



**City of Portland Code of Conduct for Apparel Contractors  
Delayed Compliance Authorization Request Form**

This form must be submitted by prime contractors seeking to enter into a contract with the City that need additional time for implementing compliance with the City's Code of Conduct for Apparel Contractors ["Code of Conduct"].

If a Prime Contractor is unable to be in full compliance by the time of contract award, the Prime Contractor shall provide a written Remediation Plan outlining specific steps it will take to come into full compliance within three months of contract award. Full compliance means that the Prime Contractor can declare that all of the Prime Contractor's facilities and those of its supply chain partners providing contract apparel to the City (down to point-of-assembly) are in compliance with the City's Code of Conduct. The contract shall not be awarded until the Remediation Plan has been approved by the City.

**Prime Contractor Information**

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 is true and correct, and that I am authorized to bind this entity contractually.

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

**Request for Delayed Compliance Authorization - required**

- Requesting delayed compliance authorization

By checking the above boxes you declare that either your operations or those of your supply chain partners (through point-of-assembly) utilized to supply uniforms/apparel to the City cannot be in compliance with the City's Code of Conduct for Apparel Contractors by the time of contract award, but that you and your supply chain partners (point-of-assembly factory locations listed below) will be in compliance within three months after contract award following the implementation of the remediation plan submitted herein.

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

**ATTACHMENTS**

**1. Remediation Plan - required**

- Remediation Plan Attached

The attached remediation plan shall provide details as to the current elements of your operations or those of your supply chain partners utilized to supply uniforms/apparel to the City that are not in compliance with the City's Code of Conduct (including locations of where such violations occur) and the specific actions that will be completed to remedy those violations. The plan shall also include a description of the processes you currently have, or will have, in place to monitor compliance with the City's Code of Conduct. The contract shall not be awarded until the Remediation Plan has been approved by the City.

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

- Complete Point-of-Assembly Factory Location Information Included

List all the point-of-assembly factories utilized in supplying contract items to the City. By checking the above box you declare that the information listed herein is accurate at the time of submittal.

**City of Portland Code of Conduct for Apparel Contractors  
Delayed Compliance Authorization Request Form  
Prime Contractor and Supply Chain Partner Point-of-Assembly Factory Locations**

**INSTRUCTIONS**

**Prime Contractor:** Provide point-of-assembly factory locations for all major contract apparel items supplied to the City (shirts, pants, hats, footwear, coats, outerwear, etc.). You do not need to provide factory locations where decorative items or component materials (e.g. fabric) are manufactured. You may have factory locations directly filled out by your suppliers, but as the Prime Contractor with the City, you are responsible for collecting and submitting all applicable factory location information to the City.

Prime Contractor Name: \_\_\_\_\_  
(entity that holds contract with the City of Portland)

**Facilities Utilized in Providing Uniforms/Apparel to the City**

- 1 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)
  
- 2 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)
  
- 3 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)

**City of Portland Code of Conduct for Apparel Contractors  
Delayed Compliance Authorization Request Form  
Prime Contractor and Supply Chain Partner Point-of-Assembly Factory Locations**

**Facilities Utilized in Providing Uniforms/Apparel to the City**

4 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)

5 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)

6 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)

**City of Portland Code of Conduct for Apparel Contractors  
Delayed Compliance Authorization Request Form  
Prime Contractor and Supply Chain Partner Point-of-Assembly Factory Locations**

**Facilities Utilized in Providing Uniforms/Apparel to the City**

- 7 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)
- 8 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)
- 9 Prime Contractor Owned Facility  Apparel Manufacturer Owned Facility  Other Owner   
Current Status of Compliance with the City's Code of Conduct: Compliant  Non-Compliant   
Company Name (entity that owns the facility): \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Facility Street Address: \_\_\_\_\_  
Facility City/State/Country: \_\_\_\_\_  
Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Spoken Language(s) of Contact: \_\_\_\_\_  
Items provided from this facility: \_\_\_\_\_  
(reference specific product codes)