



Oregon Construction Contractors Board

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Improper Substitution of First-Tier Subcontractor

Public Contracts Complaint Form

Pursuant to OAR 812-005-0500, subcontractors wishing to provide the CCB with information indicating that a contractor substituted a first-tier subcontractor for a reason not in conformance with ORS 279C.585 on a public works project shall do so on this form. This is only applicable to public works projects.

Upon filing a complaint, each subcontractor must post a deposit of \$500 with the CCB. If the CCB determines that a contractor's substitution was not in compliance with ORS 279C.585, the CCB will return the full amount of the deposit to the complaining subcontractor. If the CCB determines that a contractor has not substituted a subcontractor or that the contractor's substitution was in compliance with ORS 279C.585, the CCB will award the contractor \$250 of the deposit and the CCB will retain the remainder.

COMPLAINANT			RESPONDENT		
Name of sub contractor		CCB#	Complaint against (contractor)		CCB#
Name and title of person filing this form (contact person)			Name of company contact		
Mailing address			Mailing address		
City	State	Zip code	City	State	Zip code
Work phone		Fax	Phone number		Fax
AGENCY INFORMATION			CHECKLIST		
Name of project			<p>Please attach the following when submitting this form:</p> <ol style="list-style-type: none"> 1. \$500 Deposit to CCB 2. A narrative of events that transpired 3. Copy of the subcontractor bid 4. Copy of the First-Tier subcontractor disclosure form 5. Any other relevant documents or correspondence 		
Public agency responsible for the project					
PROJECT INFORMATION					
Agency contact					
Subcontractor scope of work bid					
Bid date	Total bid	Total amount of project			
Disclosure of bid acceptance date		Date of substitution			

Signature _____ Date _____

Upon receipt of a complaint, the CCB will conduct an investigation. If the CCB determines that a contractor has substituted a subcontractor in a manner not in compliance with ORS 279C.585, the CCB may impose a civil penalty against the contractor of up to 10 percent of the amount of the subcontract bid submitted by the complaining subcontractor to the contractor or \$15,000, whichever is less. Amounts collected by the CCB will be awarded to the complaining subcontractor. The CCB may also impose a civil penalty on the contractor of up to \$1,000 that is retained by the CCB and may place the contractor on the list of contractors not qualified to hold public works contracts for up to one year.