

ATTACHMENT 3: SUPPLEMENTAL INSTRUCTIONS FOR SUBMISSION OF ATTACHMENTS

Completing ATTACHMENT 1: SUBCONTRACTOR AND SELF-PERFORM WORK LIST

1. If identified, Bidders must use the potential Divisions of Work identified in the Sourcing Event's Bidding Pages to complete this attachment.
2. All work that will be subcontracted or secured through a purchase agreement must be documented on this attachment.
3. Bidders must identify
 - a. Divisions of Work that will be self-performed by Bidder. Good Faith Efforts regarding COBID outreach are not required.
 - b. Divisions of Work where Bidder has not determined who will perform at the time of Bid submission must be listed under the "Undetermined" section. Good Faith Efforts to contact 5 COBID-Certified Firms for subcontracting opportunities must be made seven (7) days before Bid closing and documented on ATTACHMENT 2: COBID-CERTIFIED SUBCONTRACTORS CONTACT AND BIDS RECEIVED LOG.
 - c. Divisions of Work where Bidder will subcontract must be listed. Good Faith Efforts to contact five (5) COBID-Certified Firms for subcontracting opportunities must be made seven (7) days before Bid submission and documented on ATTACHMENT 2: COBID-CERTIFIED SUBCONTRACTORS CONTACT AND BIDS RECEIVED LOG.
4. **ALL subcontractors (COBID and Non-COBID)** which the Bidder intends to use on the project regardless of the total amount of the Contract must be listed on page 2 of ATTACHMENT 1.
 - a. TAX ID# for each subcontractor is critical information that must be provided.

Completing ATTACHMENT 2: COBID-CERTIFIED SUBCONTRACTORS CONTACT AND BIDS RECEIVED LOG

Bidders shall record their contacts with COBID-Certified subcontractors using ATTACHMENT 2. All columns must be completed on the attachment.

1. **Who to Contact**
 - a. For **each** Division of Work that a subcontractor may perform, Bidders must contact five (5) COBID-Certified firms to provide an opportunity to provide a subcontracting bid/proposal.
 - b. Contact each COBID-Certified subcontractor that attended the pre-bid meeting (if one was held) and identified itself as a COBID-Certified subcontractor in one or more specific Division of Work that the Bidder will subcontract. The Pre-Bid Meeting Attendance List will be available to Bidders on the Multco Marketplace Sourcing Event for the Bid.
 - c. If there are fewer than five (5) COBID-Certified contractors listed on the COBID website for a particular Division of Work, Bidders shall contact **all** of the listed contractors and provide a copy of the COBID directory results page.
2. **When to Contact**
 - a. Bidder shall make the first contact with each COBID-Certified subcontractor a minimum of seven (7) calendar days before the Bid closing/due date.
3. **How to Contact**
 - a. To obtain a list of COBID-Certified firms for each Division of Work that will be subcontracted, visit the State COBID Directory at <https://oregon4biz.diversitysoftware.com/FrontEnd/SearchCertifiedDirectory.asp?XID=2315&TN=oregon4biz>.
 - i. Results should be filtered for: Emerging Small Business (ESB), Women Business Enterprise (WBE), Minority Business Enterprise (MBE), Veteran Business Enterprise (VBE) or Service-Disabled Veteran Business Enterprise (SDVBE).
 - ii. This project is located within Multnomah County and when searching for potential

subcontractors you are encouraged to contact subcontractors within the general area. If less than five (5) subcontractors are available, please expand your search perimeter.

- iii. Search broad category terms such as Painting, Electrical, Landscaping, etc. Shorter, more concise key terms work best for this database. If you have difficulty identifying any potential COBID-Certified subcontractors, please contact Multnomah County Central Purchasing at 503-988-5111.
- iv. Bidders shall contact COBID-Certified subcontractors by letter, e-mail, or fax to advise them of potential subcontracting opportunities.
- v. Bidders shall follow up with telephone calls to each COBID-Certified subcontractor contacted to determine if a Bid will be submitted if no response is received, or if further information is required.

4. What Information to Provide

- a. Bidders shall ensure that COBID-Certified subcontractors have an equal opportunity to compete for work by having the same information as other subcontractors. Bidders shall inform COBID-Certified subcontractors of the date and time that sub-bids are due.

5. Optional Good Faith Efforts

- a. Bidders should also consider efforts such as:
 - i. Advertisements in community-based newspapers (i.e. Portland Observer, Skanner, Asian Reporter, El Hispanic News, etc.)
 - ii. Letters to Minority, Women, Veteran, Service-Disabled Veteran owned Community Organizations
 - iii. Alternative methods of participation in Minority, Veteran, Service-Disabled Veteran owned, Women or Emerging Small Businesses through arrangements such as joint ventures/partnerships, negotiated subcontract agreements and competitive Bids.
 - iv. Purchase of construction materials and equipment from COBID-Certified Suppliers.