



# March Inland Port Airport Authority

## AIRFIELD PERMITS UNIT



### INFORMATION AND PROCEDURES FOR OBTAINING A NON-EXCLUSIVE VENDOR PERMIT AND MOTOR VEHICLE OPERATING PERMIT DECALS

A Non-Exclusive Vendor Permit (NVP) is a contractual agreement issued through the March Inland Port (MIP) Airport Permits Unit granting the non-exclusive right to provide contract services on MIP property. This NVP is in affect between March Inland Port Airport Authority (MIPAA) and any company or air carrier providing a contract service to another company or air carrier at MIP. Services may include, but are not limited to: into-plane & fuel delivery services; parking, towing, pushback, loading & unloading of aircraft; ramp services; baggage handling & porter services; aircraft servicing, repairing & cleaning; servicing, fueling, & rental of ground equipment; catering, commissary or food services; passenger ticketing; weather reporting; flight planning; cargo handling; maintenance, janitorial services; and security services. For those companies requiring motor vehicle access to the Air Operations Area (AOA), Motor Vehicle Operating Permits (MVP) will be included in the NVP. The Agreement will be issued for the period not to exceed five years.

The following guideline will assist you in obtaining a Non-Exclusive Vendor Permit and Motor Vehicle Operating Permit. Other requirements, as determined Airfield Permits, may be needed to complete the permit process. Airfield Permits staff will advise you of any additional requirements upon review of your request.

#### **REQUIREMENTS**

To obtain an Agreement, please provide the following information/documentation:

**Note: the permit process may take up to 30 days to complete**

**Letter of Intent** – A contractual agreement with an air carrier, tenant or company currently providing services at MIP must be in place before an Agreement can be issued.

1. On company letterhead, verify a contact, at-will agreement, or maintenance agreement exists between your company and the awarding company/agency.
2. List the contract number, start and end dates.
3. Describe, in detail, the type of the work or services to be preformed.
4. Indicate the work location(s): address, post number(s), terminals, rooms, buildings, airfield, customs areas, etc.
5. Indicate if tools or equipment will be used.
6. Indicate if motor vehicle access is required on the airfield and why.
7. Indicate the dollar amount of Estimated Annual Revenue anticipated from the contract(s).

**Verification Letter** – On company letterhead from each organization to whom services are to be provided, confirming the following information:

1. This letter should include items 1-6 of the Letter of Intent

**Information Sheet** – Complete enclosed form and attach proof of company business type (Corporation, LLC, Sole Proprietor, etc.). If a separate contact for Motor Vehicle Operations is needed, complete the Company Contact Form for Motor Vehicle Operating permit, if the contact is the same for both, indicate same on Contact Form.

**Vehicle List** – Complete the vehicle list (Motor Vehicle Operating Permit Decals) with the vehicle information on all company owned vehicles. A copy of the current registration for each vehicle must be provided. Only company owned vehicles will be permitted on the AOA at MIP, no private vehicles are allowed access.

**Business Tax Registration Certificate (BTRC)** – Provide the number of your company's BTRC, issued by the City.

**Affirmative Action** – Execute section in NVP

**Insurance** – Must be approved by MIPAA. For questions or information regarding insurance, please see insurance minimum in NVP criteria or call MIPAA at (951) 656-7000.

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**SPECIAL INSTRUCTIONS:**

**Security Service Companies Only** – Provide a copy of the license issued by the State of California, Department of Consumer Affairs.

**Property Leasing/Subleasing** – For operations which require facilities or storage of ground equipment, a Department lease or approved sublease must be in place prior to the issuance of any agreement.

**Corporate Documentation** – A copy of the legal entities Articles of Incorporation, Limited Liability Partnership, Limited Liability Corporation or Sole Proprietorship documentation is required, documenting the legal name. For dba's a copy of the fictitious business documentation is also required.

**FORMS AND DOCUMENTS**

The following forms are enclosed for your use and convenience:

- Permit Application Instructions
- Non-Exclusive Vendor Permit Contact Information Form
- Non-discrimination/Affirmative Action Questionnaire (Exhibit "E" of NVP)
- Insurance Compliance Section General Information Sheet (Exhibit "D" of NVP)
- Sample "Ground Service Activity Report" form
- Request for Taxpayer Identification Number and Certification – W9
- Best Management Practices (BMP's) reference guide
- Best Management Practices Guidelines *Acknowledgment & Signature Form* (Exhibit "F" of NVP)
- Motor Vehicle Operating Permit Decal List
- Rules and Regulations (Exhibit "G" of NVP)

In order to obtain a Non-Excusive Vendor Permit with Motor Vehicle Permit, the enclosed documentation must be completed and returned, either in person or by mail to:

March Inland Port Airport Authority  
23555 Meyer Dr.  
Riverside, CA 92518

Phone: (951) 656-700 Fax: (951) 653-5558

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