

Project Title: _____
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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 (the “County” or the “Owner”) funded public works projects. It is the Contractor’s responsibility to read and fully understand these requirements and to comply with all provisions of the program. If you have questions, consult the Workforce Training & Hiring Requirements or contact the County Compliance Team at (503) 988-5111 or email at workforcecompliance@multco.us.

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

- ☐ Submit Projected Hiring Needs form (Attachment 2) to County Compliance Team within 15 calendar days after bid opening or prior to contract award at workforcecompliance@multco.us .
- ☐ Ensure compliance by all Subcontractors with subcontracts of \$100,000 or more, and provide them with a copy of the Workforce Hiring & Training Program Specification Requirements.

2. All Subcontractors: at all tiers, regardless of contract dollar Amount

- ☐ Submit Projected Hiring Needs form (Attachment 2) to County Compliance Team via workforcecompliance@multco.us for your project prior to beginning work on the project or within 5 days of signing subcontracts, whichever occurs first.
- ☐ Submit Multnomah County Exemption Request Form (Attachment 6) to the Multnomah County Project Manager (via the general contractor) and County Compliance Team at LCPtracker at www.lcptracker.net prior to beginning work on the project for any exemptions sought.

3. Prime Contractors of \$200,000 or more and all Subcontractors: with contracts of \$100,000 or more

- ☐ ***Before starting work on this project:*** Submit proof of Bureau of Labor and Industries Training Agent Certification in each trade employed. Proof shall be submitted to LCP Tracker by logging in to LCPtracker at www.lcptracker.net. For assistance, contact the County Compliance Team at (503) 988-5111 or email at workforcecompliance@multco.us. For Bureau of Labor and Industries (BOLI) Apprenticeship Training Division (ATD) questions, please call (971) 673-0760.

- ☐ ***Throughout the duration of the project.*** Ensure that state-registered apprentices work a minimum of 20% of labor hours in each apprentice able trade performed by the Prime Contractor and Subcontractors with contracts of \$100,000 or more.
- ☐ ***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.
- ☐ ***When an apprentice is hired:*** Submit ATTACHMENT 3 REQUEST FOR APPRENTICE: by logging in to LCPtracker at www.lcptracker.net.
- ☐ ***By the 5th of each month:*** Submit Contract ATTACHMENT 5: SUBCONTRACTOR PAYMENT AND MONTHLY UTILIZATION REPORT FORM to the Multnomah County Project Manager or by logging in to LCPtracker at www.lcptracker.net, as directed by Multnomah County Project Manager.
- ☐ ***By the 5th of each month:*** Submit Certified Payroll Reports by logging in to LCPtracker at www.lcptracker.net.

For large capital projects, these instructions may be modified by the County.

Forms Newest Version Requirement:

Contractors are required to complete and submit the latest version of all forms. The latest versions can be found at <https://multco.us/purchasing/supplier-diversity-program>.

All documents are due by the 5th day of the following month. Documents shall be submitted to Multnomah County by logging in to LCPtracker at www.lcptracker.net.

Required documents include:

- 1. Workforce Training and Hiring Program Attachment 2: Projected Hiring Needs***
- 2. Workforce Training and Hiring Program Attachment 3: Request for Apprentice***
- 3. Apprentice Certification Card for each Apprentice***
- 4. Proof of Bureau of Labor and Industries Training Agent Certification***
- 5. Multnomah County Exemption Request Form (Attachment 6)***

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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 ensuring that (a) the County does business with contractors whose workforce efforts reflect the diversity of the workforce found in Multnomah County, and (b) that their contracting dollars provide fair and equal opportunities to the County's diverse population.

The County Workforce Specifications applies to all Prime Contracts of \$200,000 or more and to each Subcontractor having a subcontract of \$100,000 or more on the Project. The Prime Contractor and all Subcontractors are encouraged to fulfill the program requirements even if their contracts are less than these amounts. All sub-contracts awarded to an individual subcontractor on a project will be aggregated (i.e., cumulative), to determine if the \$100,000.00 threshold is met.

Prime Contractors and Subcontractors shall make reasonable efforts to ensure that their workforce is diverse by recruiting, training, and employing minorities and women whenever possible. This portion of the contract establishes requirements for the recruitment, training and employment of minorities and women on projects.

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. **Prime Contractor** shall mean the bidder to whom a contract is awarded.
3. **Minorities/People of Color** 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, as well as the County Project Manager and Compliance Team.
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 the contract.
2. **Section III** lists the actions that must be taken by the Contractor and their Subcontractors.
3. **Section IV** refers to remedies available to the Owner if the 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 Attachment 2, Projected Hiring Needs Form, within fifteen calendar days after bid opening or prior to award of the contract. The Projected Hiring Needs Form must be complete and demonstrate how the workforce on this Project will fulfill all program requirements, including utilization of apprentices.

In the event that the apparent low bidder is determined to be non-responsive, the next lowest bidder considered for contract award shall submit Attachment 2, Projected Hiring Needs Form, within fifteen days after bid opening or within two days of notification by the Owner, whichever occurs last. After contract award, all sub-contractors shall submit a complete and accurate Attachment 2 prior to beginning work on the Project.

III. ACTIONS NECESSARY TO SATISFY CONTRACT REQUIREMENTS

A. Make Reasonable Efforts to Have Diverse Workforce

A Prime Contractor and all Subcontractors 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 Prime Contractor and Subcontractors shall demonstrate that it is an EEO employer with a diverse workforce and complying with EEO requirements of the County as follows:

1. The Prime Contractor and Subcontractors signing the Contract stipulating the County's EEO certification requirements;

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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 III.F and III.G of the Workforce Specification. This process is considered by the County to be the minimum effort to recruit a diverse workforce; and
3. The Prime Contractor and Subcontractors are required to meet or exceed the County's 20% Apprenticeship utilization goals and are required to make all reasonable and necessary efforts to employ a workforce that reflects the diversity of Multnomah County, including the recruitment of a diverse workforce through the unions, non-union apprenticeship programs and other community resources.

Minority and women apprenticeship goals disaggregated by trade and are aspirational with a goal of 14% participation by women and a goal of 25% participation by minorities/persons of color.

NOTE: A Contractor may wish to consider utilizing the Recommended Good Faith Recruitment & Retention Practices, attached as Attachment 1.

NOTE: Failure by a union with whom the Prime Contractor has a collective bargaining agreement to refer either minorities or women shall not excuse the Prime Contractor's or its Subcontractor(s) obligations under Section III.A.

B. Ensure Compliance by Certain Subcontractors

1. The Prime 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. The Prime Contractor and Subcontractors shall include in their bid all costs associated with this requirement. No change order will be executed in order for the Prime Contractor or its Subcontractors to comply with this section.
2. The Prime 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 Prime Contractor shall register with the Oregon Bureau of Labor and Industries (BOLI) as a training agent and ensure that all Subcontractors who have subcontracts 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 Workforce Specifications (for training or work specifications) must be approved by the County Compliance Specialist, in writing prior to starting work on the Project. Exemption requests will be made by submitting a completed Multnomah County Exemption Request Form (Attachment 6) to the Multnomah County Project Manager and Compliance Team (via the general contractor – see Checklist Item 2.) not less than five business days before any work on the Project begins. Requests for exemptions will be evaluated by the County Workforce Compliance Specialist. 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, which 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; and/or
 - Master labor agreement with trade or union organizations that prevents meeting ratio.

D. Submit Documentation

The Prime Contractor and Subcontractors shall submit documentation regarding the following subjects to the County Project Manager and Compliance Team by logging into LCPtracker at www.lcptracker.net. Failure on the part of the County to request the following documentation shall not relieve the Prime Contractor or its Subcontractors of the requirements of this section.

1. Training Agent Status: The Prime Contractor and all required Subcontractors

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must submit proof to the County Project Manager and Compliance Team by logging into LCPtracker at www.lcptracker.net that they are registered training agents with BOLI ***prior to beginning any work on the Project.***

2. Subcontractor Workforce Information: Attachment 2, Projected Hiring Needs, must be submitted for each subcontractor, supplier or consultant 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 Prime Contractor or subcontractor shall not begin prior to submission of such documentation.**

3. Prime Contractor and Subcontractor reports due after Work begins:

The following documents are due by the 5th day of the following month. Documents shall be submitted to Multnomah County Compliance Team by logging in to LCP tracker at www.lcptracker.net :

- ***Workforce Hiring and Training Program Attachment 2: Projected Hiring Needs (as required)***
 - ***Workforce Hiring and Training Program Attachment 3: Request for Apprentice***
 - ***Apprentice Certification Card for each Apprentice***
 - ***Proof of Bureau of Labor and Industries Training Agent Certification***
 - ***Multnomah County Exemption Request Form Attachment 6 (as required)***
4. Failure to submit required reports, including certified payroll documents, may be considered a breach of contract and may be subject to liquidated damages.

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 Prime Contractor and all Subcontractors are worked by state registered apprentices throughout the duration of the Project. The Prime Contractor and all Subcontractors shall fulfill the 20% apprenticeship hours requirement without exceeding the applicable ratios approved by the appropriate apprenticeship program;
2. Pay all apprentices the wages required by any applicable collective bargaining contract or pursuant to state or federal law and regulations;
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 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). Apprenticeship status documentation must be submitted by all Subcontractors to the Contractor's Project Manager for submission to the County via LCPtracker by logging into www.lcptracker.net; and
5. Count apprentice hours as follows:
 - a. Hours worked on the Project by apprentices enrolled in state-approved apprenticeship programs. Classroom 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; and
 - 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 Prime 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;
2. Request female or minority apprentices from the union or open shop apprenticeship program if such an action will remedy historical underutilization in the Prime Contractor's or Subcontractor's workforce;
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

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diversity needs), and if the program is open for applications or allows direct entry from community resources.

NOTE: This list is not exhaustive, but provides a minimum effort to recruit a diverse workforce. The Prime Contractor and Subcontractors may contact the County Compliance Team for assistance regarding the apprentice referral process, or may utilize Attachment 3, Request for Apprentice Form, to document their efforts. A list of community organizations/recruitment resources is also available. Information is available on the last page of this Workforce Specification document.

G. Utilize Unions or Non-Union (North West College of Construction) and Community Organizations When Recruiting For Positions on this Project

When hiring, requesting, recruiting, or replacing workers for the Project, the Prime 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 by adhering to and correcting any EEO Compliance problems as required by the Contract. Such actions should include requests for minority and female applicants. The Prime Contractor 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 employment efforts. Documentation should be sufficient to establish the Contractor's/subcontractor's efforts, and should include, but not limited to:
 - 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 may be requested by the County Compliance Team from the Prime Contractor and Subcontractors regarding their efforts to meet the requirements of the Workforce Specifications. When requested, the Prime Contractor or subcontractor(s) shall provide the documentation to the County Compliance Team within seven calendar days by logging onto LCPtracker at www.lcptracker.net

IV. CONSEQUENCES OF NONCOMPLIANCE WITH WORKFORCE REQUIREMENTS

The County's commitment to this program is reflected, in part, by the cost of administering the program. Failure to meet the requirements of the Workforce Specifications negates such funding and impairs the County'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 Workforce Specification, including but not limited to the submission of required documentation, shall constitute a material breach of Contract.

In the event of a breach or failure to comply with the Workforce Specifications of the Contract, the County may take any or all of the following actions:

A. Withholding Liquidated Damages from Progress Payments

The County may withhold all or part of any progress payment or payments as liquidated damages (defined in Section IV.B) arising from the Contractor's failure to comply with these Workforce Specifications, until the Contractor has remedied the breach.

B. 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 Prime Contractor or a Subcontractor(s) fails to comply with the Workforce Specifications of this Contract, the Prime Contractor or the Subcontractor, as the case may be, agrees to pay the sum of \$250 per day as Liquidated Damages for each day of missed apprenticeship hours or until the breach of contract is remedied. Damages will be assessed against either the Prime Contractor or any Subcontractor for failure to meet the 20% apprenticeship training requirements in each trade employed by the Prime Contractor or Subcontractor, as the case may be. 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 Prime Contractor (or Subcontractor) was required to provide 200 hours of carpenter training (20% of 1,000 total carpenter hours), and the Prime 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.

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$$(50/8 = 6.25 \times \$250 = \$1,562.5).$$

Liquidated Damages using the same formula may also be assessed for failure to fulfill the inclusive hiring processes described in Sections III.F and III.G.

These Liquidated Damages are independent of and in addition to any liquidated damages that may be assessed due to any delay in the Project caused by the Prime Contractor's or any of its Subcontractor(s) failure to comply with the Workforce provisions of the Contract.

C. Notification of Possible Debarment

By executing this Contract, the Prime Contractor and its Subcontractor(s) agrees that it has been notified that failure to comply with the requirements of this portion of the Contract may lead to the Prime Contractor's and its Subcontractor(s) disqualification from bidding on and receiving other County Contracts.

D. Other Remedies

In addition to the Liquidated Damages clause above, failing to meet the Workforce Specifications constitutes a material breach of the Contract and entitles the County to terminate the Contract for cause.

V. REVIEW OF RECORDS

In the event that the County reasonably believes that a violation of the requirements of this section has occurred, the County 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

Attachment 1: Recommended Good Faith Recruitment &
Retention Practices

Attachment 2: Projected Hiring Needs (form)

Attachment 3: Request For Apprentice (form)

Attachment 4: Monthly Employment Utilization Report
(MEUR) Attachment 5: Subcontractor Payment and
Utilization Report Attachment 6: Multnomah County
Exemption Request Form Attachment 7: Apprentice
Ratio Data (SAMPLE)

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Community Organizations/Recruitment Resources

A list of community resources that assist with construction recruitment is available upon request by email the County Compliance Team at workforcecompliance@multco.us.

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 and the County
Workforce Training and Hiring Program, please
contact the County Compliance Team at
workforcecompliance@multco.us**

ATTACHMENT 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 Prime 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 Prime Contractor's or Subcontractor's JATC by giving all apprentices referred to the Prime Contractor/Subcontractor a fair chance to perform successfully, allowing for possible lack of previous experience. Recognize that the Prime Contractor is responsible for providing on-the-job training, and that all apprentices should not be expected to have previous experience;
- D. Participate in jobfairs, 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; and
- F. Keep applications of those not selected for an opening. Contact when opening occurs.

2. Retention Efforts

The Prime 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.

Attachment 2 PROJECTED HIRING NEEDS

This form must be completed by all Prime Contractors with contracts of \$200,000 or more and all Subcontractor(s) with contracts \$100,000 or more

Section 1: To Be Completed by Prime Contractor

Prime Contractor: _____
Contact Name: _____
Email: _____
Phone: _____:
Federal ID# _____
Contract #: _____
Contract Value \$: _____

All Contractors performing labor on the project must state how they plan to perform the work on this project, indicating the number of journey workers and apprentices by trade or craft. The plan should demonstrate how your company would fulfill the County's Workforce Training & Hiring Program requirements and the utilization of apprentice(s).

Section 1: Prime Contractor Utilization Plan

Contract Scope (Work to be Performed): _____

					Overall Projection Apprentice Participation			
Trade/Craft	Race	Gender	Work Start Date	Work End Date	Class	Est Total Work Hours	Total Labor Hours	Projected Apprentice Participation
					Journey			
					Apprentice			
					Journey			
					Apprentice			
					Journey			
					Apprentice			
					Journey			
					Apprentice			

Contractor's Signature

Date

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Section 2: To Be Completed by Subcontractor(s)

Subcontractor Name: _____
 Contact Name: _____
 Email: _____
 Phone: _____
 Federal ID# : _____
 CCB #: _____
 Contract Value \$: _____

☐ Check Box if you are a supplier and will perform no labor on project

All Contractors performing labor on the project must state how you plan to perform the work on this project, indicating the number of journey workers and apprentices by trade or craft. The plan should demonstrate how your company would fulfill the County's Workforce Training & Hiring Program requirements and the utilization of apprentice(s).

Section 2: Subcontractor Utilization Plan

Contract Scope (Work to be performed): _____

					Overall Projection Apprentice Participation			
Trade/Craft	Race	Gender	Work Start Date	Work End Date	Class	Est Total Work Hours	Total Labor Hours	Projected Apprentice Participation
					Journey			
					Apprentice			
					Journey			
					Apprentice			
					Journey			
					Apprentice			
					Journey			
					Apprentice			

Section 2b: To Be Completed by Subcontractor(s)

Subcontractor Name: _____
 Contact Name: _____
 Email: _____
 Phone: _____
 Federal ID# : _____
 CCB #: _____
 Contract Value \$: _____

☐ Check Box if you are a supplier and will perform no labor on project

All Contractors performing labor on the project must state how you plan to perform the work on this project, indicating the number of journey workers and apprentices by trade or craft. The plan should demonstrate how your company would fulfill the County's Workforce Training & Hiring Program requirements and the utilization of apprentice(s).

Section 2: Subcontractor Utilization Plan

Contract Scope (Work to be performed): _____

					Overall Projection Apprentice Participation			
Trade/Craft	Race	Gender	Work Start Date	Work End Date	Class	Est Total Work Hours	Total Labor Hours	Projected Apprentice Participation
					Journey			
					Apprentice			

					Journey			
					Apprentice			
					Journey			
					Apprentice			
					Journey			
					Apprentice			

Section 2c: To Be Completed by Subcontractor(s)

Subcontractor Name: _____
Contact Name: _____
Email: _____
Phone: _____
Federal ID# : _____
CCB #: _____
Contract Value \$: _____

☐ Check Box if you are a supplier and will perform no labor on project

All Contractors performing labor on the project must state how you plan to perform the work on this project, indicating the number of journey workers and apprentices by trade or craft. The plan should demonstrate how your company would fulfill the County's Workforce Training & Hiring Program requirements and the utilization of apprentice(s).

Section 2: Subcontractor Utilization Plan

Contract Scope (Work to be performed): _____

					Overall Projection Apprentice Participation			
Trade/Craft	Race	Gender	Work Start Date	Work End Date	Class	Est Total Work Hours	Total Labor Hours	Projected Apprentice Participation
					Journey			
					Apprentice			
					Journey			
					Apprentice			
					Journey			
					Apprentice			
					Journey			
					Apprentice			

Section 2d: To Be Completed by Subcontractor(s)

Subcontractor Name: _____
Contact Name: _____
Email: _____
Phone: _____
Federal ID# : _____
CCB #: _____
Contract Value \$: _____

☐ Check Box if you are a supplier and will perform no labor on project

All Contractors performing labor on the project must state how you plan to perform the work on this project, indicating the number of journey workers and apprentices by trade or craft. The plan should demonstrate how your company would fulfill the County's Workforce Training & Hiring Program requirements and the utilization of apprentice(s).

Section 2: Subcontractor Utilization Plan

Contract Scope (Work to be performed): _____

					Overall Projection Apprentice Participation			
Trade/Craft	Race	Gender	Work Start Date	Work End Date	Class	Est Total Work Hours	Total Labor Hours	Projected Apprentice Participation
					Journey			
					Apprentice			
					Journey			

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					Apprentice			
					Journey			
					Apprentice			
					Journey			
					Apprentice			

Attachment 3 REQUEST FOR APPRENTICE

The Contractor may use this form to document efforts when recruiting Apprentices.

Request To:

Apprenticeship Committee: _____

Apprenticeship Committee/Dispatcher Name: _____

Apprenticeship Committee Email: _____

Request From:

Company Name (Registered Training Agent): _____

Contact person Name: _____

Email Address: _____

Phone: _____

Date Requested: _____

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 Multnomah County's 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, you may use this form to request a referral to the Apprenticeship program from community recruitment resources.

Apprentice needed by this Date: _____ Date Work Starts: _____

Project Title: _____

Job Site and Address: _____

Expected Length of Employment: _____ (Weeks)

Bid Number: _____

Owner: **Multnomah County**

Number of Apprentices: _____ Trade/Occupation: _____

Number of Apprentices: _____ Trade/Occupation: _____

Minimum Qualifications (if different from Apprenticeship standards): _____

Safety Needs: ☐ Hard Hat ☐ Gloves ☐ Hard-Toed Boots
☐ Other: _____

Please Email this Request for Apprentice form to your Apprenticeship committee.

To document your Good Faith Efforts, please mail – OR – email copies to:

Multnomah County Workforce Training & Hiring program
501 SE Hawthorne Blvd, Suite 400
Portland OR 97214
Email: **workforcecompliance@multco.us**

For Apprenticeship Program Only

Please check the appropriate box and email to Multnomah County's Workforce Training & Hiring 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:

MONTHLY EMPLOYMENT UTILIZATION REPORT

The reporting period must be for one complete calendar month.

Prime Contractor - Ensure that each of the Subcontractors working on the project submits an MEUR each reporting period (calendar month), and to verify that the information they have submitted is complete and accurate. In addition, the Prime Contractor is responsible for completing and submitting an MEUR for their workforce each calendar month from 1st note to the end of the project, including months of NO WORK PERFORMED. Complete and submit to the County Compliance Team by logging into LCPtracker at www.lcptracker.net.

Subcontractor - complete and submit to the Prime Contractor. Electronic MEUR forms are due for ***every project every calendar month from the first month of work to the last month of work***, including months of NO WORK PERFORMED. When a company works for multiple contractors on a project, MEURs must be submitted separately for each subcontract by logging into LCPtracker at www.lcptracker.net.

Box 1 [CONTRACTOR NAME] - Enter the name of the contractor submitting this report.

Box 2 [SUBCONTRACTOR TO] - Enter the name of the controlling contractor. Prime Contractor leave blank.

Box 3 [MULTCO CONTRACT NO.] - Enter the MULTCO contract number.

Box 4 [SUBCONTRACT ID] - Enter the subcontractor ID. (If Prime Contractor enter "00".) The Sub ID number is assigned by the Prime contractor when approving the subcontract. If the Sub ID is numbered 1 through 9, add a single "0" in front.

Box 5 [REPORT FOR MONTH / YEAR] - Use the drop-down box to select the year and month you are reporting. (YYYY-MM)

Box 6 [NEW/REVISED] - Use the drop-down box to select whether this is a new report for that month or a revised report for that month. Select the "Final" box if this is the final MEUR that will be submitted for the project.

Box 7 [FINAL] Select the "Final" box if this is the final MEUR that will be submitted for the project.

BOX 8 [ADDRESS] - Enter the local mailing address for the company submitting the report

Box 9 [PROJECT NAME] - _____

BOX 10 [BID #] - _____

Box 11 [COUNTY IN WHICH WORK WAS PERFORMED] - Select the county in which the work was performed. ***Ensure the drop menu only has Multnomah County listed***

Box 12 [CITY] - Enter the city for the mailing address of the company submitting the report.

Box 13 [STATE] - Enter the state abbreviation for the mailing address of the company submitting the report.

Box 14 [ZIP] - Enter the zip code for the mailing address of the company submitting the report.

Box 15 [PHONE] - Enter the phone number of the company submitting the report

Box 16 [E-MAIL] Enter the email address of the person completing the report.

Box 17 [No work performed this month] Check this box if no work was performed during the reporting period.

Multnomah County Oregon

Project Title: _____

Bid Number: _____

Monthly Employment Utilization Report, *continued*

Employee Detail Grid

Complete this grid for each employee/trade combination. For employees working more than one trade in a reporting period, report the data for each trade on separate rows.

Column 18 [LAST NAME] - Enter the last name of each employee performing work on this project during the reporting period.

Column 19 [FIRST NAME] - Enter the first name of each employee performing work on this project during the reporting period.

Column 20 [M.I.] - Enter the middle initial of each employee performing work on this project during the reporting period.

Column 21 [SSN LAST 4] - Enter the last four digits of the social security number of each employee performing work on this project during the reporting period.

Column 22 [CITY] - Enter the home city of each employee performing work on this project during the reporting period.

Column 23 [ZIP] - Enter the home zip code of each employee performing work on this project during the reporting period.

Column 24 [ETHNICITY] - Enter the ethnicity of each employee performing work on this project during the reporting period.

Column 25 [GENDER] - Enter the gender of each employee performing work on this project during the reporting period.

Column 26 [CONSTRUCTION TRADE] – Enter the trade worked by each employee performing work on this project during the reporting period. For employees working more than one trade in a reporting period, report the data for each trade on separate rows.

Column 27 [CLASSIFICATION] - Enter the skill level for each employee performing work on this project during the reporting period.

Column 28 [HOURS TOTAL] - Enter the total hours worked by trade for each employee performing work on this project during the reporting period. Note: If employee has different base rates fill out the information on a separate row.

Column 29 [BASE RATE] - Enter the base rate of pay by trade for each employee performing work on this project during the reporting period. Note: If employee has different base rates fill out the information on a separate row.

Column 30 [REPORTING MONTH] - _____

Box 30 [SIGNATURE] - Enter the name of the person completing this report. This entry is the same as signing a paper form when submitted using a password-protected e-mail account.

Box 31 [PRINT TITLE] - Enter the position title of the person completing this report.

Box 32 [DATE] - Enter the date you are completing this report.

SUBMISSION INSTRUCTIONS

Contractor and all Subcontractors to upload Monthly Employment Utilization Reports by logging into LCPtracker at www.lcptracker.net.

Attachment 5 SUBCONTRACTOR PAYMENT AND UTILIZATION REPORT

1. Bid Number: _____ 2. Contract Number: _____ 3. Prime Contractor: _____
 4. Prime Contract Amount: _____ 5. Reporting Dates: _____ 6. Project Name: _____
 Beginning: _____
 Ending: _____
 7. Progress Report Number: _____ ☐ Check here if this is your FINAL Monthly Report for this project.

SECOND TIER PAYMENTS TO SUBCONTRACTORS MUST BE INCLUDED IN THIS REPORT

8. All Subcontractor Names Appearing on Form 1	9. Check if Second Tier Subcontractor	10. Original Subcontract Amount (\$)	11. Amended Subcontract Amount(\$)	12. Payment Amount (\$) and Dates made, for Month	13. Total Retainage Held, if any (\$)	14. Total Payments to Date (\$)
	<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 PROJECT AWARD*

15. Subcontractor Name (List any Subcontractor's not listed above)	16. Nature of Work	17. COBID Status:	18. Check if Second Tier Sub	19. Subcontract Amount (\$)	20. Payment Amounts and Dates made for Month (\$)***	21. Total Retainage Held, if any (\$)	22. Total Payments to Date (\$)
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				

****Before replacing, substituting or adding any Subcontractors, Contract is required to obtain written consent from Multnomah County Purchasing Manager.**

*****If any payment made to a Subcontractor is less than that requested by the Subcontractor, explain here:** _____

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

Authorized Signature of Contract Representative: _____ Date: _____

Submit with request for Progress Payment to the Project Manager.

Page ____ of ____

Project Title: _____

Bid Number: _____

1. **BID NUMBER:** Enter Multnomah County Bid Number.
2. **CONTRACT NUMBER:** Indicates the contract number for this project, as assigned by the County.
3. **PRIME CONTRACTOR:** Indicate the name of the prime contractor.
4. **PRIME CONTRACT AMOUNT:** Indicate the total dollar amount of the prime contract.
5. **REPORT DATES:** Indicate the beginning and ending date for the calendar month for which the report is submitted.
6. **PROJECT NAME:** Indicate the project name as indicated on the contract documents.
7. **PROGRESS REPORT NUMBER:** Enter report No.1 for the first report submitted and subsequent numbers for reports submitted thereafter. Check box if the report is the Final report for the project.
8. **ALL SUBCONTRACTOR NAMES:** Names of all subcontractors (not suppliers) listed on Form 1.
9. **CHECK IF SECOND TIER SUBCONTRACTOR.**
10. **ORIGINAL SUBCONTRACT AMOUNT:** Indicate the dollar amount for each subcontract at time of award.
11. **AMENDED SUBCONTRACT AMOUNT:** This amount should be the total dollar value (original subcontract amount plus any additions or deletions) of the subcontract.
12. **PAYMENT AMOUNTS AND DATES MADE, FOR MONTH:** Please list any payment amounts for the month, and the dates the payments were made.
13. **TOTAL RETAINAGE HELD, IF ANY:** If the prime is holding retainage, enter the total amount of the retainage held for the reporting period.
14. **TOTAL PAYMENTS, TO DATE:** This amount should be the total dollar amount paid-to-date to the subcontractor.
15. **SUBCONTRACTOR NAME:** Please list any subcontractors not appearing on original sub plan.
16. **NATURE OF WORK:** Briefly describe subcontractors work (i.e. Landscaping, Electrical, Paving, etc.).
17. **STATUS:** Indicate the appropriate MWESB AND SDV, status of each subcontractor listed (i.e. MBE, WBE, ESB, and SDV). **Note:** Designations should be consistent with how firms were certified by the state at time of contract award. Only one designation may be used for credit and will be applied accordingly. Leave blank for non-certified firms.
18. **CHECK IF SECOND TIER SUBCONTRACTOR.**
19. **SUBCONTRACT AMOUNT:** Indicate the dollar amount of the subcontract.
20. **PAYMENT AMOUNTS AND DATES.** Insert the amounts paid to the subcontractor during the period covered by this report. If any amount paid is less than the amount requested by the contractor, explain the difference in the space at the bottom of the form. Use additional pages if necessary to provide a complete explanation.
21. See #13.
22. See #14.

EXEMPTION REQUEST FOR MULTNOMAH COUNTY WORKFORCE HIRING AND TRAINING PROGRAM ATTACHMENT 6

CONTRACTOR'S NAME: _____ **CCB #:** _____

PROJECT NAME: _____

CONTRACT NUMBER: _____

Are you a Prime Contractor: ☐ Yes ☐ No Are you a Subcontractor: ☐ Yes ☐ No

Are you request exemption from: ☐ Training Hours ☐ Work Requirement

Which trade/craft are you asking for an exemption: _____

How many hours are you asking for an exemption: _____

CHECK BOX FOR REASON FOR APPLYING FOR EXEMPTION:

- ☐ Inability to meet a trade/craft classification apprenticeship ratio
- ☐ Less than 500 total classification hours
- ☐ Trade work classified as specialty
- ☐ No apprenticeship approved program for trade classification. A letter from Oregon Labor & Industrial to confirm the trades contractor specified on company certified payroll have no apprenticeship approved for trade classification.
- ☐ Master labor agreement with trade or union organizations prevents meeting
- ☐ Other: _____

<p>Prime Contractor: Explain why in detail why exemption is request. If request is from a Subcontractor have Prime Contractor add any comments below.</p>
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Multnomah County Oregon

Project Title: _____

Bid Number: _____

Subcontractor: Explain in detail why exemption is request. This form is require to be forward to the Prime Contractor for any additional comments before sending to County Compliance Specialist before uploading to LCPtracker.

County Compliance Specialist:

☐ Approved ☐ Rejected

Prime Contractor and Subcontractors: Submit Multnomah County Exemption Request to the Multnomah County Project Manager and County Compliance Team by logging into LCPtracker at www.lcptracker.net prior to beginning work on the project.

ATTACHMENT 7

APPRENTICESHIP RATIO DATA* (by reference)

This is a "SAMPLE" document

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. Current Ratio Data must be attained from Bureau Of Labor and Industry (BOLI).

To access 'Current Ratio Data' contact the Apprenticeship and Training Division (ATD) at 971.673.0760 or

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	
Tile/Marble Setter	1:1	1:3	