

Subcontract Checklist

Certs/Registrations

(As Needed)

Organization

CCB / Oregon Construction Contractors Board Registration
Public Works Bond
Business Corp / Secretary of State Business Registration
OSBEELS / Engineering and Land Surveying License Registry
ODOT Technician/Inspector Certification
Oregon Landscape Contractors Board
Traffic Control Supervisor / Flagger Certification

Link

[CCB Contractor Search \(state.or.us\)](http://state.or.us/ccb)
[CCB Contractor Search \(state.or.us\)](http://state.or.us/ccb)
[State of Oregon: Business - Find a Business](http://state.or.us/business)
[Oregon State Board of Examiners for Engineering & Land Surveying](http://state.or.us/engineering)
<https://highway.odot.state.or.us/cf/techcertdynamic/>
[Oregon Landscape Contractors Board \(thentiacloud.net\)](http://thentiacloud.net)
Photo of current certification; ODOT Inspector Certification (see above);
contact Chemeketa Community College
[Flagger Training | Chemeketa Community College](#)

Flagger Certification contact

Contract Clauses

(Links included on subsequent pages)

Contract Clauses

DBE Goals / Verify DBE subs meet requirements
Contract clause that DBE must remain certified for the whole contract
Nondiscrimination against DBE/ESB/WBE etc.
First-tier subcontractor disclosure
Disqualification from consideration for award of contracts
Interest Penalty
CCB Complaints
Apprenticeship Clause if required per contract amount
Withholding (Also See, ORS 710.420)
Surety or Retainage
Progress Payments
Consistent Payment Procedure
Prompt Payment
Interest Penalty
Lower Tier Clause
Public Works Bond or Bond Exemption Information
Required to declare surety to pay prevailing wages
First Tier Subcontractor Substitution Rules
Complaint method for substitution rules
Right to claim notice
Notice of claim process
Public Works and Davis Bacon Prevailing Wage
Asbestos abatement license for asbestos work

ORS Location(s)

ORS279A.105
ORS279A.107
ORS279A.110
ORS279C.370
ORS279C.440
ORS279C.515(2) ORS279C.580(J)(d)
ORS279C.515(3)
ORS279C.533
ORS279C.555
ORS279C.560
ORS279C.570-580
ORS279C.580 (J)(c)
ORS279C.580(3)(a)
ORS279C.580(3)(b)
ORS279C.580(4)
ORS279C.836
ORS279C.845
ORS279C.585
ORS279C.590
ORS279C.600
ORS279C.605
ORS279C.800 - 279C.875
ORS468A.710

Additional Requirements
Requirements
FHWA 1273
DBE Supplemental Requirement Contract Provisions
Cargo Clause

**Summary of Key ORS Clauses
Found in ORS**

ORS	Key Clauses
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
ORS279C.515	Must include prompt payment clause. 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
ORS279C.580	Contractor's relations with subcontractors: • Required prompt payment clause • Contractor must provide standard for payment disputes • 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 to declare surety to pay prevailing wages

Summary of Key ORS Clauses
Found on Subcontractor Consent Checklist

ORS	Subject Area
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
ORS 279C.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
Additional Considerations

Consideration	Solution
FHWA 1273	Subcontract Requirement
DBE Supplemental Requirement Contract Provisions	Subcontract Requirement - For All Tiers as well as all agreements associated with a Committed DBE
Cargo Clause	—
Include Standard Spec Number from Spec Book	—