



**City of Portland Code of Conduct for Apparel Contractors
Point-of-Assembly Factory Location Form (per brand owner)**

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. Submit this form as an attachment to the Prime Contractor Full Compliance Declaration & Verification Form. You may also have this form 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. NOTE: although as the prime contractor you may fill out factory location information, a representative from the apparel manufacturer or brand owner must sign the form acknowledging their compliance with the City's Code of Conduct for Apparel Contractors for the items listed. **Use one form per brand owner.**

Compliance Verification and Disclosure

The City of Portland is a member of the Sweatfree Purchasing Consortium, and as such, the City shares the factory information collected on this 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.

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

Name of Person Filling Out This Form: _____

Company Name: _____

Phone Number: _____

Brand Owner Information & Authorized Signature

Apparel Brand Owner Company Name: _____

Brand Owner Company Headquarters Address: _____
(Street, City, State/Prov., Zip, Country)

Brand Owner Authorized Signature: _____

Name (print): _____

Title: _____

Phone: _____

By signing this form you declare that, to the best of your knowledge, the point-of-assembly factories utilized to supply your products to the City are listed below and are in full compliance with the City's Code of Conduct for Apparel Contractors. 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 reserves the right to inspect all evidence as deemed necessary. Evidence includes, but is not limited to, documentation, reports, and third party investigations.

List the point-of-assembly factories utilized to supply the brand owner's products to the City on subsequent pages of this form.

**City of Portland Code of Conduct for Apparel Contractors
Point-of-Assembly Factory Location Form (continued)**

Prime Contractor Name: _____

Brand Owner Company Name: _____

- 1 Prime Contractor Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City, District/State/Prov.: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this facility: _____

(reference specific **brand names and style numbers**)

- 2 Prime Contractor Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City, District/State/Prov.: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this facility: _____

(reference specific **brand names and style numbers**)

- 3 Prime Contractor Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City, District/State/Prov.: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this facility: _____

(reference specific **brand names and style numbers**)

**City of Portland Code of Conduct for Apparel Contractors
Point-of-Assembly Factory Location Form (continued)**

Prime Contractor Name: _____

Brand Owner Company Name: _____

- 4 Prime Contractor Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City, District/State/Prov.: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this facility: _____

(reference specific **brand names and style numbers**)

- 5 Prime Contractor Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City, District/State/Prov.: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this facility: _____

(reference specific **brand names and style numbers**)

- 6 Prime Contractor Owned Facility Brand Owner Owned Facility Other Owner

Company Name (entity that owns the facility): _____

Facility Name: _____

Facility Street Address: _____

Facility City, District/State/Prov.: _____

Facility Zip/Postal Code, Country: _____

Facility Contact Person Name: _____ Phone: _____

Spoken Language(s) of Contact: _____

Items provided from this facility: _____

(reference specific **brand names and style numbers**)