



# City of Port Arthur

## Port Arthur Business Enterprise Program

### What is the purpose of the Port Arthur Business Enterprise Program?

The purpose of the Port Arthur Business Enterprise Program is to create a program that promotes spending by companies that have industrial district agreements with qualified Port Arthur business enterprises as to increase the diversity of Port Arthur businesses with which such companies procure goods and services so that the pool of such businesses is representative of the business community at large.

### Which Port Arthur businesses are eligible to apply for certification?

Any Port Arthur business, including, but not limited to, a Port Arthur minority and/or women owned business enterprise (MWBE), a Port Arthur historically underutilized business (HUB), and a Port Arthur disadvantaged business enterprise (DBE) is eligible to apply. The following two levels of PABE certification are identified:

- **Level 1**
  - For a business that maintains its **principal** place of business within the boundaries of the City **and** has been in operation for at least six months within the City;
- **Level 2**
  - For a business that has maintained a location within the boundaries of the City for at least one year **and** documents that a percentage of the employees (see chart below) at the Port Arthur site resides in the City.

Number of Employees at Port Arthur Site	Minimum Percentage of Port Arthur Residents
1 – 25	15 %
26 – 50	14 %
51 – 100	13 %
101 – 500	12 %
501 - 1000	11 %
1001 - more	10%

### What Additional Criteria Must a Company Meet for PABE Certification?

- A Port Arthur Business Enterprise must perform a commercially useful function including the performance of the following functions by the business:
  - Being directly responsible for providing the materials, equipment, supplies, or services as required by the contract solicitation;
  - Performing work that is normal for its business services;
  - Carrying out its obligations by actually performing, managing, or supervising the work involved;
  - Being a for-profit business;
  - Verifying
    - ✓ Financial viability,
    - ✓ Adequate safety record,
    - ✓ Employees who are drug tested and background checked, and
    - ✓ Compliance with local, state and federal regulations and licensing requirements; and
  - Maintaining a fixed, established commercial address (not temporary building, post office box, or telephone answering service, or short-term lease).

## **Does certification guarantee that the business automatically is placed on the approved vendors/bidders list of all companies with current Industrial Agreements?**

The Port Arthur Business Enterprise certification does not circumvent the pre-qualification process for potential service contractors currently in place at area petrochemical plants. Each company has a unique process that serves its needs. Listed below are the names of the companies currently participating in the Port Arthur Business Enterprise program along with additional information concerning each company's vendor pre-qualification process.

<b>Company Name</b>	<b>Vendor Pre-Qualification Process</b>
BASF Corporation	See Note 1 below
Chevron Phillips Chemical Company LP	See Note 2 below
Valero	See Note 3 below
Total Petrochemicals USA Inc.	See Note 4 below
Flint Hills Resources	See Note 5 below

### **Note 1:**

BASF has contracted with Pacific Industrial Contractor Screening (PICS) to manage and maintain the Contractor's Prequalification Form (PQF) and Current Certificate of Insurance (COI) which you will access via a Web Portal. BASF is requiring all contractors (new and current) to successfully complete the Environmental, Health and Safety (EHS) qualification process through PICS. Only those contractors who successfully complete the process will be qualified to do on-site work for BASF. PICS registration: [www.picsauditing.com](http://www.picsauditing.com) or for more information call 800-506-PICS (7427).

### **Note 2:**

Chevron Phillips Chemical Company LP has contracted with Pacific Industrial Contractor Screening (PICS) to manage and maintain the Contractor's Prequalification Form (PQF) and Current Certificate of Insurance (COI) which you will access via a Web Portal. CPChem is requiring all contractors (new and current) to successfully complete the Environmental, Health and Safety (EHS) qualification process through PICS. Only those contractors who successfully complete the process will be qualified to do on-site work for CPChem. PICS registration: [www.picsauditing.com](http://www.picsauditing.com) or for more information call 800-506-PICS (7427).

### **Note 3:**

Supplier's interested in providing goods and services to Valero Energy Corporation may contact the Valero Port Arthur Refinery Procurement Department via the following contact information:

Valero Port Arthur Refinery  
1801 South Gulfway Drive  
Port Arthur, Texas 77640  
Phone: 409-985-1000

Additional information can be found at our Valero website:

<http://www.valero.com/OurBusiness/OurLocations/Refineries/Pages/PortArthur.aspx>

### **Note 4:**

TOTAL has established a business relationship with ISNetworld ([www.isnetworld.com](http://www.isnetworld.com) or 800-976-1303). Effective immediately, ISNetworld will begin serving as TOTAL's primary contractor information management system. As a result of this action, contractors performing on-site services for TOTAL will be required to become a subscriber to ISNetworld. If your company is a current subscriber to ISNetworld, there is no additional fee; however, please ensure your company has completed TOTAL's requirements. In order to be considered by TOTAL for contractor services, your company's subscription must be in place and all required data must be posted as soon as possible, and accepted by TOTAL.

### **Note 5:**

Flint Hills Resources Port Arthur, LLC (FHR) has established a business relationship with ISNetworld ([www.isnetworld.com](http://www.isnetworld.com) or 800-976-1303) for reviewing contractors' safety programs and safety performance for contractors contemplated for or performing on-site work at FHR; subsequently, contractors performing on-site services for FHR are encouraged to become a subscriber to ISNetworld. If your company is a current subscriber to ISNetworld, there is no additional fee; however, please ensure your company has completed FHR's site requirements. Additionally, contractors should have documented experience in the size and type of work desired to be performed to be considered for the work solicited.

## **Must all PABE's go through the vendor pre-qualification process?**

- A company that is a service provider must complete the pre-qualification process.
- A company that is a commodity supplier is **not** required to complete the pre-qualification process.

## **How does a business apply for PABE Certification?**

- Complete the **Application for Certification as a Port Arthur Business Enterprise**, which can be found at the City's website [www.portarthur.net](http://www.portarthur.net) and submit it to the Assistant City Manager.