

**CITY OF PORTLAND
PORTLAND HOUSING BUREAU
GOOD FAITH EFFORT PROGRAM
BIDDER CHECKLIST**

This Checklist helps identify documents that must be submitted by the Prime Contractor to establish that Good Faith Efforts (GFE) have been made. However, it remains the responsibility of the Prime Contractor to determine all the documents that must be submitted. For purposes of this document, "submitted" means in the physical possession of the City of Portland, Procurement Services. All forms can be provided electronically upon request.

DUE 15 DAYS AFTER BID OPENING – FROM PRIME CONTRACTOR

- FORM 1 - City of Portland - Good Faith Effort Program - Subcontractor and Self-Perform Work List** - Provide all required information (*The completed Form 1 must be submitted even if you intend to self-perform ALL the work on this project.*):
 - ✓ Prime Contractor Name, Bid Number, Bid Amount, and Project Name
 - ✓ Prime Contractor must list ALL GFE Divisions of Work and identify as Self-Performing or Subcontracting
- FORM 2 – City of Portland - Good Faith Effort Program - MWESB Contact / Bids Received Log** - Provide all required information in each column as applicable.
- Copy of solicitation letter or FAX sent to M/W/ESB Subcontractors**
- Exhibit A – City of Portland – Divisions of Work List**

DUE AFTER AWARD OF CONTRACT

- FORM 3 - City of Portland – Monthly Subcontractor Payment and Utilization Report**

Completed GFE Forms may be submitted in person, or by fax as directed, below. The City of Portland is not responsible for delays or problems with fax transmission.

Submit all required information to:

Cathleen Massier, City of Portland, Procurement Services; 1120 SW 5th Avenue, #750; Portland, OR 97204
FAX: 503-823-6865

With a copy to the Portland Housing Bureau's Construction Coordinator

The City of Portland is not responsible for delays or problems with fax transmission.

Questions:

Please call Procurement Services at:

(503) 823-6888 (Cathleen Massier) / email : Cathleen.Massier@portlandoregon.gov

**CITY OF PORTLAND
PORTLAND HOUSING BUREAU
GOOD FAITH EFFORT REQUIREMENTS**

Article I. PROGRAM DESCRIPTION

- A. The City of Portland has a compelling government interest to ensure that its contracts provide employment opportunities for Oregon state certified minority, women, and emerging small businesses (M/W/ESBs) in order to address historical underutilization. Therefore, the Prime Contractor is required to submit documentation showing that Good Faith Efforts (GFE) have been made to contract with M/W/ESB Subcontractors.

- B. On projects estimated at \$200,000 and above, this program:
 - 1. Is used to evaluate the Good Faith Efforts (GFE) required of the Prime Contractor;
 - 2. Is intended to assist the City in recording Subcontractor utilization on its projects;
 - 3. Requires the Prime Contractor to perform GFE on **ALL** of their subcontracting opportunities (regardless of value); and
 - 4. Is adopted for reasons other than the prevention of bid shopping

Article II. UTILIZATION GOALS

- A. The Portland Housing Bureau has adopted an M/W/ESB utilization goal of 20% of the hard construction costs on projects estimated at \$200,000 and above.

Article III. DIVISION OF WORK DETERMINATION

The Prime Contractor is responsible for determining the subcontracting opportunities from the attached Divisions of Work (Exhibit A). The listing is by trade and shall be used to facilitate the widest level of interest and participation. If a Division of Work is not listed, the DOW shall be identified at the bottom of Exhibit A. The Prime Contractor shall solicit bids from M/W/ESB subcontractors in all areas of subcontracting.

Article IV. PRE-BID REQUIREMENTS

- A. The Borrower, through their Prime Contractor is required to make good faith efforts to contract with M/W/ESB Subcontractors for ALL GFE Divisions of Work (DOW) identified in these documents unless the work will be self-performed by the Prime Contractor.

- B. These requirements are contractual obligations and are included in the Failure to comply may result in a finding of breach of contract, possible disqualification of the Borrower to borrow funds in the future, or a claim for damages.

- C. The Prime Contractor shall hold and facilitate a pre-bid conference for targeted M/W/ESB subcontractors to explain the project and bid expectations. The Contract Compliance Specialist must be in attendance to discuss Program requirements and answer questions.

ATTENTION CONTRACTORS

Please go to the State's website below to locate potential certified M/W/ESB subcontractors for each DOW. Click on [Search by NIGP code](#), enter the NIGP code for the DOW you need (e.g. 91038 for Asbestos Removal etc.). If you have difficulty identifying potential M/W/ESB subcontractors please contact Procurement Services - Cathleen Massier (503) 823-6888.

Please note: This project is located within the City of Portland and when searching for potential subcontractors we encourage you to contact subcontractors within the general area.

Office of Minority, Women, and Emerging Small Business web site:
<http://www.4.cbs.state.or.us/ex/dir/omwesb>

D. Who to contact

For **ALL** GFE DOW identified in Exhibit A (see Article III) that you will not be self-performing, the Prime Contractor must contact:

- 1) Each M/W/ESB Subcontractor that attended a pre-bid meeting (if one was held) that specializes in a GFE DOW if that work will be subcontracted **AND**
- 2) In addition, the Prime Contractor shall contact a minimum of five (5) M/W/ESB Subcontractors listed in each GFE DOW that will be subcontracted. If there are less than 5 Subcontractors listed for a particular GFE DOW, the Prime Contractor shall contact **all** of the Subcontractors that are listed in that GFE DOW.

E. When to contact

The Prime Contractor shall make the first contact with each M/W/ESB Subcontractor at least seven (7) calendar days before bid opening. For example, if bids are opening on Thursday, the first contact shall be on the Thursday of the preceding week. If bids are opened on Tuesday, then the first contact shall be on the Tuesday of the preceding week.

F. How to contact

- 1) The Prime Contractor shall contact M/W/ESB Subcontractors by letter or fax to advise them of potential subcontracting opportunities.
- 2) The Prime Contractor shall follow up the letter or fax with telephone calls to each M/W/ESB Subcontractor contacted to determine if a bid will be submitted or if further information is required. Follow up telephone calls need not be made to a Subcontractor who responds to the first contact with a statement that the Subcontractor will not bid on this project or if a Subcontractor already has submitted a sub-bid.

G. What information must be provided

The Prime Contractor shall ensure that M/W/ESB Subcontractors have an equal opportunity to compete for work by providing all subcontractors the same information and informing them of the date and time that sub-bids are due.

Article V. **OPTIONAL GOOD FAITH EFFORTS**

A. The Prime Contractor also should consider efforts such as:

- 1) Advertisements in community based newspapers (i.e. Skanner, Asian Reporter, El Hispanic, etc.)
- 2) Letters to Minority and Women Community Organizations
- 3) Alternative methods of participation in Minority, Women or Emerging small businesses through arrangements such as joint ventures, negotiated subcontract agreements and competitive bids
- 4) Purchase construction materials and equipment from M/W/ESB suppliers

Article VI. **SUBMISSION OF REQUIRED DOCUMENTATION - DUE WITHIN 15 DAYS OF BID OPENING, UNLESS OTHERWISE SPECIFIED**

- A. **FORM 1 (Subcontractor and Self-Perform Work List)**: Form 1 must list ALL Subcontractors to be used on this contract regardless of the dollar amount. Additionally, the Prime Contractor must identify all GFE DOW to be self-performed. Good Faith Efforts are otherwise required.
- B. **FORM 2 (Contact/Bids Received Log)**: The Prime Contractor shall provide all required information in each column, as applicable.
- C. **Solicitation letter or fax**: The Prime Contractor shall submit one copy of the letter or fax sent to M//W/ESB Subcontractors to solicit bids for this project. If more than one form of letter or fax was sent, submit a copy of each form sent.

- D. **Exhibit A (Divisions of Work List)**
- E. The Prime Contractor shall submit additional information upon request if the City believes it needs to clarify the Bidder's Good Faith Efforts.
- F. **FORM 3 (Monthly Subcontractor Payment and Utilization Report) DUE MONTHLY FROM CONTRACTOR:** The Prime Contractor shall list the contract amounts and payment amounts to all Subcontractors (including MBE/WBE/ESB Subcontractors) and second tier Subcontractors on Form 3. All first tier Subcontractors with second tier Subcontractors also must submit Form 3 monthly.

Article VII. PROGRAM MANAGEMENT

- The City will assign a Contract Compliance Specialist to work with the Prime Contractor. The Contract Compliance Specialist will receive and review Form 1, provide feedback, and have final approval of Form 1, prior to the Notice to Proceed.
- The Prime Contractor shall provide timely and simultaneous notification to the Portland Housing Bureau's Project Manager, the City's Contract Compliance Specialist, and the M/W/ESB subcontractor, if there are any known problems or issues concerning performance. The intent of this requirement is to guarantee timely notification of all parties performance problems or issues in order to facilitate a quick resolution.

Article VIII. ADDITION OR REPLACEMENT OF SUBCONTRACTORS AFTER BID SUBMISSION

- A. The Prime Contractor shall not replace an M/W/ESB Subcontractor without the consent of the Chief Procurement Officer at any time. The Chief Procurement Officer must be notified in writing immediately upon the need to replace an M/W/ESB Subcontractor. Permission will not be unreasonably withheld.
- B. If **ANY** Subcontractor is **added** or **replaced** after the bid is submitted, the Prime Contractor shall make good faith efforts to solicit bids from M/W/ESBs for the work to be performed. Documentation of these efforts is required, and must be submitted to the Chief Procurement Officer or designee prior to any changes to be made. Contact the Chief Procurement Officer for any questions on this procedure.

Article IX. ENFORCEMENT AFTER CONTRACT AWARD

The City's commitment to this program is reflected, in part, by the cost of administering the program. Failure to meet the requirements of this section of the contract negates such funding and impairs the City's efforts to promote contracting diversity and to provide fair and equal opportunities to the public as a whole as a result of the expenditure of public funds. Therefore, the parties mutually agree that failure to meet the requirements of this section of the contract, including but not limited to the submission of required documentation, constitutes a material breach of contract.

In the event of a breach of contract, the Borrower may take any or all of the following actions:

A. Withholding Progress Payments

The City may withhold all or part of any progress payment(s) to the Borrower until the Contractor has remedied the breach of contract. In the event that progress payments are withheld, the Borrower shall not be entitled to interest on said payments. If a Subcontractor(s) is responsible for noncompliance with the Good Faith Effort Program requirements, the City may choose to withhold only their portion of the progress payment.

B. Liquidated Damages – GFE Program Non-Compliance

The parties mutually agree that it would be difficult, if not impossible, to assess the actual damage incurred by the City if the Borrower's Contractor fails to comply with the Good Faith Effort Program. The parties further agree that it is difficult, if not impossible; to determine the cost to the City when contracting opportunities are

not provided. Therefore:

1. If the Contractor fails to comply with the Good Faith Effort provisions of this contract, the Borrower agrees to pay the sum of \$1,000 for each violation. These damages are independent of any liquidated damages that may be assessed due to any delay in the project caused by the Contractor's failure to comply with this or other provisions of the contract.
2. *Non-Utilization or Under-Utilization of Identified M/W/ESB Subcontractors*
The City has an expectation that if the Prime Contractor is awarded a contract, and identifies that they intend to subcontract a portion of the project work in Form 1, the Contractor will actually use the identified M/W/ESB subcontractor(s). This expectation also includes utilizing the subcontractor(s) within a reasonable range of the subcontract amount identified in Form 1. A reasonable range is within twenty (20%) of the subcontract amount. Exceptions to this requirement are for approved change orders, reductions in scope of work caused solely by the Borrower, failure of the subcontractor to complete work or breach of subcontract, and approved substitution requests. This section does not apply, if the subcontractor is utilized more than the subcontract amount identified in Form 1.

The Borrower agrees that failure to comply with this section will result in Borrower paying a sum of \$1,000, for each violation of this section.

C. Delay

The Borrower agrees that any delay to the specified contract time as a result of the Contractor's failure to comply with the requirements of this section shall subject the Borrower to the amount of liquidated damages specified elsewhere in the contract.

D. Possible Debarment

Failure to comply with the requirements of this portion of the contract may lead to the Contractor's disqualification from bidding on and receiving other City contracts.

E. Other Remedies

The remedies that are noted above do not limit any other remedies available to the City in the event that the Contractor fails to meet the requirements of the Good Faith Effort Requirements.

Article X. REVIEW OF RECORDS

- A. In the event that the Owner reasonably believes that a violation of the requirements of this section has occurred, the Owner is entitled to review the books and records of the Contractor and any Subcontractors employed on the project to which the requirements of this section are applicable to determine whether such a violation has or has not occurred.
- B. In the event that the Contractor or any Subcontractor fails to provide the books and records for inspection and copying when requested, such failure shall constitute a material breach of this contract and permit the imposition of any of the remedies noted in Article VII, including the withholding of all or part of any progress payment(s).

ATTACHMENTS:

FORM 1: City of Portland – Good Faith Effort Program - **Subcontractor and Self-Perform Work List**

FORM 2: City of Portland – Good Faith Effort Program - **M/W/ESB Contact / Bids Received Log**

FORM 3: City of Portland – **Monthly Subcontractor Payment and Utilization Report**

Exhibit A: City of Portland – Divisions of Work

**CITY OF PORTLAND
 PORTLAND HOUSING BUREAU
 GOOD FAITH EFFORT (GFE) PROGRAM
 SUBCONTRACTOR AND SELF-PERFORM WORK LIST
 (FORM 1)**

NOTE: IF THE PRIME CONTRACTOR IS NOT USING ANY SUBCONTRACTORS ON THIS PROJECT, THE PRIME CONTRACTOR MAY WRITE "SELF PERFORMING ALL WORK" ON THE FORM

Prime Contractor:
Project Name:

Total Contract Amount:
Date:

PRIME CONTRACTOR SELF-PERFORMING: Identify below, all identified GFE DOW to be self-performed. Good Faith Efforts are otherwise required.
<u>GFE DOW PRIME CONTRACTOR WILL SELF-PERFORM (GFE not required)</u>

PRIME CONTRACTOR MUST DISCLOSE AND LIST ALL SUBCONTRACTORS including those M/W/ESB's that you intend to use on the project.

<u>LIST ALL SUBCONTRACTORS, BELOW</u> (Print Legibly) <u>Use correct legal name</u> of Subcontractor	GFE AND OTHER DOW (Painting, Electrical, Landscaping, etc.)	DOLLAR AMOUNT OF SUBCONTRACT	If Certified M/W/ESB Subcontractor, check box and fill in Cert#		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			MBE	WBE	ESB
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cert#:					
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cert#:					
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cert#:					
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cert#:					
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cert#:					

Completed form may be faxed OR e-mailed to Cathleen Massier at 503-823-5539
Cathleen.Massier@portlandoregon.gov. The City of Portland is not responsible for delays or problems with fax transmission.

GFE SUBCONTRACTOR AND SELF-PERFORM WORK LIST (FORM 1) cont'd

LIST ALL SUBCONTRACTORS, BELOW (Print Legibly) Use correct legal name of Subcontractor	GFE AND OTHER DOW (Painting, Electrical, Landscaping, etc.)	DOLLAR AMOUNT OF SUBCONTRACT	If Certified M/W/ESB Subcontractor, check box and fill in Cert#		
			MBE	WBE	ESB
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		

GFE SUBCONTRACTOR AND SELF-PERFORM WORK LIST (FORM 1) cont'd

LIST ALL SUBCONTRACTORS, BELOW (Print Legibly) Use correct legal name of Subcontractor	GFE AND OTHER DOW (Painting, Electrical, Landscaping, etc.)	DOLLAR AMOUNT OF SUBCONTRACT	If Certified M/W/ESB Subcontractor, check box and fill in Cert#		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			MBE	WBE	ESB
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Cert#:		
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name: Address: City/St/Zip: Phone#: CCB# Fax#: Fed. ID#:			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Hard Construction Costs		\$	
Total M/W/ESB Subcontract Dollars		\$	
M/W/ESB as a % of the Hard Construction Costs (20% goal)		%	

Completed form may be faxed to: 503-823-6865. The City of Portland is not responsible for delays or problems with fax transmission.

**CITY OF PORTLAND
 PORTLAND HOUSING BUREAU
 GOOD FAITH EFFORT PROGRAM
 M/W/ESB CONTACT / BIDS RECEIVED LOG
 (FORM 2)**

Prime Contractor:

Project Name:

Bidders shall record their contacts with M/W/ESB Subcontractors and Section 3 Businesses through use of this log. All columns must be completed. Additional forms may be copied if needed.

NAME OF M/W/ESB SUBCONTRACTOR	Section 3 Business?	GFE Divisions of Work	Date Solicitation Letter / Fax Sent	PHONE CONTACT		BID ACTIVITY Check Yes or No			REJECTED BIDS (if bid received & not used)		Notes
				Date of Call	Person Receiving Call	Will Bid	Bid Received	Bid Used	Bid Amount	Reason Not Used Select one from dropdown box. If other, explain in Notes>>	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	
	Yes					Yes	Yes	Yes		Price	

If an equivalent form is used, it must include all information requested on this form. Completed form may be faxed to: 503-823-5539 OR emailed to Cathleen.Massier@portlandoregon.gov. The City of Portland is not responsible for delays or problems with fax transmission.

**CITY OF PORTLAND
MONTHLY SUBCONTRACTOR PAYMENT AND UTILIZATION REPORT (FORM 3 - MUR)**

1. Project Name _____ 2. Contractor Name _____ I am the Prime I am a Sub submitting amounts I've paid to my subs
 3. Prime Contract Amount _____ 4. Month End Date _____ 5. Progress Report Number _____ 6. Is this your Final MUR (all subs paid in full)? YES NO

SECOND TIER PAYMENTS TO SUBCONTRACTORS MUST BE INCLUDED ON THIS REPORT

7 ALL SUBCONTRACTORS LISTED ON SUBPLAN (from Form 1 at bid time)	8 Check if 2nd- Tier Sub	9 ORIGINAL AWARD AMOUNT (On Form 1 at bid time)	10 AMENDED SUBCONTRACT AMOUNT	11 MONTHLY AMOUNTS		12 PROJECT TOTALS TO DATE	
				PAYMENTS MADE THIS MONTH ONLY	RETAINAGE	PAYMENTS MADE TOTAL-TO-DATE	RETAINAGE
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						

***SUBCONTRACTORS ADDED AFTER INITIAL AWARD (Must be EEO Certified with the City of Portland)**

13 SUBCONTRACTOR NAME	14 Check if 2nd- Tier Sub	15 STATUS MWESB?	16 TYPE / NATURE OF WORK	17 SUBCONTRACT AMOUNT	18 MONTHLY AMOUNTS		19 PROJECT TOTALS TO DATE	
					PAYMENTS MADE THIS MONTH ONLY	RETAINAGE	PAYMENTS MADE TOTAL-TO-DATE	RETAINAGE
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							
	<input type="checkbox"/>							

*** **CHANGES TO CONTRACT** Replacing, substituting, or adding any subcontractor, please contact the Chief Procurement Officer / Project Manager ***

Please note: Instructions for completing this report are available on the next page.

IT IS HEREBY CERTIFIED THAT THE ABOVE LISTED FIRMS HAVE BEEN UTILIZED BY OUR COMPANY IN THE AMOUNTS REPRESENTED ABOVE AND THAT THE INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE.

Authorized Signature of Contractor Representative

Date

INSTRUCTIONS FOR COMPLETING THE MONTHLY SUBCONTRACTOR PAYMENT & UTILIZATION REPORT

1. **PROJECT NAME:** As indicated on the contract documents.
2. **CONTRACTOR NAME:** Name of submitting the MUR. Indicate by checking the box whether you are the Prime or a Subcontractor listing payments to your Subs.
3. **PRIME CONTRACT AMOUNT:** Total dollar amount.
4. **MONTH END DATE:** Indicate the month end date you are reporting payments for (i.e. 6/30/08; 07/31/08; 08/31/08, etc).
5. **PROGRESS REPORT NUMBER:** Enter report No.1 for the first report submitted and subsequent numbers for reports submitted thereafter.
6. **IS THIS YOUR FINAL MUR?:** Please check whether or not this is your final MUR, indicating that all Subcontractors have been paid.
7. **ALL SUBCONTRACTORS LISTED ON SUBPLAN:** Names of all Subcontractors (not suppliers) listed on the Contractor's original subcontract plan (Form 1) submitted at bid time.
8. **CHECK IF SECOND TIER SUBCONTRACTOR**
9. **ORIGINAL AWARD AMOUNT (From Form 1 at bid time):** Indicate the dollar amount shown on the Form 1 for each subcontractor at bid time.
10. **AMENDED SUBCONTRACT AMOUNT:** This amount should show the current subcontract amount as it changes throughout the project, reflecting additions or deletions of work.
11. **MONTHLY AMOUNTS:** Please list dollar amount of retainage with-held and actual payment amount (excluding retainage) for the month.
12. **PROJECT TOTALS TO DATE:** The cumulative retainage with-held and total payments (excluding retainage) made to date for each Subcontractor.

SUBCONTRACTORS ADDED AFTER PROJECT WAS AWARDED

13. **SUBCONTRACTOR NAME:** Please list any Subcontractors not appearing on original subplan (Form 1).
14. **CHECK IF SECOND TIER SUBCONTRACTOR**
15. **STATUS:** Indicate the certification status of each Subcontractor listed (i.e. MBE, WBE, and ESB). Leave blank for non-certified Subcontractors.
16. **NATURE / TYPE OF WORK:** Briefly describe Subcontractors work (i.e. Landscaping, Electrical, Paving, etc.).
17. **SUBCONTRACT AMOUNT:** Indicate the dollar amount of the subcontract. If any changes during project, change to reflect current amount here.
18. See #14.
19. See #15.

Completed form may be faxed to: 503-823-6865. The City of Portland is not responsible for delays or problems with fax transmission.

**ATTACHMENT A
DIVISIONS OF WORK**

ATTENTION CONTRACTORS

Please determine the subcontracting opportunities on this project, by checking the corresponding NIGP Code and Work Descriptions listed below.

Prime Contractors are required to:

- a) Contact at least five (5) firms plus any M/W/ESB pre-bid attendees for each Good Faith Effort DOW identified below (with a checked box), in which they intend to subcontract work at least seven (7) calendar days prior to the scheduled bid due date.

If you have difficulty identifying potential subcontractors, please contact Cathleen Massier in Procurement Services at (503) 823-6888.

PROJECT NAME:

<input checked="" type="checkbox"/> NIGP CODE AND WORK DESCRIPTION
<input type="checkbox"/> 91038 ASBESTOS REMOVAL
<input type="checkbox"/> 91395 ASPHALT PAVING
<input type="checkbox"/> 91313 BRIDGES
<input type="checkbox"/> 91427 CARPENTRY
<input type="checkbox"/> 91219 CLEARING/GRUBBING/MOWING/BRUSHING
<input type="checkbox"/> 91382 CONCRETE CUTTING
<input type="checkbox"/> 92519 CONCRETE PUMPING
<input type="checkbox"/> 91430 CONCRETE WORK
<input type="checkbox"/> 96247 CRANE SERVICE
<input type="checkbox"/> 91240 DEMOLITION
<input type="checkbox"/> 91216 DRILLING/BORING
<input type="checkbox"/> 91075 DRYWALL/SHEETROCK
<input type="checkbox"/> 91438 ELECTRICAL
<input type="checkbox"/> 91244 EXCAVATING
<input type="checkbox"/> 98815 FENCING
<input type="checkbox"/> 91444 FLOOR COVERINGS
<input type="checkbox"/> 91447 GLASS SERVICES
<input type="checkbox"/> 91223 GRADING
<input type="checkbox"/> 96239 HAULING SERVICES (TRUCKING)
<input type="checkbox"/> 92645 HAZARDOUS WASTE REMOVAL
<input type="checkbox"/> 91036 HVAC
<input type="checkbox"/> 91453 INSULATION
<input type="checkbox"/>

<input checked="" type="checkbox"/> NIGP CODE AND WORK DESCRIPTION
<input type="checkbox"/> 91227 IRRIGATION
<input type="checkbox"/> 98852 LANDSCAPING
<input type="checkbox"/> 91047 LEAD PAINT ABATEMENT
<input type="checkbox"/> 91455 MASONRY
<input type="checkbox"/> 91458 METAL FABRICATION
<input type="checkbox"/> 91461 PAINTING/WALLPAPERING
<input type="checkbox"/> 91468 PLUMBING
<input type="checkbox"/> 91473 ROOFING
<input type="checkbox"/> 96826 ROCK CRUSHING
<input type="checkbox"/> 91345 SEWER, WATER & STORM DRAIN WORK
<input type="checkbox"/> 90976 SITE CLEAN UP
<input type="checkbox"/> 91276 STRIPING
<input type="checkbox"/> 91479 STRUCTURAL STEEL (INSTALL/ERECT)
<input type="checkbox"/> 92586 SURVEYING
<input type="checkbox"/> 96878 TANK DECOMMISSION/REMOVAL
<input type="checkbox"/> 91483 TILE/TERRAZZO/MARBLE WORK
<input type="checkbox"/> 96884 TRAFFIC CONTROL SERVICES (INCLUDES TPDT)
<input type="checkbox"/> 96880 TRAFFIC SIGN INSTALLATION/REMOVAL
<input type="checkbox"/> 91356 UTILITIES
<input type="checkbox"/> 96894 WATERPROOFING
<input type="checkbox"/> 91485 WELDING
<input type="checkbox"/> 87090 WINDOWCOVERINGS
<input type="checkbox"/>