



City of Tacoma
 Community & Economic Development
 Office of Equity in Contracting
 747 Market Street, Rm 900
 Tacoma WA 98402
 253-591-5075

SUBCONTRACTOR COMPLAINT FORM

This form can be used by any subcontractor who has a complaint related to a City of Tacoma project they have been involved in (i.e., prompt pay, certification, retainage, fraud). There are 2 ways to submit this form:

- Once this PDF Form is completed, send it via email at ecoffice@cityoftacoma.org
- Complete this form online by clicking this link: [File an EIC Complaint online](#)

This form is subject to Public Disclosure.

Please Note: If your complaint is a Title VI Complaint, visit [City of Tacoma Title VI Notice - Webpage](#) for more information on how to file a Title VI Complaint or send an email to the Title VI Coordinator at cwolfe@cityoftacoma.org

Section 1: Information about you (the complainant)			
First Name:		Last Name:	
Business Name:		Phone:	
Email:			
Business Address:			
Business City, State & ZIP Code:			
Are you OMWBE Certified?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Section 2: Information about the project			
Spec/Contract #:			
Project Name:			
Project Owner Department:			
City of Tacoma (COT) Project Manager:			
Section 3: Information about the Prime Contractor			
Prime Contractor Name:			
Prime Contractor Business Phone:			
Prime Contractor's Address:			
Prime Contractor's City, State & ZIP Code:			
Section 4: Complaint – What kind of complaint are you submitting? Select all that apply box:			
<input type="checkbox"/> Prompt Payment <input type="checkbox"/> Certification <input type="checkbox"/> Retainage <input type="checkbox"/> Fraud <input type="checkbox"/> Other			
Please describe your complaint below. Use additional pages if needed			