

Project Title:
Bid Number:

WORKFORCE TRAINING & HIRING PROGRAM SPECIFICATIONS

CONTRACTOR CHECKLIST

This program applies to prime contracts of \$200,000 or more and subcontracts of \$100,000 or more.

The following Workforce Training & Hiring Requirements (Workforce Specifications) are a summary of the key contractual obligations of contractors working on Multnomah County funded public works projects. It is the Contractor's responsibility to read and fully understand this section of the Bid Documents and to comply with all provisions of the program, regardless of whether they appear on this checklist. If you have questions, consult Workforce Training & Hiring Requirements or call Andre Baugh, Group AGB, Ltd. at (503) 736-2565.

1. Prime Contractor: with contract of \$200,000 or more

- Submit Projected Hiring Needs form (Exhibit 2) to Owner within 15 calendar days after bid opening or prior to contract award.
- Ensure compliance by all Subcontractors with subcontracts of \$100,000 or more, and provide them with a copy of the Workforce Hiring & Training Program Specifications.

2. Subcontractors: at all tiers, with contracts of \$100,000

- Submit Projected Hiring Needs form (Exhibit 2) via e-mail to the Project Manager for your project and to Andre Baugh, Group AGB, Ltd at andre@groupagb.com prior to beginning work on the project or within 5 days of signing subcontracts, whichever occurs first.
- Submit Training Exemption Form to the Multnomah County Project Manager (via the general contractor) prior to beginning work on the project for any exemptions sought.

3. Prime and all Subcontractors: with contracts of \$100,000 or more

- Before starting work on this project:*** Submit proof of registration as a Training Agent with the Bureau of Labor & Industry, Apprenticeship & Training Division (ATD) in each trade employed. For assistance, contact Andre Baugh, Group AGB, Ltd. at (503) 736-2565 andre@groupagb.com or BOLI - ATD (971) 673-0760.
- Throughout the duration of the project:*** Ensure that a minimum of 20% of labor hours in each apprenticeable trade performed by the Prime and Subcontractors of \$100,000 or more are worked by state-registered apprentices.
- Throughout the duration of the project:*** Make all reasonable and necessary efforts to employ a workforce that reflects the diversity of Multnomah County, including recruitment of a diverse workforce through the unions, the apprenticeship programs and other community resources, as described in this section of the specifications.
- Throughout the duration of the project:*** Maintain written documentation of all requests for workers from the unions, apprenticeship programs, and community organizations.

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- When an apprentice is hired:*** Submit EXHIBIT 3 REQUEST FOR APPRENTICE: to the Multnomah County Project Manager and Andre' Baugh Group AGB, Ltd. at andre@groupagb.com (503) 736-2565.
- By the 5th of each month:*** Submit Monthly Employment Report (MER) (Exhibit 4) with request for progress payment to the Multnomah County Project Manager and Andre' Baugh, Group AGB, Ltd. at andre@groupagb.com (503) 736-2565.
- By the 5th of each month:*** Submit FORM 3: SUBCONTRACTOR PAYMENT & UTILIZATION FORM (MUR) to the Multnomah County Project Manager and Andre' Baugh, Group AGB, Ltd. at andre@groupagb.com (503) 736-2565

All Multnomah County Monthly Employment and Monthly Subcontractor Payment and Utilization Reports shall be submitted as an excel document.

WORKFORCE TRAINING AND HIRING PROGRAM REQUIREMENTS

I. PURPOSE OF WORKFORCE SPECIFICATIONS

A. General Program Description

Multnomah County Commissioners have directed that all Departments maximize apprenticeship and employment opportunities for minorities, women and economically disadvantaged workers in the construction trades (County Ordinance No. 861, July 11, 1996). Their goals include a) ensuring that the County does business with contractors whose workforce reflects the diversity of the workforce found in Multnomah County, and b) that their contracting dollars provide fair and equal opportunities to the jurisdiction's' diverse population.

The County Workforce Program applies to all Prime or CM/GC Contracts of \$200,000 or more and to each subcontractor having a subcontract of \$100,000 or more on the project. The Contractor and all subcontractors are encouraged to fulfill the program requirements even if their contracts are less than these amounts. For the purposes of applying the Workforce Training & Hiring Program to sub-contractors, a \$100,000.00 sub-contract threshold shall apply. All sub-contracts awarded to an individual Subcontractor will be aggregated i.e. (Cumulative), to determine if the \$100,000.00 threshold is met.

Contractors and subcontractors shall make reasonable efforts to ensure that their workforce reflects the diversity of Multnomah County.

One way Contractors and subcontractors can make reasonable efforts to ensure that their workforce is diverse is to recruit, train and employ minorities and women whenever possible. This portion of the contract establishes requirements regarding that recruitment, training and employment.

For purposes of the Workforce Specifications, the following definitions shall apply:

1. **Contract** shall mean the contract awarded as a result of these bid documents.
2. **Contractor** shall mean the bidder to whom a contract is awarded.
3. **Minorities** shall include members without regard to gender who are African-Americans, Hispanic Americans, Asians or Pacific Islanders, Native Americans or Alaskan Native Americans.
4. **Owner** shall mean the government agency that awarded the contract, or leveraged public involvement in project.
5. **Project** shall include all work performed pursuant to the contract.

B. Organization of Program Requirements

The Workforce Specifications are divided into several parts.

1. **Section II** refers to the action that bidders must take in order to be eligible for award of contract.

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2. **Section III** lists the actions that must be taken by the Contractor and its subcontractors.
3. **Section IV** refers to remedies available to the Owner if a Contractor or subcontractor(s) fails to meet the requirements of the Workforce Specifications.
4. **Section V** refers to the Owner's ability to monitor compliance with the Workforce Specification by examination of Contractor and subcontractor records.

II. ACTION REQUIRED OF ALL BIDDERS

All bidders shall thoroughly read the Workforce Specifications and commit to perform all requirements described herein. The apparent low bidder shall submit Exhibit 2, Projected Hiring Needs within fifteen calendar days after bid opening or prior to award of the contract. The Exhibit shall provide complete information. The Projected Hiring Needs must demonstrate how the workforce on this project will fulfill all program requirements, including utilization of apprentices.

In the event that the apparent low bid is non-responsive, the next lowest bidder considered for contract award shall submit Exhibit 2 within fifteen days after bid opening or within two days of notification by the Owner, whichever occurs last.

III. ACTIONS NECESSARY TO SATISFY CONTRACT REQUIREMENTS

A. Make Reasonable Efforts to Have Diverse Workforce

A Contractor must make all necessary and reasonable efforts to have a workforce that reflects the diversity of Multnomah County and is reasonably consistent with the availability of qualified women and minorities.

The Contractor shall demonstrate that it is an EEO employer with a diverse workforce, or that it is making serious efforts to become one, as follows:

1. The Contractor shall submit the County's EEO certification form prior to contracting;
2. Provide written documentation of its good faith recruitment efforts. If the Contractor is unable to verify that it employs a diverse workforce based on the standards described in the paragraph above, then the Contractor must follow the process for recruiting apprentices and journey workers described in Sections IIIF and IIIG of the Workforce Specification. This process is considered by the Owner to be the minimum effort to recruit a diverse workforce.

NOTE: A Contractor may wish to consider utilizing the Recommended Good Faith Recruitment & Retention Practices, attached as Exhibit 5.

3. The failure by a union with whom the Contractor has a collective bargaining agreement to refer either minorities or women shall not excuse the Contractor's obligations under this section of the bid documents.

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B. Ensure Compliance by Certain Subcontractors

1. The Contractor shall ensure that each subcontractor having a subcontract of \$100,000 or more, at all tiers shall comply with all of the provisions of the Workforce Specifications. Contractors and subcontractors shall include in their bid all costs associated with this requirement. No change order will be executed in order for the Contractor or its subcontractors to comply with this section.
2. The Contractor shall provide a copy of the Workforce Specifications to all subcontractors (regardless of tier level) anticipated to be awarded contracts of \$100,000 or more for the Project.

C. Register as a Training Agent

The Contractor shall register with the Oregon Bureau of Labor and Industries (BOLI) as a training agent and ensure that all subcontractors who have contracts in the amount of \$100,000 or more are registered as training agents before beginning work on the project. However, registration as a training agent in a specific trade is not required if there are no training opportunities in that trade on the Project, based on the maximum ratio allowed by BOLI.

1. Only training programs approved by and registered with BOLI may be used to fulfill training requirements under the Workforce Specifications.
2. Training is intended to be primarily on-the-job training in apprenticeable crafts, and does not include classifications such as timekeeper, office engineer, estimator, bookkeeper, clerk/typist, fire fighter, or secretary. Hours performed in crafts, which are not apprenticeable occupations, such as flagger, truck driving, are exempt from the training requirements.
3. Exemptions to the training requirements must be approved by the Owner in writing prior to starting work on the Project. Exemption requests should be made by submitting a completed Multnomah County Training Exemption Form to the Multnomah County Project Manager (via the general contractor). Written requests for exemptions related to the training requirements will be considered by the Owner during the course of the Project, only for extreme circumstances, and must also be approved in writing. All requests to exempt all or any portion of the work on a Project shall be submitted to the Owner fourteen days before any work on the Project begins. Requests for exemptions will be evaluated and approved or denied by the County Workforce Program Coordinator for the Project. Exemption requests are typically only granted if one or more of the following circumstances are met:

- Inability to meet a trade classification apprenticeship ratio.
- Less than 500 total classification hours.
- Trade work which may be classified as specialty, i.e., computer installation
- *No apprenticeship approved program for trade classification.

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- Must be accompanied by a letter from BOLI confirming that the trades contractor specified on company certified payroll have no apprenticeship approved program for trade classification.
- Master labor agreement with trade or union organization prevent meeting ratio.

D. Submit Documentation

The Contractor shall submit documentation regarding the following subjects to the Owner. The Owner's failure to request the following documentation shall not relieve the Contractor or its subcontractors of the requirements of this section.

1. Training Agent Status: The Contractor and all required subcontractors must submit proof to Andre Baugh, Group AGB, Ltd. and the Mult. Co. Project Manager that they are registered training agents with BOLI **prior to beginning any work on the Project.**
2. Subcontractor Workforce Information: Exhibit 2, Projected Hiring Needs, must also be submitted for each subcontractor required to register as a training agent prior to the subcontractor beginning work on the Project or within five calendar days after the execution of the applicable subcontract, whichever occurs first. **Work by a subcontractor shall not begin prior to submission of such documentation.**
3. Contractor and Subcontractor Reports After Work Begins: The Monthly Employment Report (Exhibit 4) must be submitted by the Contractor and any subcontractor having a subcontract of \$100,000 or more to Andre Baugh, Group AGB, Ltd. by the 5th day of each month, with a copy to the Owner's project manager. The Contractor shall follow the submittal instructions on the report form. All hours subject to prevailing wage rates on public projects, in addition to supervisors, foremen, and superintendents, shall be reported on Exhibit 4.
4. A copy of certified payroll reports may be requested by the Owner to verify information in the report. The payroll reports shall be provided within seven days of the date when the contractor receives the request for the payroll.

E. Use of Apprentices

The Contractor shall:

1. Ensure that a minimum of 20% of labor hours in each apprenticeable trade performed on the project by the Contractor, and subcontractors with subcontracts of \$100,000 or more, are worked by state registered apprentices throughout the duration of the project. The Contractor and subcontractors shall fulfill the 20% apprenticeship hour's requirement without exceeding the apprentice ratios approved by the applicable apprenticeship program.
2. Pay all apprentices the wages required by any applicable collective bargaining contract or pursuant to state or federal law and regulations.

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3. Not use workers previously employed at journey-level or those who have successfully completed a training course leading to journey-level status to satisfy the requirements of these provisions.
4. Provide documentation to Andre Baugh, Group AGB, Ltd of the apprenticeship status for all apprentices employed on the project (e.g. apprentice dispatch slips or other documentation from the applicable Joint Apprenticeship Training Committee).
5. Count apprentice hours as follows:
 - a. Hours worked on the project by apprentices enrolled in state-approved apprenticeship programs. Class room training hours worked by apprentices who are required to be away from the job site for related training during the course of the project, but only if the apprentice is rehired by the same employer after completion of training. If the Contractor or any of its subcontractors are unable to fulfill its 20% requirement, then the affected party may also use method (b.) below;
 - b. Hours worked on the project by graduates of state-registered apprenticeship programs, provided that such hours are worked within the 12-month period following the apprentice's completion date.

F. Use Apprenticeship Programs for Referrals

A Contractor or subcontractor(s) that does not employ a workforce that reflects the diversity of Multnomah County must follow all of these steps in seeking apprentice referrals:

1. Contact the appropriate apprenticeship program or dispatch center to request apprentices who are enrolled in the apprenticeship program; and
2. Request female or minority apprentices from the union or open shop apprenticeship program if such an action will remedy historical underutilization in the Contractor's or subcontractor's workforce; and
3. Keep a written record of the request for apprentices, including name of contact person at apprenticeship program, Phone, Fax or E-Mail, date, time, job location, start date, etc.; and
4. Make reasonable and necessary efforts to recruit apprentice applicants from community organizations/recruitment resources, and seek to enroll them into an apprenticeship program, if the apprenticeship program is unable to supply an apprentice (or if no women or minorities are available to meet Contractor/subcontractor diversity needs), and if the program is open for applications or allows direct entry from community resources.

NOTE: Contractors and subcontractors may contact the Workforce Program Coordinator for assistance regarding the apprentice referral process, or may utilize Exhibit 3, Request For Apprentice form, to document their efforts. A list of

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community organizations/recruitment resources is also available. Instructions are on the last page of the Workforce Specifications.

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G. Utilize Unions or Non-Union (NWCC) and Community Organizations When Recruiting For Positions on this Project

When hiring, requesting, recruiting, or replacing workers for this project, the Contractor or subcontractor(s) whose workforce does not reflect the diversity of Multnomah County shall:

1. Make reasonable and necessary efforts to employ a diverse workforce, especially to correct any potential EEO certification problems. Such actions should include requests for minority and female applicants. Contractors and subcontractors are notified that direct hiring of employees (such as "walk-ons") without providing notification of that job opportunity, in accordance with paragraph G.2. below, may not constitute a reasonable effort.
2. Document its employment efforts. Documentation should be sufficient to establish the Contractor's/subcontractor's efforts, and should include:
 - a. Requests to union halls for signatory contractors;
 - b. Requests to union or open shop apprenticeship programs; and
 - c. Requests to community resources who assist contractors with recruitment and referral of workers.

Documentation will be requested by the Owner from Contractors and subcontractors that are not EEO certified if it appears that the Contractor or subcontractor(s) has not made reasonable and necessary efforts to acquire a diverse workforce. When requested, the Contractor or subcontractor(s) shall provide the documentation to the Workforce Program Coordinator within seven calendar days.

IV. CONSEQUENCES OF NONCOMPLIANCE WITH WORKFORCE REQUIREMENTS

The Owner'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 bid documents negates such funding and impairs the Owner's efforts to promote workforce 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 bid documents, including but not limited to the submission of required documentation, constitutes a material breach of contract.

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

A. Withholding Progress Payments

The Owner may withhold all or part of any progress payment or payments until the Contractor has remedied the breach of contract. In the event that progress payments are withheld, the contractor shall not be entitled to interest on said payments.

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If a subcontractor(s) is responsible for noncompliance with the Workforce Program requirements, the Owner may choose to withhold only their portion of the progress payment.

B. Retain sums as damages for failure to comply with Workforce Specifications

The parties mutually agree that it would be difficult, if not impossible, to assess the actual damage incurred by the Owner for the Contractor or its subcontractors failure to comply with the Workforce Specifications. The parties further agree that it is difficult, if not impossible, to determine the cost to the Owner when workforce opportunities are not provided.

Therefore, if the Contractor or a subcontractor(s) fails to comply with the workforce provisions of this contract, the Contractor agrees to pay the sum of \$250 per day for each day of missed apprenticeship hours or until the breach of contract is remedied. Damages may be assessed for failure to meet the 20% apprenticeship training requirements by the prime and each required subcontractor in each trade employed. Damages will be calculated based on the training hours not provided to the Owner at a rate of \$250 per day. For example, if the Contractor was required to provide 200 hours of carpenter training (20% of 1,000 total carpenter hours), and the Contractor only provided 150 training hours, then the difference (50 hours) is divided by 8 (one day of work) to determine number of days of undelivered training. ($50/8 = 6.25 \times \$250 = \$1,562.5$).

Damages may also be assessed for failure to fulfill the inclusive hiring process described in sections IIIF and IIIG.

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 the Workforce provisions of the contract.

C. Retain Sums as Liquidated Damages for Delay

The Contractor 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 Contractor to the amount of liquidated damages specified elsewhere in the contract.

D. Notification of Possible Debarment

By executing this contract, the contractor agrees that it has been notified that 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 Owner contracts.

E. Other Remedies

The remedies that are noted above do not limit any other remedies available to the Owner in the event that the Contractor fails to meet the requirements of the Workforce Specifications.

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F. Other Remedies

The remedies that are noted above do not limit any other remedies available to the Owner in the event that the Contractor fails to meet the requirements of the Workforce Specifications.

V. REVIEW OF RECORDS

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 whom the requirements of this section are applicable to determine whether such a violation has or has not occurred.

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 Section IV above, including the withholding of all or part of any progress payment.

VI. ATTACHMENTS

Exhibit 1: Recommended Good Faith Recruitment & Retention Practices

Exhibit 2: Projected Hiring Needs (form)

Exhibit 3: Request For Apprentice (form)

Exhibit 4: Monthly Employment Report (form)

Exhibit 5: Apprenticeship Ratio Data (form)

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Community Organizations/Recruitment Resources

A list of community resources that assist with construction recruitment is available upon request by calling the Workforce Program at (503) 988-5111.

For Questions Regarding Apprenticeship:

Bureau of Labor & Industries (BOLI)

Apprenticeship & Training Division

800 N.E. Oregon Street, Room 32

Portland, OR 97232

(971) 673-0760

**For Questions Regarding the Submission of
Paperwork on this Project Contact:**

Multnomah County Project Manager or

Andre Baugh

Group AGB, Ltd.

(503) 736-2565

ANDRE@GROUPAGB.COM

**For Questions Regarding County
Workforce Training and Hiring Program:**

Debra Lindsay

Multnomah County Purchasing

501 SE Hawthorne Blvd., Suite 125

Portland, OR 972141

(503) 988-7551

Fax or E-Mail: (503) 988-3252

DEBRA.LINDSAY@MULTCO.US

EXHIBIT 1

RECOMMENDED GOOD FAITH RECRUITMENT & RETENTION PRACTICES

1. RECRUITMENT EFFORTS

Good faith recruitment efforts are those intense, aggressive, sincere, and result-oriented actions taken by the Contractor designed to accomplish the objectives of the County Workforce Training and Hiring, and Equal Employment Opportunity Programs. Good faith recruitment efforts include, but are not limited to:

- A. Work aggressively with Contractor's or subcontractor's Joint Apprenticeship Training Committee (JATC) to recruit minorities, women and disadvantaged individuals. Provide evidence of these efforts.
- B. Assist the JATC by conducting a workshop with minority and women employees to enlist their assistance as recruiters and request their ideas on how to increase employment of underutilized groups.
- C. Support the efforts of the Contractor's or subcontractor's JATC by giving all apprentices referred to the Contractor/subcontractor a fair chance to perform successfully, allowing for possible lack of previous experience. Recognize that the Contractor is responsible for providing on-the-job training, and that all apprentices should not be expected to have previous experience.
- D. Participate in job fairs, school-to-work, and community events to recruit minorities, women, and disadvantaged individuals into the construction trades.
- E. Allow scheduled job site visits by participants in community programs, as safety allows, increasing awareness of job and training opportunities in the construction trades.
- F. Keep applications of those not selected for an opening. Contact when opening occurs.

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2. Retention Efforts

The Contractor and its subcontractors shall endeavor to retain minorities, women, and disadvantaged individuals by implementing steps such as the following:

- A. Maintain a harassment-free work place.
- B. Ensure that employees are knowledgeable about the company's policies if they need to report a harassment problem.
- C. Make reasonable attempts to keep apprentices working and train them in all work processes described in the apprenticeship standards.
- D. Review and disseminate, at least annually, the company's EEO policy and affirmative action obligations under the Bid Documents with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions.
- E. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations.
- F. Take steps to reduce feelings of isolation among minorities and women to curb hostile attitudes and behavior (e.g., have several minorities and women at the job site, provide access to support group system).
- G. Provide adequate toilet facilities for women on the job site.
- H. Match minority, female, or disadvantaged apprentices who may need support to complete their apprenticeship programs with a journey-level mentor.

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EXHIBIT 2
PROJECTED HIRING NEEDS

The Contractor and each subcontractor with a subcontract of \$100,000 or more must complete thoroughly.

State how you plan to perform work on this project, indicating the number of journey workers and apprentices by trade. This workforce plan must demonstrate how your company will fulfill all Workforce Specification requirements, including utilization of apprentices. **Complete all columns, with project-specific information.**

Contract Scope (Work to be performed): _____

Federal ID#: _____ Contract Value \$ _____

PROJECT NAME: _____

BID#: _____

Contractor Subcontractor

Trade	Total # Journey Workers	Total # Apprentices	Total # New Positions (Journey or Apprentice)	Forecast Start Date	Estimated Total Hours (all workers in each trade)
Please list the apprentices who will work on this project. If you need more space, attach an additional sheet of paper. The Workforce Program compliance staff must approve all apprentices on the project.					
Name of Apprentice	Trade	Race	Gender	Date of Hire	Staff use only (Initial: Approved Notified, Docs)

If no current apprentices, indicate when and how they will be hired.

COMPANY NAME: _____ CCB NUMBER: _____

Person who Hires: _____ Phone: _____ Fax or E-Mail: _____

Are you a registered Training Agent? Yes No Are you: Union Open Shop contractor?

With which JATC are you registered to train apprentices? _____

Apprentice committee or union contact person who dispatches apprentices to your company:

Name: _____ Phone: _____ Fax or E-Mail: _____

Name: _____ Phone: _____ Fax or E-Mail: _____

Prepared by: _____ Date: _____

Signature: _____

Prime Contractor: Complete and submit to Owner, Multnomah County Project Manager for your project, and Debra Lindsay, Multnomah County Compliance, debra.lindsay@multco.us 501 SE Hawthorne Blvd., Suite 125, Portland, OR 97214. Phone (503) 988-7551 or FAX OR E-MAIL (503) 988-3252 within 15 calendar days after bid opening or prior to award of contract, whichever occurs first. **Subcontractors with contracts of \$100,000 or more:** Complete and submit to the Contractor, prior to beginning work on the project or within five days of signing subcontract, whichever occurs first.

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**EXHIBIT 3
REQUEST FOR APPRENTICE**

The contractor may use this form to document efforts when recruiting apprentices.

Fax or E-Mail to: _____
Apprenticeship Committee *Contact/Dispatcher*

Fax or E-Mail Number: _____ Number of Pages: _____

Request From: _____
Registered Training Agent Co. *Contact Person*

Fax or E-Mail Number: _____ Phone: _____

Date: _____ Time: _____

Apprentice Request:

As a registered training agent, I am using this form to request referral of an apprentice for employment with my company in cooperation with the County Workforce Training & Hiring Program. I would like to continue to diversify my workforce. Therefore, please refer ethnic minorities and women for my consideration. If I am unable to receive a referral from my apprenticeship program within a reasonable time, and my apprenticeship program is open for applications or allows direct entry, I may use this form to request a referral to the apprenticeship program from community recruitment resources.

Need Referral by: _____ Work Starts: _____
Date *Date*

Jobsite Location: _____ Forecast Employment Length: _____
Address *Weeks*

Project Name: _____ Owner: Multnomah County

Apprentices: _____ Trade: _____
Number *Occupation*

Apprentices: _____ Trade: _____
Number *Occupation*

Minimum qualifications (if different from apprenticeship standards): _____

Safety needs: Hard Hat Gloves Hard-toe Boots Other: _____

Fax or E-Mail this Request for Apprentice Form to your apprenticeship committee.

To document your Good Faith Efforts, copies may also be sent to:
Multnomah County Workforce Training & Hiring Program
501 SE Hawthorne Blvd, Suite 125
Portland OR 97214
Phone: 503-988-5111 Fax or E-Mail: 503-988-3252

For Apprenticeship Program Only

Please check the appropriate box and Fax or E-Mail or E-Mail to the County Workforce Program:

I was able to dispatch an apprentice to the project listed above.

Name of apprentice: _____ Race: _____ Gender: _____

I was unable to dispatch an apprentice to the project listed above because: _____

Fax or E-Mail this form with dispatch information to 503-988-3252. Thank you.

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SAMPLE

Contractor Subcontractor
 Federal ID No.
 CCB No. _____

MONTHLY EMPLOYMENT REPORT

Workforce Training & Hiring Program
 Contract Value: _____

Project Name _____
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 Indicate here if final report _____

The Monthly Employment/Training Report must be completed by the Contractor and all subcontractors with contracts of \$100,000 or more, and signed by a responsible official of the company. The Contractor shall submit a report for its workforce on the project. Each subcontractor shall separately submit a report for its workforce on the project. It is the responsibility of the Contractor to assure that all Monthly Employment Reports are submitted in a timely manner. **The reports are due on the 5th day of the month following each month of employment during the term of the contract.**

Either on the form below or on a contractor-provided form approved by the County Workforce Training & Hiring Program, **complete all categories for each employee working on the project during the reporting period.**

Dates from: _____ To: _____ Company Name: _____ Phone: _____ Fax or E-Mail: _____

NAME (PLEASE PRINT OR TYPE)	ZIP CODE	LAST FOUR DIGITS OF SSN	TRADE	LEVEL (Journey, Apprentice, Apprentice Grad) J or A or G	*SUPERVISOR (Owner, Manager or Supervisor) O or M or S	*RACE	GENDER M/F	HOURS WORKED this PERIOD
Submit to:	Owners Project Manager and Andre Baugh, Group AGB, Ltd. andre@groupagb.com		*Race includes the following minorities: AA – African American – having origins in any of the black racial groups of Africa; H – Hispanic American – person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish or Portuguese culture or group; A – Asian American – having origins in any of the original people of the Far East, Southeast Asia, Indian subcontinent or the Pacific Islands; NA – Native American – American Indian or Alaskan Native, having origins in any of the original peoples of North America; C - Caucasian					

Signature: _____ Print Name: _____ Title: _____

NOTE: Apprentices hours spent in the classroom during the course of the project can be submitted as hours worked.

EXHIBIT 5

APPRENTICESHIP RATIO DATA*

The following data may be used to determine the ratio of apprentices on a jobsite in proportion to journey-level workers on the jobsite. The ratios that apply are those listed in the standards of the apprenticeship committee to which the Training Agent (Contractor) is a member. If the applicable trade is not listed, contact the Apprenticeship and Training Division (ATD) at 971.673.0760 [or atdemail@boli.state.or.us](mailto:atdemail@boli.state.or.us) or your apprenticeship committee.

*Ratios may change pursuant to actions taken by the Oregon State Apprenticeship & Training Council (OSATC) and ATD.

TRADE	APPRENTICE TO JOURNEY RATIO*		
	1 st Apprentice	2 nd Apprentice	MAX
Asbestos/Insulation Workers	1:1	1:3	
Brick/Marble/Terrazzo/Tile Finisher	1:1	1:3	
Bricklayer/Masonry	1:1	1:3	
Carpenter	1:1		For first 3 apprentices - 1:5 thereafter
Carpet Installers/Floor Coverers	1:1	1:3	
Cement Masons	1:1	1:3	
Drywall Finisher (Taper)	1:1	1:3	
Electricians			
Inside	2:3		1:3 JW = maximum 2 apprentices
Limited Energy Tech – Class A	1:1		
Limited Energy Tech – Class B	1:1		
Limited Residential	1:1		
Lineman	1:1	* varies per committee	
Limited Maintenance	1:1		
Manufacturing Plant	1:1		
Stationary Engineer	1:1		
Elevator Contractor	1:1	1:3	
Environmental Control System (HVAC)	1:1	1:1	1:3 after the second apprentice
Exterior/Interior Specialist	1:1		For first 3 apprentices - 1:5 thereafter
Glass Installer (Glazier)	1:1	1:3	
Iron Worker	1:1	1:3	
Laborer (Construction)	1:1	1:3	
Maintenance Mechanic	1:1	1:3	
Millwright (Construction)	1:1		For first 3 apprentices - 1:5 thereafter
Millwright (Industrial)	1:1	* varies per committee	
Operating Engineer (Heavy)	1:1	1:5 (see standards for union)	
Painting & Sandblasting	1:1	1:3	
Painting (Traffic Control)	1:1	1:4	
Pile Drivers	1:1		For first 3 apprentices - 1:5 thereafter
Pipe Fitters/Steam Fitters	1:1		For first 2 apprentices - 1:3 thereafter
Plasterers	1:1	1:3	
Plumber	1:1		For first 2 apprentices - 1:3 thereafter
Roofer	1:1	1:1	
Scaffold Erector	1:1	1:1	For first 3 apprentices - 1:5 thereafter
Sheet Metal Worker	1:1		For first 2 apprentices - 1:3 thereafter
Sign Maker/Erector	1:1	1:1	
Sprinkler Fitter	1:1	1:1	
Structural Fabricator	1:1	1:3	
Terrazzo Worker	1:1	1:3	
Tile/Marble Setter	1:1	1:3	

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