

## 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 Date made, for Month	13. Total Retainage Held, if any (\$)	14. Total Payments to Date (\$)
	<input type="checkbox"/>					
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	<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 \_\_\_\_\_

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.