHINGTON	17070		PERRY	17373		YORK	20169		PRINCE WILLIAM
21757		CARROLL	17101		DAUPHIN	17402		YORK	20170		FAIRFAX
21758		FREDERICK	17102		DAUPHIN	17403		YORK	20171		FAIRFAX
21764		CARROLL	17103	PA	DAUPHIN	17404		YORK	20175		LOUDOUN
21766		ALLEGANY	17104		DAUPHIN	17406		YORK	20176		LOUDOUN
21767		WASHINGTON	17109		DAUPHIN	17407		YORK	20180		LOUDOUN
21769		FREDERICK	17110	PA	DAUPHIN	17501		LANCASTER	20181		PRINCE WILLIAM
21770		FREDERICK	17111		DAUPHIN	17502		LANCASTER	20184		FAUQUIER
21771		FREDERICK	17112		DAUPHIN	17505		LANCASTER	20186		FAUQUIER
21773		FREDERICK	17113		DAUPHIN	17509		LANCASTER	20187		FAUQUIER
21774 21776		FREDERICK CARROLL	17129 17201		DAUPHIN FRANKLIN	17512 17516		LANCASTER LANCASTER	20190 20191		FAIRFAX FAIRFAX
21776		FREDERICK	17211		BEDFORD	17518		LANCASTER	20191		FAIRFAX
21778		FREDERICK	17212		FULTON	17510		LANCASTER	20197		LOUDOUN
21779		WASHINGTON	17214		FRANKLIN	17522		LANCASTER	20198		FAUQUIER
21780		FREDERICK	17215		FULTON	17527		LANCASTER	22002		RAPPAHANNOCK
21782		WASHINGTON	17217		FRANKLIN	17529		LANCASTER	22003		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		FAIRFAX (CITY)	22508		ORANGE	22835	VA	PAGE	23230		HENRICO
22030 22031		FAIRFAX (CITY) FAIRFAX	22509 22511		ESSEX NORTHUMBERLAND	22840 22842	VA VA	ROCKINGHAM SHENANDOAH	23232 23233	VA VA	RICHMOND (CITY) HENRICO
22032		FAIRFAX	22514		CAROLINE	22844	VA	SHENANDOAH	23238	VA	GOOCHLAND
22033		FAIRFAX	22520	VA	WESTMORELAND	22845	VA	SHENANDOAH	23249	VA	RICHMOND (CITY)
22034		FAIRFAX	22534		SPOTSYLVANIA	22847	VA	SHENANDOAH	23250	VA	HENRICO
22035		FAIRFAX	22535		CAROLINE	22849	VA	PAGE	23294		HENRICO
22036 22039		FAIRFAX FAIRFAX	22538 22539		CAROLINE NORTHUMBERLAND	22851 22853	VA VA	PAGE ROCKINGHAM	23298 25401	VA WV	RICHMOND (CITY) BERKELEY
22041		FAIRFAX	22542		ORANGE	22901	VA	ALBEMARLE	25411		MORGAN
22042		FAIRFAX	22546		CAROLINE	22904	VA	CHARLOTTESVILLE (CITY)	25413		BERKELEY
22043		FAIRFAX	22553		SPOTSYLVANIA	22911		ALBEMARLE	25414	WV	JEFFERSON
22044 22046		FAIRFAX FALLS CHURCH (CITY)	22554 22556		STAFFORD STAFFORD	22923 22935		ORANGE GREENE	25419 25420	WV WV	BERKELEY BERKELEY
22040		FAIRFAX	22560		ESSEX	22936		ALBEMARLE	25422	WV	MORGAN
22066		FAIRFAX	22567		ORANGE	22940		ALBEMARLE	25425	WV	JEFFERSON
22067		FAIRFAX	22572		RICHMOND	22942		ORANGE	25427	WV	BERKELEY
22079 22081		FAIRFAX FAIRFAX	22576 22578		LANCASTER LANCASTER	22947 22948	VA VA	ALBEMARLE MADISON	25428 25430	WV WV	BERKELEY JEFFERSON
22101		FAIRFAX	22580		CAROLINE	22940	VA	ORANGE	25430	WV	HAMPSHIRE
22102		FAIRFAX	22601		WINCHESTER (CITY)	22963		FLUVANNA	25434	WV	MORGAN
22124		FAIRFAX	22602		FREDERICK	22968	VA	GREENE	25437	WV	HAMPSHIRE
22134		PRINCE WILLIAM	22603		FREDERICK	22972		ORANGE	25438	WV	JEFFERSON
22150 22151		FAIRFAX FAIRFAX	22610 22611		WARREN CLARKE	22973 22974	VA VA	GREENE FLUVANNA	25442 25443	WV WV	JEFFERSON JEFFERSON
22152		FAIRFAX	22620		CLARKE	23005		HANOVER	25444	WV	HAMPSHIRE
22153		FAIRFAX	22624		FREDERICK	23009		KING WILLIAM	25446	WV	JEFFERSON
22172		PRINCE WILLIAM	22625		FREDERICK	23014	VA	GOOCHLAND	26704	WV	HAMPSHIRE
22180		FAIRFAX	22627		RAPPAHANNOCK	23015	VA	HANOVER	26711	WV	HAMPSHIRE
22181 22182		FAIRFAX FAIRFAX	22630 22637		WARREN FREDERICK	23023 23024	VA VA	KING AND QUEEN LOUISA	26714 26722	WV WV	HAMPSHIRE HAMPSHIRE
22191		PRINCE WILLIAM	22639		FAUQUIER	23032		MIDDLESEX	26755	WV	HAMPSHIRE
22192		PRINCE WILLIAM	22640	VA	RAPPAHANNOCK	23038		GOOCHLAND	26757	WV	HAMPSHIRE
22193		PRINCE WILLIAM	22641		SHENANDOAH	23039	VA	GOOCHLAND	26761		HAMPSHIRE
22201 22202		ARLINGTON	22642 22643		WARREN	23047 23059	VA VA	HANOVER	26763 26801	WV WV	HAMPSHIRE
22202		ARLINGTON ARLINGTON	22644		FAUQUIER SHENANDOAH	23060	VA	HENRICO HENRICO	26808	WV	HARDY HAMPSHIRE
22204		ARLINGTON	22645		FREDERICK	23063	VA	GOOCHLAND	26810	WV	HARDY
22205	VA	ARLINGTON	22649		WARREN	23065	VA	GOOCHLAND	26812		HARDY
22206		ARLINGTON	22650		PAGE	23069	VA	HANOVER	26817		HAMPSHIRE
22207 22209		ARLINGTON ARLINGTON	22652 22654		SHENANDOAH FREDERICK	23070 23071	VA VA	MIDDLESEX MIDDLESEX	26851 26865	WV	HARDY HAMPSHIRE
22211		ARLINGTON	22655		FREDERICK	23075		HENRICO	20003	VVV	HAMIFSHIRE
22213		ARLINGTON	22656	VA	FREDERICK	23079	VA	MIDDLESEX			
22214		ARLINGTON	22657		SHENANDOAH	23084		FLUVANNA			
22301 22302		ALEXANDRIA (CITY) ALEXANDRIA (CITY)	22660 22663		SHENANDOAH CLARKE	23085 23086	VA VA	KING AND QUEEN KING WILLIAM			
22302		FAIRFAX	22664		SHENANDOAH	23091	VA	KING WILLIAM KING AND QUEEN			
22304		ALEXANDRIA (CITY)	22701		CULPEPER	23092		MIDDLESEX			
22305		ALEXANDRIA (CITY)	22709		MADISON	23093	VA	LOUISA			
22306		FAIRFAX	22711		MADISON	23102	VA	GOOCHLAND			
22307 22308		FAIRFAX FAIRFAX	22712 22713		FAUQUIER CULPEPER	23103 23106	VA VA	GOOCHLAND KING WILLIAM			
22309		FAIRFAX	22714		CULPEPER	23108	VA	KING AND QUEEN			
22310		FAIRFAX	22715	VA	MADISON	23110	VA	KING AND QUEEN			
22311		ALEXANDRIA (CITY)	22716		RAPPAHANNOCK	23111		HANOVER			
22312		FAIRFAX ALEXANDRIA (CITY)	22718 22719		CULPEPER MADISON	23116	VA VA	HANOVER LOUISA			
22314 22315		FAIRFAX	22719		MADISON FAUQUIER	23117 23124		LOUISA NEW KENT			
22331		ALEXANDRIA (CITY)	22722		MADISON	23126	VA	KING AND QUEEN			
22332		ALEXANDRIA (CITY)	22724		CULPEPER	23129	VA	GOOCHLAND			
22401		FREDERICKSBURG (CITY)	22725		MADISON	23141	VA	NEW KENT			
22405 22406		STAFFORD STAFFORD	22726 22727		CULPEPER MADISON	23146 23148	VA VA	HANOVER KING AND QUEEN			
22407		SPOTSYLVANIA	22728		FAUQUIER	23149	VA	MIDDLESEX			
22408	VA	SPOTSYLVANIA	22729	VA	CULPEPER	23150	VA	HENRICO			
22427		CAROLINE	22730		MADISON	23153	VA	GOOCHLAND			
22432 22433		NORTHUMBERLAND ORANGE	22731 22732		MADISON MADISON	23156 23160	VA VA	KING AND QUEEN GOOCHLAND			
22433		NORTHUMBERLAND	22732		CULPEPER	23160	VA	KING AND QUEEN			
22436		ESSEX	22734		FAUQUIER	23169	VA	MIDDLESEX			
22437		ESSEX	22735	VA	CULPEPER	23175		MIDDLESEX			
22438		ESSEX	22736		CULPEPER	23176	VA	MIDDLESEX			
22443 22448		WESTMORELAND KING GEORGE	22737 22738		CULPEPER MADISON	23177 23180	VA VA	KING AND QUEEN MIDDLESEX			
22448 22454		ESSEX	22738		RAPPAHANNOCK	23180	VA	KING WILLIAM			
22460		RICHMOND	22741		CULPEPER	23192	VA	HANOVER			
22469		WESTMORELAND	22742		FAUQUIER	23219	VA	RICHMOND (CITY)			
22473		NORTHUMBERLAND	22743		MADISON	23220	VA	RICHMOND (CITY)			
22476 22480		ESSEX LANCASTER	22746 22747		CULPEPER RAPPAHANNOCK	23221 23222	VA VA	RICHMOND (CITY) RICHMOND (CITY)			
22482		LANCASTER	22747		RAPPAHANNOCK	23222	VA	RICHMOND (CITY)			
22485	VA	KING GEORGE	22810	VA	SHENANDOAH	23226	VA	HENRICO			
22488		WESTMORELAND	22815		ROCKINGHAM	23227		HENRICO			
22503	VA	LANCASTER	22824	VA	SHENANDOAH	23228	VA	HENRICO			

Local Disadvantaged Business Enterprise (LDBE) Size Standards for Solicitation IFB-18-30347

NAICS Code	Type Of Work / Service	LDBE Size Standard
238990	Fence Installation	\$36.5 Million
423390	Gate and Fence Hardware Merchant Wholesalers	100 Employees

For the purposes of this solicitation, only firms certified by the Metropolitan Washington Airports Authority's LDBE Program may be utilized for LDBE participation. The directory of currently certified LDBE firms is available on the Airports Authority's website at http://www.mwaa.com/contracting. (Click on "LDBE/DBE Directory Search".)

To be considered an LDBE, a business firm's average annual gross receipts (AGR) or average number of employees (ANE) for the last three (3) years cannot exceed the applicable LDBE size standard. AGR or ANE of all affiliates of the firm are included when determining the firm's eligibility for LDBE certification.

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 LDBE size standard, as noted above. An LDBE firm adding services or goods during the term of its certification may request the Authority's Department of Supplier Diversity to amend the LDBE certification to include these new services or goods, provided the firm also meets the applicable LDBE size standards for these new services or goods.

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.

Contact the Authority's Department of Supplier Diversity at 703-417-8660 for questions on LDBE certification requirements.

EXHIBIT D

CONTRACT PARTICIPATION FORM

The Contract Participation Form is available for download from the Metropolitan Washington Airports Authority's website in Microsoft Excel format at:

http://www.mwaa.com/business/contracting-manuals-forms-and-other-resources

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY <u>LETTER OF INTENT</u>

(Name (of Prime Contractor)		Contract Nu Location	mber		
	of 1 st Tier Subcontractor (Contract Na	me		
(Name	·	,,				
A.	The undersigned LDBE ☐ Individual ☐ Partner				as (Check one):	
B.	The undersigned LDBE ☐ Construction Contract ☐ Broker, Agent, Packa	tor D Stocking	Supplier 🛮 Mar	ufacturer Stocking D	istributor	y):
C.	The undersigned LDBE	will: Perform th	ne following serv	ces Supply the follow	ing materials, equ	ipment, supplies:
I	F AVAILABLE, PLEASE			POSED SCOPE OF WO IS SUBCONTRACTOR.		ONTRACT
Item Number		Description pe of Work		Scope of Services (Check One)	Quantity	Unit Price
01			□ Labo	r Only ☐ Matl Only ☐ Complete		
02				r Only □ Matl Only □ Complete		
03				r Only ☐ Matl Only ☐ Complete		
04				r Only □ Matl Only □ Complete		
		Please Atta	nch Additional S	Sheets if Necessary		
		rs	ontract will be pe LDBE suppliers.	erformed by (check if app	olicable):	tween the Prime
			Agreed To			
(Print or	r Type Name of LDBE Fire	m)	3	(Print or Type Name of	Prime Contracto	r)
By (Prin	nt or Type Name and Title)		(Print or Type Name ar	nd Title)	
(Signati	ure)	(Date)		(Signature)	(Date)	
(Print or	r Type LDBE's Certificatio	n Expiration Date	;)			
			FOR MWAA US	E ONLY		
MWAA	DSD Specialist's Approva	I \$				
(Enter T	he Amount of Contract A	oproved for LDBI	E Participation)	(Signature)	(Da	te)

MWAA/DSD 03/2017

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY REVISION TO ORIGINAL LETTER OF INTENT

(Name (of Prime Contractor)		Contrac Locatio	ct Number _						
•	•			ct Name _						
(Name	of 1 st Tier Subcontractor	(If Applicable))								
Describ	n # MWAA Change Change or Modification									
	This revision represents: ☐ Increase in Contract Amount ☐ Decrease in Contract Amount f Decrease, state reason									
A.	A. The undersigned LDBE intends to perform the work associated with this contract as (Check one): ☐ Individual ☐ Partnership ☐ Corporation ☐ Joint Venture									
B.	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: D Perform	n the following	services 🗖 Sup	oply the following	ng materials, eq	uipment, supplies:			
I	F AVAILABLE, PLEASE			PROPOSED SO R THIS SUBCO		RK AND SUBC	ONTRACT			
Item		d Description		Scope of Se		Quantity	Unit Drice			
Numbe 01		ppe or vvork		(Check C ☐ Labor Only ☐ Matl C		Quantity	Unit Price			
02			□ Labo		Only I Matl Only I Complete					
03				☐ Labor Only ☐ Matl Only ☐ Complete						
04				☐ Labor Only ☐ Matl C	only □ Complete					
		Please A	Attach Additio	nal Sheets if N	ecessary					
D.	Work described above	will be performe	ed at the follow	ving total price: S	\$					
E.	Original Total Contract Total Amount of This Re				ent Total Contr Total Contract		\$ \$			
F.		Original Commo Revised Comm				ompletion Date: Completion Date				
G.	% of the dollar		ubcontract will l on-LDBE suppl	be performed by liers.	/ (check if appl	licable):				
	dersigned will enter into tor and the Authority: (No				oon execution	of a contract be	etween the Prime			
Agreed To										
(Print or Type Name of LDBE Firm) (Print or Type Name of Prime Contractor)							or)			
(Print or Type Name and Title) (Print or Type Name and Title)										
(Signati	ure)	(Date)		(Signatur	e)	(Date)				
(Print or	r Type LDBE's Certification	on Expiration D	ate)							
			FOR MWA	A USE ONLY						
MWAA	DSD Specialist's Approva	al \$								
(Enter T	The Amount of Contract A	pproved for LD	DBE Participati	on)	(Signature)	(Da	ate)			

EXHIBIT F

LDBE CERTIFICATION APPLICATION

Apply for Local Disadvantaged Business Enterprise (LDBE) certification online at:

https://mwaa.diversitycompliance.com

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY INVOICE ATTACHMENT FORM

Control Origin Curre Invoid Actua	e Of Prime Contractor ract Name & Number nal Contract Amount \$ ent Contract Amount \$ ce Period From al LDBE Participation To Date ent Scheduled LDBE Participat Original Contracted LDBE Pa	\$ T ion \$	hrough		Reta Date	inage Subm	Withh	eld \$	ation9				
				*			0	M	ONTHLY CONTRAC	T INFORMATION	<u> </u>	% C	0/
#	NAME OF SUBCONTRACTOR	BUSINESS ADDRESS (CITY, STATE, ZIP)	DESCRIPTION OF WORK	L D B E	M B E	W B E	THER	ORIGINAL SUBCONTRACT AMOUNT	CURRENT SUBCONTRACT AMOUNT	TOTAL PAYMENTS TO DATE	AMOUNT THIS INVOICE	O M P L E T E	L D B E
1													
2													<u> </u>
3													<u></u>
4													
5													
6													
7													<u> </u>
8													
9													
10													
11													
12													
13													
14													
15													
16													<u> </u>
17													
18													
			SUBCONTRACTOR TOTALS										
		P	RIME CONTRACTOR TOTAL										
			TOTAL THIS INVOICE										
* PU	T AN "X" IN THIS COLUMN O	NI Y IF SUBCONTRACTOR	R IS AN AUTHORITY CERTIFIE	וח ו ח=	RF								

I certify that the information furnished above is correct to the best of my knowle designated period covered by this report.	dge and represents the current status of the firm's (Prime Cont	tractor) subcontract(s) with the listed firms (Subcontractors) for the
Signed:	Title	Date

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 <u>all</u> 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 <u>must</u> 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:

- 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.

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 <u>Current Subcontract Amounts</u> reported for <u>LDBEs only</u>, 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.