



**City of Portland Code of Conduct for Apparel Contractors  
Prime Contractor Full Compliance Declaration & Verification Form**

**Prime Contractor Information - required**

Company Name: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Person Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

I declare under penalty of perjury under the laws of the State of Oregon that the information provided on this form and required attachments (as indicated) is true and correct, and that I am authorized to bind this entity contractually.

\_\_\_\_\_  
 Signature Date Printed Name

**Declaration of Full Compliance - required**

Declaration of Full Compliance

By checking the above box you declare that, to the best of your knowledge, your operations and those of your supply chain partners (through point-of-assembly) utilized to supply uniforms/apparel to the City are in full compliance with the City's Code of Conduct for Apparel Contractors. **You also acknowledge that any changes in the terms of your compliance, including any modifications to your supply chain partners and/or locations, shall be submitted to the City of Portland Procurement Services office within 15 days of such changes taking place.**

During the term of the contract, should the City discover that any of the information or declarations made on this form are false, the City may impose appropriate sanctions and/or remedies for breach of contract.

**ATTACHMENTS**

**1. Process for verifying/monitoring compliance - required**

Process for verifying/monitoring compliance is attached.

Attach a description of the processes you utilize to verify that your operations and those of your supply chain partners comply with the City's Code of Conduct.

**2. Facilities Utilized in Providing Uniforms/Apparel to the City - required**

Point-of-Assembly Factory Location Form(s), per brand owner, is/are complete and attached.

Complete the Point-of-Assembly Factory Location Form(s). List all the point-of-assembly manufacturing facilities [per brand owner] utilized in supplying contract items to the City. By checking the above box you declare that the facilities and contact information listed on the Point-of-Assembly Factory Location Form(s) are accurate at the time of contract award.

The City of Portland is a member of the Sweatfree Purchasing Consortium, and as such, the City shares the factory information collected on the Point-of-Assembly Factory Location Form with the Consortium for purposes of compliance verification. The Consortium also uses the information provided to aid its efforts in increasing transparency and accountability in the apparel industry, and as such, will enter the information received from Consortium members into the Consortium's Sweatfree LinkUp online database. Information about where specific products are made is not made public, but information about which factories are used by which brand owner is publicly available through the online database.