

CITY OF BEAVERTON—GOOD FAITH EFFORT (GFE) PROGRAM FOR THE CONSTRUCTION OF PUBLIC IMPROVEMENT PROJECTS

PROGRAM DESCRIPTION

The purpose of this program is to increase access of Minority-owned, Women-owned, Emerging Small Business (MWESB) and Service-Disabled Veteran-owned Small Businesses (SDV) firms to the City of Beaverton's procurements in order to better reflect the diversity of our community in City purchasing. The City is committed to implementing a procurement strategy that promotes opportunities for small and emerging businesses, supports the regional economy, and seeks to achieve racial and gender equity in contracting.

The goal of this policy is to encourage prime contractor utilization of state-certified MWESB firms. The City aspires to achieve a minimum of 10% MWESB participation in its overall dollar amount of contracting and purchasing activities, including goods and services, personal/professional services, architectural & engineering and related services, and construction of public improvements.

Formal procurement processes totaling greater than \$100,000 require potential contractors to make a "Good Faith Effort" to include MWESB firms in the completion of a City construction project. This means that the prime contractor will be asked to send an Invitation to Bid (ITB) or email communication to at least five (5) MWESB-certified firms in each Division of Work (DOW) no less than seven (7) calendar days before the bid opening in order to comply with bidding requirements. Bidders shall follow up on ITB's and emails with phone calls prior to the scheduled bid time to ensure a minimum of five (5) MWESB firms are contacted for each selected DOW. Contractors that do not submit these forms as proof of a Good Faith Effort will be deemed non-responsive and have their bids rejected.

To support this goal, all competitive contract opportunities valued over \$100,000 will be posted on the City's website at <http://apps.BeavertonOregon.gov/Bids> and the Oregon Procurement Information Network (ORPIN) at <http://orpin.oregon.gov>.

DEFINITIONS

The City employs the State of Oregon's definitions of MWESB firms and utilizes its Certification Directory to identify qualified MWESB-certified firms. State of Oregon definitions are as follows:

- Emerging Small Business (**ESB**):
 - Tier I: less than or equal to 19 employees, less than or equal to \$1.8 million construction / less than or equal to \$738,000 non-construction
 - Tier II: less than or equal to 29 employees, less than or equal to \$3.6 million construction / less than or equal to \$1.2 million non-construction
- Minority-owned Business Enterprise (**MBE**): 51% or more owned and controlled by recognized minority group (Black or African American, Hispanic American, Native American, Asian Pacific American, Subcontinent Asian American)
- Women-owned Business Enterprise (**WBE**): 51% or more owned and controlled by women
- Service-Disabled Veteran-owned Small Business (**SDV**): 51% or more owned and controlled by service-connected disabled veteran

FREQUENTLY ASKED QUESTIONS

Q: Does my business need to be certified with the State as an MWESB to bid on City contracts?

A: No. The City does business with firms that are certified MWESB and those that are not. The benefit of being an Oregon-certified MWESB is increased bidding opportunities across many public agencies with MWESB programs.

Q: As a contractor writing a proposal for a City contract, how do I find MWESB firms with which to subcontract?

A: The State of Oregon maintains an online database of all MWESB-certified firms, located at <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>. State-certified firms can also be identified through the Oregon Procurement Information Network (ORPIN) by visiting <http://orpin.oregon.gov> and choosing "Browse Suppliers."

Q: When/how many MWESB firms do I need to contact to qualify as having made a Good Faith Effort (GFE)?

A: Prime contractors are required to contact a minimum of five (5) MWESB-certified firms for each Division of Work (DOW) no less than seven (7) calendar days before the scheduled bid opening. Each contractor is responsible for researching, contacting, and providing proof of their Good Faith Effort (GFE) to employ MWESB-certified firms.

CITY OF BEAVERTON – GOOD FAITH EFFORT (GFE) PROGRAM BIDDER CHECKLIST

The City of Beaverton’s Good Faith Effort Program forms are listed below in the **Bidder’s Checklist**. This checklist helps bidders identify documents required to be deemed a responsive bidder. It remains the responsibility of the bidder, however, to determine that all required documents have been submitted to the City of Beaverton. For purposes of this document, “submitted” means in the physical possession of the City of Beaverton, Purchasing Division. All forms can be provided electronically upon request; OR available to download on the City of Beaverton Purchasing website:

<http://www.BeavertonOregon.gov/Purchasing>

For a complete list of all MWESB-certified businesses, visit the state’s certification management system at <http://oregon4biz.diversitysoftware.com/> or search MWESB-certified firms registered through ORPIN by visiting <http://orpin.oregon.gov>, logging in and selecting “Browse Suppliers” from the left-hand navigation column.

Due Day of Bid Opening by 4:00 PM from ALL Bidders

- FORM 1 – City of Beaverton – Good Faith Effort Program - Subcontractor & Self-Perform List**
Note: This completed form is required even if you intend to self-perform all of the work. Any bidders not submitting this form will be deemed non-responsive and will result in the rejection of the bid. This form may be submitted in person, by fax or by email (see below).

Due Day after Bid Opening by 2:00 PM from the Apparent Low Bidder

- FORM 2 – City of Beaverton – Good Faith Effort Program - Contact & Bids Received Log**
Provide all required information in each column as applicable.
Note: Not required if self-performing all of the work.

- Copy of solicitation letter, fax, or email sent to MWESB Subcontractors**

Due after award of contract from the Awarded Prime Contractor

- FORM 3 – City of Beaverton - Monthly Subcontractor Payment and Utilization Report**
Monthly Progress Reports can be submitted by mail, fax, or by email to the Purchasing Agent.

SUBMISSION OF ALL REQUIRED INFORMATION

All Good Faith Effort Program forms may be submitted electronically, by fax, or in person to the Utility Billing Counter on the Fourth floor of the Beaverton Building, located at 12725 SW Millikan Way, Beaverton, OR 97005. Electronic submissions should be sent to BidMail@BeavertonOregon.gov. Fax submissions should be sent to 503-526-2490. **Hard copy submissions are strongly encouraged**—ensuring electronic or fax submissions are received by the City in a timely manner is the responsibility of the bidder.

QUESTIONS

If you have any questions about the forms or submission requirements, contact Terry Muralt, Purchasing Agent at 503-526-2229 or tmuralt@BeavertonOregon.gov.

CITY OF BEAVERTON – GOOD FAITH EFFORT (GFE) PROGRAM REQUIREMENTS

1. PROGRAM DESCRIPTION

A. The City of Beaverton is committed to a procurement strategy that provides opportunities to small businesses, is supportive of the regional economy, and is designed to achieve racial and gender equity in contracting. Therefore, Prime Contractors are required to submit documentation showing that a Good Faith Effort (GFE) has been made to contract with subcontractors that are Minority-owned, Women-owned or Emerging Small Businesses (MWESB) as well as Service-Disabled Veteran-owned Small Businesses (SDV).

B. On projects estimated at \$100,000 and above, this program:

- Helps determine whether bidders made the required GFE to open subcontracting opportunities to state-certified MWESB firms,
- Assists the City in recording subcontractor utilization on its projects,
- Requires contractors to provide evidence of a GFE on **ALL** of their subcontracting opportunities (regardless of value).

2. ASPIRATIONAL GOAL

The City has adopted an aspirational goal of 10% MWESB participation in its overall dollar amount of contracting and purchasing activities, including goods and services, personal/professional services, architectural & engineering and related services, and construction of public improvements.

3. PRE-BID REQUIREMENTS

A. The City has identified Divisions of Work (DOW), or areas where the City has determined that subcontracting opportunities may exist, for each of its projects valued over \$100,000. Bidders are required to make a GFE to contract with state-certified MWESB subcontractors for each DOW identified in the solicitation documents that the bidder intends to complete using a subcontractor. A bidder may not use a Subcontractor to perform any DOW unless the bidder has made a good faith effort as required by these specifications with respect to that DOW.

B. Bidders are not required to contact MWESB subcontractors for any DOW that will be performed by bidders' own forces. If a bidder indicates that it will self-perform work in a particular DOW it may still add a subcontractor in that DOW so long as bidder complies with the requirements of paragraph 5 below.

C. The requirements of the GFE Program are contractual obligations and are included in the construction contract. Failure to comply may result in a finding of breach of contract, disqualification of the bidder to bid on future contracts, or a claim for damages.

Please go to the state's website to locate potential MWESB subcontractors for each DOW. Search codes as identified in the solicitation documents for each DOW you intend to subcontract (e.g. NIGP Code 91038 for Asbestos Removal). The state MWESB Certification Directory is located at <http://oregon4biz.diversitysoftware.com>. If you have difficulty identifying potential MWESB subcontractors please contact the Purchasing Division at 503-526-2435.

Please note: This project is located within Washington County and when searching for potential subcontractors you are encouraged to contact firms based within the general area.

D. **Who to contact**

For **each** GFE DOW that will be performed by a subcontractor, bidders must contact:

- 1) Each MWESB subcontractor that attended the pre-bid meeting (if one was held) that identified itself as a subcontractor in one or more specific DOW that the bidder will subcontract. The Pre-Bid Meeting Attendance List will be available to bidders on the City's Bid page, www.BeavertonOregon.gov/Bids.
- 2) In addition, the bidder shall contact a minimum of five (5) MWESB subcontractors for each DOW that will be subcontracted. If there are fewer than five (5) subcontractors listed on the state website for a particular DOW, bidders shall contact **all** of the subcontractors that are listed in that DOW.

E. **When to contact**

Bidder shall make the first contact with each MWESB subcontractor at least seven (7) calendar days before the bid opening. For example, if bids are opening on Thursday, the first contact shall be on or before the Thursday of the preceding week; if on Tuesday then on or before the Tuesday of the preceding week.

F. **How to contact**

- 1) Bidders shall contact MWESB subcontractors by letter, fax, or email to advise them of potential subcontracting opportunities; and,
- 2) Bidders shall follow up with telephone calls to each MWESB subcontractor contacted to determine if a bid will be submitted or if further information is required. A subcontractor need not be contacted if that subcontractor responds to the first contact with a statement that the subcontractor will not bid on this project or if a subcontractor has already submitted a sub-bid.

G. **What information must be provided**

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

4. OPTIONAL GOOD FAITH EFFORTS

A. Bidders should also consider GFEs such as:

- 1) Advertisements in community-based newspapers (i.e. Skanner, Asian Reporter, El Hispanic, etc.);
- 2) Letters to Minority and Women Community Organizations;
- 3) Alternative methods of participation with Minority-owned, Women-owned or Emerging Small Businesses through arrangements such as joint ventures, negotiated subcontract agreements and competitive bids; and
- 4) Purchase of construction materials and equipment from state-certified MWESB suppliers.

5. SUBMISSION OF REQUIRED DOCUMENTATION

A. FORM 1: Subcontractor and Self-Perform Work List

DUE DAY OF BID OPENING BY 4:00PM – FROM ALL BIDDERS

Bidders shall submit Form 1 with their bid or by 4:00 p.m. on the day the bid is due. Failure to timely submit Form 1 will result in bid rejection for any bidder being considered for award.

Form 1 shall list **all subcontractors** to be used on this contract regardless of the dollar amount. (This is more than what is required by the State of Oregon's First-Tier Subcontractor disclosure form). If this bid includes bid alternates for additional work, bidders shall list **all first-tier subcontractors** who will be used if the City elects to do the additional work.

Bidders shall list all Divisions of Work they intend to self-perform and separately list any DOWs where the identity of the subcontractor who will perform the work is undetermined at bid time.

B. FORM 2: MWESB Contact & Bids Received Log & Solicitation Letter

DUE DAY AFTER BID OPENING BY 2:00PM FROM APPARENT LOW BIDDER

1) FORM 2: MWESB Contact & Bids Received Log Contact

The apparent low bidder shall submit Form 2 (or equivalent) on the next business day following bid submission by 2:00 PM.

2) Solicitation Letter

The apparent low bidder shall submit one copy of the letter, fax, or email sent to MWESB subcontractors to solicit bids for this project. If more than one form of communication was sent, submit a copy of each form.

3) Failure to timely submit Form 2 will result in bid rejection. Failure to timely submit the solicitation letter may also result in bid rejection, at the City's discretion. Contractors shall submit additional information upon request if the City believes it needs to clarify the bidder's GFE.

4) If for any reason the apparent low bidder is not awarded the contract or its bid is rejected, the next apparent low bidder shall submit Form 2 and solicitation letter on the next business day by 2:00 PM, following notification from the City.

C. FORM 3: Monthly Subcontractor Payment and Utilization Report

DUE MONTHLY FROM THE AWARDED PRIME CONTRACTOR

The awarded Contractor shall list the contract amounts and payment amounts to **all** subcontractors (including MBE, WBE, ESB, and SDV subcontractors) and second tier subcontractors on Form 3. All first-tier Subcontractors with second-tier subcontractors shall also submit Form 3 on a monthly basis.

Monthly Subcontractor Payment and Utilization Reports shall be submitted by the 15th of each month once work has commenced.

6. ADDITION OR REPLACEMENT OF SUBCONTRACTORS AFTER BIDS ARE DUE

- A. The successful bidder will not be permitted to add or replace an MWESB Subcontractor after bids are due *without the written authorization of the Purchasing Agent*. The Purchasing Agent must be notified in writing immediately upon the need to substitute an MWESB firm acting as a Subcontractor.
- B. No Subcontractor may be **added** or **replaced** after the bid is due unless the bidder complies with the requirements of ORS 279C.585, and makes a GFE to contract with an MWESB firm for the work to be performed. Documentation of a GFE is required and must be submitted to the Purchasing Agent *prior* to adding or replacing a subcontractor.

7. ENFORCEMENT AFTER CONTRACT AWARD

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

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

A. Withholding Progress Payments

The City may withhold all or part of any progress payment(s) until the Prime 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. If a Subcontractor(s) is responsible for noncompliance with the GFE Program requirements, the City may choose to withhold only that portion of the progress payment.

B. Liquidated Damages – GFE Program Non-Compliance

The parties mutually agree that it would be difficult, if not impossible, to assess the actual damage incurred by the City for the Contractor's failure to comply with the GFE Program. The parties further agree that it is difficult, if not impossible, to determine the cost to the City when contracting opportunities are not provided. Therefore, if the Contractor fails to comply with the GFE provisions of this contract, the Contractor agrees to pay the sum of \$1,000 for each violation. These damages are independent of any liquidated damages that may be assessed due to any delay in the project caused by the Contractor's failure to comply with this or other provisions of the contract.

C. Liquidated Damages - 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. Possible Debarment

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

E. Other Remedies

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

8. REVIEW OF RECORDS

- A. In the event that the City reasonably believes that a violation of the requirements of this section has occurred, the City is entitled to review the books and records of the Prime Contractor and any Subcontractors employed on the project to which the requirements of this section are applicable in order to determine whether such a violation has or has not occurred.

- B. In the event that the Prime 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 7 above, including the withholding of all or part of any progress payment(s).

ATTACHMENTS:

FORM 1: City of Beaverton - Good Faith Effort Program - **Subcontractor and Self-Performed List**

FORM 2: City of Beaverton - Good Faith Effort Program - **MWESB Contact / Bids Received Log**

FORM 3: City of Beaverton - **Monthly Subcontractor Payment and Utilization Report**

All forms are available online at <http://www.BeavertonOregon.gov/Purchasing>

DIVISIONS OF WORK

Divisions of Work (DOW) encompass portions of the scope of the work that present subcontracting opportunities. By subdividing the work of the contract, Prime Contractors can increase their utilization of MWESB-certified subcontractors in order to better meet the City of Beaverton’s aspirational goals as a part of its MWESB Policy.

Using the National Institute of Governmental Purchasing (NIGP) codes identified for each project, Prime Contractors can search for MWESB-certified Subcontractors through the State’s Certification Management System at <https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp>. Prime contractors can also identify potential MWESB-certified firms by searching MWESB-certified Suppliers registered with ORPIN at <http://orpin.oregon.gov>.

The NIGP Codes selected below are unique to this project:

NIGP Codes/Work Description	
<input type="checkbox"/> 91038 Asbestos Removal	<input type="checkbox"/> 91227 Irrigation
<input type="checkbox"/> 91395 Asphalt Paving	<input type="checkbox"/> 98852 Landscaping
<input type="checkbox"/> 91313 Bridges	<input type="checkbox"/> 91047 Lead Paint Abatement
<input type="checkbox"/> 91427 Carpentry	<input type="checkbox"/> 91455 Masonry
<input type="checkbox"/> 91219 Clearing/Grubbing/Mowing/Brushing	<input type="checkbox"/> 91458 Metal Fabrication
<input type="checkbox"/> 91382 Concrete Cutting	<input type="checkbox"/> 91461 Painting/Wallpapering
<input type="checkbox"/> 92519 Concrete Pumping	<input type="checkbox"/> 91468 Plumbing
<input type="checkbox"/> 91430 Concrete Work	<input type="checkbox"/> 91473 Roofing
<input type="checkbox"/> 96247 Crane Service	<input type="checkbox"/> 96826 Rock Crushing
<input type="checkbox"/> 91240 Demolition	<input type="checkbox"/> 91345 Sewer, Water & Storm Drain Work
<input type="checkbox"/> 91216 Drilling/Boring	<input type="checkbox"/> 90976 Site Clean Up
<input type="checkbox"/> 91075 Drywall/Sheetrock	<input type="checkbox"/> 91276 Striping
<input type="checkbox"/> 91438 Electrical	<input type="checkbox"/> 91479 Structural Steed (Install/Erect)
<input type="checkbox"/> 91244 Excavating	<input type="checkbox"/> 92586 Surveying
<input type="checkbox"/> 98815 Fencing	<input type="checkbox"/> 91068 Tank Decommission/Removal
<input type="checkbox"/> 91444 Floor Coverings	<input type="checkbox"/> 91483 Tile/Terrazzo/Marble Work
<input type="checkbox"/> 91447 Glass Services	<input type="checkbox"/> 96884 Traffic Control Services
<input type="checkbox"/> 91223 Grading	<input type="checkbox"/> 96880 Traffic Sign Installation/Removal
<input type="checkbox"/> 96239 Hauling Services (Trucking)	<input type="checkbox"/> 91356 Utilities
<input type="checkbox"/> 92645 Hazardous Waste Removal	<input type="checkbox"/> 96894 Waterproofing
<input type="checkbox"/> 91036 HVAC	<input type="checkbox"/> 91485 Welding
<input type="checkbox"/> 91453 Insulation	<input type="checkbox"/> 87090 Window coverings

CITY OF BEAVERTON – GOOD FAITH EFFORT (GFE) PROGRAM

FORM 1: SUBCONTRACTOR & SELF-PERFORM LIST

Bidder Name: _____ Bid Number: _____

Project Name: _____ Total Bid Amount: _____

Divisions of Work (DOWs) are detailed within the solicitation document. To be considered a responsive bidder, firms must identify all DOWs to be self-performed and subcontracted. DOWs not self-performed are subject to the **Good Faith Effort Program** requirements. Before submitting, check to ensure *all* listed DOWs for this project appear in at least one of the two tables below.

DIVISIONS OF WORK TO BE <u>SELF-PERFORMED</u> (GFE NOT REQUIRED)

Note: Divisions of Work that will **not** be Self-Performed will be itemized on the next page.



CITY OF BEAVERTON – GOOD FAITH EFFORT (GFE) PROGRAM
FORM 1: SUBCONTRACTOR SELF-PERFORM LIST CONTINUED

Bidder Name: _____ Solicitation Number: _____
 Project Name: _____ Contact Person: _____

DIVISIONS OF WORK <u>NOT TO BE SELF-PERFORMED</u> (LIST ALL SUBCONTRACTORS—CERTIFIED AND NON-CERTIFIED)						
ALL SUBCONTRACTORS (Use the Subcontractor's complete legal name)	DIVISIONS OF WORK (PROVIDE DESCRIPTION)	DOLLAR VALUE OF SUBCONTRACT	TYPE OF CERTIFICATION* (Check all that apply)			
			MBE	WBE	ESB	SDV
Name _____ Address _____ City/St/Zip _____ Phone _____ CCB# _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____ Address _____ City/St/Zip _____ Phone _____ CCB# _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____ Address _____ City/St/Zip _____ Phone _____ CCB# _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***ESB:** Emerging Small Business; **MBE:** Minority-owned Business; **WBE:** Women-Owned Business; **SDV:** Service-Disabled Veteran-Owned Business

CITY OF BEAVERTON – GOOD FAITH EFFORT (GFE) PROGRAM
FORM 1: SUBCONTRACTOR SELF-PERFORM LIST CONTINUED

Bidder Name: _____ Solicitation Number: _____
 Project Name: _____ Contact Person: _____

DIVISIONS OF WORK <u>NOT TO BE SELF-PERFORMED</u> (LIST <u>ALL</u> SUBCONTRACTORS—CERTIFIED AND NON-CERTIFIED)						
ALL SUBCONTRACTORS (Use the Subcontractor's complete legal name)	DIVISIONS OF WORK (PROVIDE DESCRIPTION)	DOLLAR VALUE OF SUBCONTRACT	TYPE OF CERTIFICATION* (Check all that apply)			
			MBE	WBE	ESB	SDV
Name _____ Address _____ City/St/Zip _____ Phone _____ CCB# _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____ Address _____ City/St/Zip _____ Phone _____ CCB# _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name _____ Address _____ City/St/Zip _____ Phone _____ CCB# _____			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***ESB:** Emerging Small Business; **MBE:** Minority-owned Business; **WBE:** Women-Owned Business; **SDV:** Service-Disabled Veteran-Owned Business

CITY OF BEAVERTON – GOOD FAITH EFFORT (GFE) PROGRAM

FORM 2: MWESB CONTACT & BIDS RECEIVED LOG

Bidder Name: _____

Solicitation Number: _____

Project Name: _____

Contact Person: _____

MWESB SUBCONTRACTOR BUSINESS NAME	CONTACT NAME & DATE OF CONTACT	DIVISIONS OF WORK PROVIDE DESCRIPTION*	DATE SOLICITATION WAS SENT	BID ACTIVITY (YES / NO)			REJECTED BIDS	
				WILL BID	BID REC'D	BID USED	BID AMOUNT	REASON NOT USED (If "Other," please explain)
								<input type="checkbox"/> Price <input type="checkbox"/> Scope <input type="checkbox"/> Other
								<input type="checkbox"/> Price <input type="checkbox"/> Scope <input type="checkbox"/> Other
								<input type="checkbox"/> Price <input type="checkbox"/> Scope <input type="checkbox"/> Other
								<input type="checkbox"/> Price <input type="checkbox"/> Scope <input type="checkbox"/> Other
								<input type="checkbox"/> Price <input type="checkbox"/> Scope <input type="checkbox"/> Other
								<input type="checkbox"/> Price <input type="checkbox"/> Scope <input type="checkbox"/> Other
								<input type="checkbox"/> Price <input type="checkbox"/> Scope <input type="checkbox"/> Other

*When possible, Subcontractors contacted for the same or similar Divisions of Work should be grouped together



Date Submitted: _____

Report for FY: _____ Month: _____

**CITY OF BEAVERTON – GOOD FAITH EFFORT (GFE) PROGRAM
FORM 3: MONTHLY SUBCONTRACTOR PAYMENT AND UTILIZATION REPORT**

Project Name: _____ Contract Number: _____

Prime Contractor: _____ Total Contract Amount: _____

Progress Report Number: _____ Is this the Final Progress Report? Yes No

NAME OF SUBCONTRACTOR* (INCLUDE <u>ALL</u> LISTED ON BID PLAN)	MWESB Certified	TYPE OF CERTIFICATION** (Check all that apply)				ORIGINAL AWARD AMOUNT	AMENDED AWARD AMOUNT (IF APPLICABLE)	TOTAL AMOUNT PAID THIS PAY PERIOD <u>ONLY</u>
		ESB	MBE	WBE	SDV			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

*Before replacing, substituting, or adding any Subcontractor, the Prime Contractor **must** get written authorization from the Purchasing Agent.

** **ESB**: Emerging Small Business; **MBE**: Minority-owned Business; **WBE**: Women-Owned Business; **SDV**: Service-Disabled Veteran-Owned

BY SIGNING BELOW, I HEREBY CERTIFY THAT THE ABOVE LISTED FIRMS HAVE BEEN UTILIZED BY OUR COMPANY IN THE AMOUNTS REPRESENTED ABOVE AND THAT THE INFORMATION CONTAINED HEREIN IS COMPLETE AND ACCURATE.

Authorized Signature of Contractor: _____

Date: _____

Printed Name of Signatory: _____

