



**City of Portland Code of Conduct for Apparel Contractors  
Public Complaint Registration Form: Non-Compliant Contractor**

Use this form to file a complaint with the City of Portland Procurement Services regarding a current City Contractor that, based on substantial evidence, is suspected to be non-compliant with the City's Code of Conduct for Apparel Contractors. Upon receipt of the complaint, the City will review the evidence, investigate the claims, and pursue remedial actions as applicable. Complete information must be filed in order to register a complaint.

(\* indicates a required field)

Return the completed form by email to [stacey.foreman@portlandoregon.gov](mailto:stacey.foreman@portlandoregon.gov) or by mail to: City of Portland Procurement Services, Attn: Chief Procurement Officer, 1120 SW 5th Avenue, Rm 750, Portland, OR, 97204, USA

**Complainant Information**

To the extent permitted by state law, the City will endeavor to maintain the confidentiality of all complainants requesting public anonymity who register a complaint pursuant to this provision (See, ORS Ch. 190, Oregon State Public Records Act).

Are you requesting your name and related identity information to remain confidential?\*

Yes  No

Complainant Name:\* \_\_\_\_\_ Phone:\* \_\_\_\_\_  
 Street Address:\* \_\_\_\_\_  
 City/State/Country:\* \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Spoken Language(s):\* \_\_\_\_\_  
 Affiliation (Union group, non-profit, Company, etc.):\* \_\_\_\_\_

**Alleged Non-Compliant City Contractor Information**

Company Name:\* \_\_\_\_\_  
 Facility Name:\* \_\_\_\_\_  
 Facility Street Address:\* \_\_\_\_\_  
 Facility City/State/Country:\* \_\_\_\_\_  
 Facility Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Spoken Language(s) of Contact: \_\_\_\_\_  
 Items provided from this facility:\* \_\_\_\_\_

**Details of Alleged Non-Compliance\***

Provide details of the non-complaint actions committed by the named City Contractor. Include references to dates, patterns of reoccurrence, and any other specifics that help define the extent of the violations. Attach copies of evidence, as applicable (timesheets, written notices, etc.). Use additional space on the next page, if necessary.

**Notice**

The City may seek reimbursement for any cost associated with investigating complaints if it is found to be in the City's best interest to do so.

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**Details of Alleged Non-Compliance (continued from previous page)**