

SUBCONTRACT CHECKLIST

Certs / Registrations

(As Needed)

CCB / Oregon Construction Contractors Board Registration	CCB Contractor Search (state.or.us)
Public Works Bond	
Business Corp / Secretary of State Business Registration	State of Oregon: Business - Find a Business
OSBEELS / Engineering and Land Surveying License Registry	Oregon State Board of Examiners for Engineering & Land Surveying
ODOT Technician/Inspector Certification	https://highway.odot.state.or.us/cf/techcertdynamic/
Oregon Landscape Contractors Board	Oregon Landscape Contractors Board (thentiacloud.net)
Traffic Control Supervisor / Flagger Certification	Photo of current certification; ODOT Inspector Certification (see above); contact Chemeketa Community College

Flagger Certification contact: [Flagger Training | Chemeketa Community College](http://www.flaggertraining.com)

Contract Clauses (Links included on subsequent pages)

DBE Goals / Verify DBE subs meet requirements	ORS279A.105
Contract clause that DBE must remain certified for the whole contract	ORS279A.107
Nondiscrimination against DBE/ESB/WBE etc.	ORS279A.110
First-tier subcontractor disclosure	ORS279C.370
Disqualification from consideration for award of contracts	ORS279C.440
Interest Penalty	ORS279C.515(2) ORS279C.580(J)(d)
CCB Complaints	ORS279C.515(3)
Apprenticeship Clause if required per contract amount	ORS279C.533
Withholding (Also See, ORS 710.420)	ORS279C.555
Surety or Retainage	ORS279C.560
Progress Payments	ORS279C.570-580
Consistent Payment Procedure	ORS279C.580 (J)(c)
Prompt Payment	ORS279C.580(3)(a)
Interest Penalty	ORS279C.580(3)(b)
Lower Tier Clause	ORS279C.580(4)
Public Works Bond or Bond Exemption Information	ORS279C.836
Required for declaring surety to pay prevailing wages	ORS279C.845
First Tier Subcontractor Substitution Rules	ORS279C.585
Complaint method for substitution rules	ORS279C.590
Right to claim notice	ORS279C.600
Notice of claim process	ORS279C.605
Public Works and Davis Bacon Prevailing Wage	ORS279C.800 - 279C.875
Asbestos abatement license for asbestos work	ORS468A.710

Additional Requirements

FHWA 1273
DBE Supplemental Requirement Contract Provisions
Cargo Clause

Summary of Key ORS Clauses

Found in ORS

ORS279A.105	DBE Goals / Verify DBE subs meet requirements
ORS279A.107	Contract clause that DBE must remain certified for the whole contract
ORS279A.110	Nondiscrimination against DBE/ESB/WBE etc.
ORS468A.710	Asbestos abatement license for asbestos work
ORS279C.370	First-tier subcontractor disclosure
ORS279C.440	Disqualification from consideration for award of contracts Must include prompt payment clause.
ORS279C.515	Must have an interest payment penalty clause. Must contain a CCB complaint statement
ORS279C.533	Apprenticeship Clause if required per contract amount
ORS279C.555	Withholding of Retainage (Also See, ORS 710.420)
ORS279C.560	Form of Retainage
ORS279C.570	Prompt Payment Policy Contractor's relations with subcontractors: Required prompt payment clause -Contractor must provide standard for payment disputes
ORS279C.580	-Must provide a standard payment form for subcontractors to use as an application for payment -Interest Penalty Lower Tier Clause
ORS279C.585	First Tier Subcontractor Substitution Rules
ORS279C.590	Complaint method for substitution rules
ORS279C.600	Right to claim notice
ORS279C.605	Notice of claim process
ORS279C.830	Prevailing Wage in being paid requirement. Include as supporting info for all subcontracts. Interest Penalty
ORS279C.836	Verify public works bonds or that subcontractors meet exemptions
ORS279C.845	Required for declaring surety to pay prevailing wages

Summary of Key ORS Clauses

Found on Subcontractor Consent Checklist

ORS 279C.836(4) or (9) Public Works Bond

ORS 279C.580(3)(a) Prompt Payment

ORS 279C.580(3)(b) Interest Penalty

ORS 279C.580(4) Lower Tier Clause

ORS 279C.515(3) CCB Complaints

ORS279C.830(1)(c) Wage Rates Statement

ORS 279C.836(4) or (9) Public Works Bond Unless Exempt

ORS 279C.836(7) or (8) If Electing Not To File Public Works Bond

Summary of Key ORS Clauses

From Contractor Doc

ORS279C 570-580	Progress Payments
ORS279C 580(3)&(4)	Prompt Payment Clause
ORS279C.580 (J)(c)	Consistent Payment Procedure
ORS279C.515(2) ORS279C.580(J)(d)	Interest Penalty
ORS 279C.550-279C.565	Retainage
ORS279C.800-279C.875 ORS279C.830 ORS279C.838 ORS279C.840	Prevailing Wage
ORS 279C.800 to 279C.870	Public Works & Davis Bacon
ORS279C.836(4),(7),(8),(9)	Public Works Bond Exemptions

Summary of Key ORS Clauses

Additional Considerations

FHWA 1273

DBE Supplemental Requirement

Contract Provisions

Cargo Clause

Subcontract Requirement

Subcontract Requirement - For All Tiers as well as all agreements associated with a Committed DBE

Include Standard Spec No. from Spec

Book