



King County

Reporting Instructions

Who Submits	Document Name	Submit Deadline	How to Submit	Where to Submit
Prime	PIR	Upon award	Email or hard copy	PCSS
Prime	Statement of Compliance	Upon award	Signed hard copy only.	PCSS
Prime	List of subcontractors & suppliers	Upon award, and updated as subs and lower-tier subs are identified	Email or hard copy	Address below
Prime	Affidavit and Certificate of Compliance	Upon Notice of Selection	Signed, notarized hard copy only.	PCSS
Subs & Prime	Affidavit of Amounts Paid	Upon project completion & as required throughout contract	Hard copy only, Signature of sub must be notarized. Mark box whether monthly, quarterly, or final.	Submitted by Prime to address below.
Subs & Prime	MUR/AUR	10 th of month following the month being reported for every month of contract	Email or hard copy	To prime who submits to address below
Subs	PIR	Within 15 days of signing the subcontract	Email or hard copy	To prime who submits to address below
Subs	Affidavit and Certificate of Compliance	Upon award of subcontract	Signed, notarized hard copy only.	To prime who submits to address below
Subs	Statement of Compliance (Union Statement)	Upon award of subcontract	Signed hard copy only.	To prime who submits to address below

- **The prime contractor is responsible for distributing forms, collecting completed forms and submitting the forms to the address below.**
- **Please include your Contract Number .**

Please mail all hard copies to:

King County Office of Regional Policy and Planning
 Business Development and Contract Compliance Section
 516 Third Avenue, MS: KCC-EX-0402
 Seattle, WA 98104

Attn:

E-mail attachments should be sent to BDCCSubmittals@metrokc.gov

ACRONYM GLOSSARY:

- AUR –Apprenticeship Utilization Report
- MUR – Monthly Utilization Report (same as EEO report)
- EEO – Equal Employment Opportunity Report (same as MUR)
- PIR – Personnel Inventory Report
- SUB- Subcontractor/subconsultant
- PRIME- Prime contractor/consultant