Vendor Information Sheet

ALL INFORMATION IN B2Gnow IS TIED TO A VENDOR'S TAX ID NUMBER, NOT THEIR NAME.

B2Gnow uses the term Vendor to refer to Contractor, Manufacturer, and Supplier.

<u>**Notes for Prime Contractor awarded the contract by Multnomah County:**</u>

1. [B2Gnow](#) is the monthly subcontractor utilization and payment reporting system.
2. [LCPtracker](#) is the system used to report weekly certified payroll for workforce utilization.
3. We need this document filled out by your company **AS SOON AS POSSIBLE** to set up your contract in B2Gnow. You will not be able to see the project in B2Gnow until we receive this form.
4. You can use this form for your subcontractors if you would like but it is not mandatory. The information on this document should be everything you need to set up your subcontractors in B2Gnow.
5. If you have a subcontractor with a union bargaining agreement that pays different than prevailing wage, we need a copy of this entire document as soon as possible so we can add the specific union rates into LCPtracker **before labor starts on the project.**
6. When adding subcontractors to your project, **search for them by TAX ID not their name.** One vendor can have multiple accounts in B2Gnow; The account that should be used will be tied to their tax ID. If you are setting up a NEW contractor, be sure to enter their tax ID into their account to avoid the duplication of vendor accounts.
7. For subcontractors who are performing labor, be sure to select "Yes - export this record to Prevailing Wage System and update as needed" so they are synchronized over to the LCPtracker system automatically.
8. Email us with any questions at Workforcecompliance@multco.us and CC your compliance officer for the fastest response.
9. The Vendor file (contractor account) must be kept as current as possible. **Multnomah County cannot make changes to a Vendor account in B2Gnow.** If there is an issue with a Vendor account, contact B2Gnow directly:

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Subcontractor to: ☐Prime ☐Other: _____

Estimated **labor** start date: ___/___ Estimated **labor** end date: ___/___ No Labor Performed☐

Taxpayer ID Number: _____

Vendor Legal Name: _____

Vendor dba (*if applicable*):_____

Vendor Address: _____

COBID Certification#: _____ **Certification:** ☐ MBE | ☐ WBE | ☐ VBE | ☐ ESB

Compliance Contact: The primary contact for meeting all project goals, confirming the payment(s), made by the Prime contractor and/or Subcontractor with lower tiers, is correct or reports a discrepancy. This person will be primarily using B2Gnow for reporting.

Vendor Compliance Contact:

Name: _____ Email: _____

Title: _____ Phone Number:_____

Secondary Vendor Compliance Contact:

Name: _____ Email: _____

Title: _____ Phone Number:_____

Workforce/Prevailing Wage Contact: The primary contact responsible for submitting all workforce documents and monthly certified payroll reports for the project. This person will be primarily using LCPtracker for reporting.

Vendor Workforce/Prevailing Wage Contact (*see above for explanation of role***):**

Name: _____ Email: _____

Title: _____ Phone   Number:_____

Secondary PW Contact:

Name: _____ Email: _____

Title: _____ Phone Number:_____

Union Participation: ☐ Yes ☐ No ; if Yes, Union name:_____ Is there a union bargaining agreement that overrides prevailing wage? ☐ Yes ☐ No ; If Yes, please provide a copy of the union bargaining agreement AS SOON AS POSSIBLE.

Indicate schedule for labor work hours:

☐ 8 hours per day, 5 days a week ☐ 10 hours per day, 4 days a week Other:_____

Note: BOLI requires all 10 hour days, be worked consecutively 4 days a week. Schedule changes must be permanent.

Payroll **beginning** day:_____ Payroll **end** day:_____

Example: Payroll <u>starts</u> on Monday of each week, Payroll <u>ends</u> on Sunday of each week