

EXHIBIT I - PROJECT COMPLIANCE REQUIREMENTS AND DOCUMENTATION

Project: 24053 – BAGEL BOULEVARD

The requirements listed below are **MANDATORY** for all subcontractors and lower tier subcontractors.
Fillable forms are attached for your use per section.

1. Certified Payroll (Weekly/Bi-Weekly Reporting)

- A. Payroll is to be sent weekly via email to Tabitha Polachek at: tpolachek@marousbrothers.com
- B. Certified payrolls are mandatory. A late payroll will lead to a delay in payment.
- C. We will address any issues with your submittal prior to our monthly pay application delivery. Any issues found must be addressed immediately to ensure your inclusion in that months' pay application.

2. Apprenticeship Certificates

- A. All apprentices are required to be in a bona fide program and employers are required to submit a State of Ohio Apprenticeship certificate.

3. Daily Sign-In / Sign-Out Sheets (Weekly Reporting)

- A. All subcontractors must complete an *Employee Daily Sign-In / Sign-Out* sheet on a daily basis.
- B. Daily Sign-In / Sign-Out Sheets are to be submitted weekly via email to Tabitha Polachek at: tpolachek@marousbrothers.com. Keep a copy for your records. If not received, your payroll will not be reviewed.

4. Monthly Contract Diversity & Workforce Diversity Participation

- A. Complete entire form and submit monthly. If you have any sub-tiers, they will need to complete the report as well.
- B. Sign and return to me by the 30th of each month.
- C. A late Diversity Report will lead to a delay in payment.
- D. A PDF example is attached. Excel version will be emailed out once contract fully executed. The form can also be found at www.MarousBrothers.com, go to contact at the top of the page and click on Subcontractor Resources and look for job number **24053 – BAGEL BOULEVARD**

5. Ohio State Prevailing Wage

- A. This job is State of Ohio Prevailing Wage.

If the subcontractor or any of the lower tier subcontractors do not submit all required documents in a timely manner, we may opt to pull them from the monthly billing until all required documents are submitted.

Please direct any questions regarding Compliance to: Tabitha Polachek,
Compliance Mgr.
440-391-5596
tpolachek@marousbrothers.com

**U.S. DEPARTMENT OF LABOR - OFFICE OF APPRENTICESHIP
APPRENTICESHIP CERTIFICATION**

Tiffnee Sims (Mary Dunkel / Partnership Properties, LLC)
8257 Dow Circle
Strongsville, OH 44136

The following individuals are apprentices registered with the U.S. Department of Labor, Office of Apprenticeship, under the sponsorship of program **OH008050012 - FINISHING TRADES INSTITUTE OF THE OHIO REGION:**

FINISHING TRADES INSTITUTE OF THE OHIO REGION
8257 DOW CIRCLE - WEST
STRONGSVILLE, OH 44136

Apprentice ID	SSN	Apprentice Name	Occupation	Date Apprenticeship Began	Date Cancelled	Date Completed
OH2022000658			DRYWALL FINISHER (Existing Title: Taper) (0561HY V1) Hybrid	2/14/2022		



Certified by the U.S. Department of Labor

Date Issued: 9/26/2024

****VOID 90 DAYS FROM ISSUE DATE****

EXAMPLE



Monthly Workforce Diversity Participation Affidavit

Contract Name **BAGEL BLVD**
 Contract Number **24053-10**

Trade Contractor _____
 Period Ending _____

	Original	Approved Changes	Current
Total Contract Amount		\$ -	
Total Labor Hours		0	

Through Pay App # _____

Workforce Participation HOURS

Workforce Summary			Previous Hrs	Hrs This Period	Previous Hrs	Hrs This Period	Total Hrs to Date	% of Total Expended Hours	Diversity Hours Remaining
Total Hours							0		
	Committed Hrs	%	Previous Hrs	Hrs This Period	Previous Hrs	Hrs This Period			
Minority	0	0.0%					0	#DIV/0!	0
Female	0	0.0%					0	#DIV/0!	0
City of Cleveland Resident	0	0.0%					0	#DIV/0!	0
Low Income City of Cleveland Resident	0	0.0%					0	#DIV/0!	0
HOUR SUBTOTALS			0	0	0	0	0	#DIV/0!	% Total Diverse Hours This Period
								#DIV/0!	% Total Diverse Hours Overall

I hereby certify, under penalties of perjury, that the facts, information and representations set forth above are true and accurate to the best of my knowledge, information and belief.

Contractor

Address

Address

Signature, Duty Authorized Agent of Contractor

Printed Name and Title

Printed Name and Title

State of _____

(City)(County)of _____

(City)(County)of _____

On this day _____ of _____, _____, appeared before me _____ and he/she made an oath in due form of law that the facts, information and representations set forth in the foregoing MBE/FBE Participation Affidavit, are true and accurate to the best of his/her knowledge, information and belief.

Notary Public

My commission expires _____



Monthly Contractual Diversity Participation Affidavit

Contract Name BAGEL BLVD
 Contract Number 24053-10

Trade Contractor _____
 Period Ending _____

	Original	Approved Changes	Current
Total Contract Amount		\$ -	
Total Labor Hours		0	

Through Pay App # _____

ECONOMIC PARTICIPATION

OWNER M/WBE/SBE REQUIREMNT	MBE 15%	WBE 7%	Small Business	EDGE Certified	
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CONTRACTOR / SUPPLIER	TYPE MBE / WBE / SMALL BUSINESS	CONTRACT AMOUNT	PAID TO DATE	EDGE CERTIFIED YES OR NO
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
DIVERSITY TOTAL		\$ -	\$ -	

I hereby certify, under penalties of perjury, that the facts, information and representations set forth above are true and accurate to the best of my knowledge, information and belief.

Contractor

Address

Signature, Duty Authorized Agent of Contractor

Printed Name and Title

State of _____

(City)(County)of _____

On this day _____ of _____, _____, appeared before me _____ and he/she made an oath in due form of law that the facts, information and representations set forth in the foregoing MBE/FBE Participation Affidavit, are true and accurate to the best of his/her knowledge, information and belief.

Notary Public

My commission expires _____