



Edwin Lee
Mayor

Contract Compliance
Dispute Resolution/Fair Housing
Small and Micro Local Business Enterprise
Lesbian Gay Bisexual Transgender & HIV Discrimination

Theresa Sparks
Director

September 27, 2011

Mr. David Landis
LANDIS COMMUNICATIONS INC
1388 Sutter Street, Suite 901
San Francisco, CA 94109

Re: Notice About The SF Primary Place of Business Requirement

Dear Mr. David Landis:

As a certified San Francisco Local Business we would like you to thank you for being a part of the Local Business Enterprise (LBE) Program. This program is designed to promote the utilization and participation of San Francisco businesses with respect to most San Francisco City and County contracts.

Pursuant to the San Francisco Administrative Code Chapter 14B Local Business Enterprise and Non-Discrimination in Contracting Ordinance Sec. 14B.3., LBE Certification is only available to businesses whose primary place of business/headquarters is a **fixed office in San Francisco**. In addition, that location but be used on a **regular basis and provide all of the services, other than work required to be performed on the job site, for which you are certified to perform/deliver**. For example, if you provide construction services then storage, a yard, a majority of your vehicles/equipment, etc. must also be in San Francisco as well. The following **does not** constitute a fixed office space: a post office box, temporary location, a movable property, a location that was established to oversee a project such as a construction project office, or work space provided in exchange for services, as opposed to monetary rent. Other locations and offices outside of San Francisco are permitted. However, these offices cannot be used to meet the primary place of business requirement which states that the San Francisco office location must be used on a regular basis and provide all of the services, other than work required to be performed on the job site, for which you are certified to perform/deliver.

The Human Rights Commission understands the unique structure of our certified firms. Our Certification Unit handles each case on its own merits and determines if businesses meet this eligibility by reviewing other factors such as, size of the business, other locations, etc. The certification unit will be conducting a random audit of certified firms to ensure that all companies in our program are still eligible for LBE Certification.

The primary place requirement is a tenant of our certification program. Other requirements are listed on our website and materials. For more information on this as well as the San Francisco Administrative Code Chapter 14B Local Business Enterprise and Non-Discrimination in Contracting Ordinance and accompanying Rules and Regulations please goto: www.sf-hrc.org OR Contact: Beverly H. Popek Certification Unit, Beverly.Popek@sfgov.org, (415) 252-2520.

Thank you for your support and participation in our program.

Sincerely,

Theresa Sparks
Executive Director



25 Van Ness Avenue
Suite 800
San Francisco
California 94102-6033



TEL (415) 252-2500
FAX (415) 431-5764
TDD (415) 252-2550
www.sfgov.org/sfhumanrights

