

CITY OF OAKLAND



DALZIEL BUILDING • 250 FRANK H. OGAWA PLAZA, SUITE 4314 • OAKLAND, CALIFORNIA 94612

Public Works Agency
Contract Services

(510) 238-7270
FAX (510) 238-2346
TDD (510) 238-3254

June 6, 2013

Michael Benefield
IHI Environmental
1260 45th Street, Suite L
Emeryville, CA 94608

VIA EMAIL ONLY: benefield@ihi-env.com

RE: On-Call Hazardous Materials Consulting Services

Dear Mr. Benefield:

Congratulations on being awarded the agreement for the above-named project. Included with this transmittal are all the documents “checked off” in the table below. Please review, complete and return these documents **no later than June 20, 2013** to the address below. Thank you in advance for your prompt attention.

City of Oakland
Public Works Agency Contract Services
250 Frank H. Ogawa Plaza, Suite 4314
Oakland, CA 94612
Attn: Calvin Hao

Only the documents checked are required at this point:			
☒	1.	Contract/ Agreement	Photocopy the form provided and return <u>3</u> wet-signed originals.
☒	2.	Insurance Requirements	Provide evidence of insurance coverage in <u>strict compliance</u> with Schedule Q included in the Bid Specifications or RFP/RFQ. Insurance submitted incorrectly <u>will be rejected</u>. ☐ List the <u>Project Name and Number</u> in the “Description of Operations/ Locations” section. ☐ Follow Section b.i. “<u>Additional Insureds</u>” very carefully. ☐ Include the <u>General Liability policy number</u> on endorsement. ☐ List the Certificate holder as: <i>City of Oakland, PWA – Contract Services, 250 Frank H. Ogawa Plaza, Suite 4314, Oakland, CA 94612.</i>
☒	3.	Oakland Business	Provide a copy of a current certificate. If you do not yet have one, you must apply <u>immediately</u> . Information and forms are available at



An American Public Works Association Accredited Agency

		License	http://www.oaklandnet.com/government/fwawebsite/revenue/revenue_biztax.htm
☒	4.	IRS W-9	Provide a completed W-9 form (Taxpayer Identification Number Certification).
☒	5.	Schedule B-2	Arizona Resolution
☒	6.	Schedules C-1,P,U,V Combined	Americans With Disabilities Act; Nuclear Free Zone Disclosure; Compliance Commitment Agreement; Affidavit of Non-Disciplinary or Investigatory Action
☒	7.	Schedule D	Ownership, Ethnicity & Gender Questionnaire
☐	8.	Schedule E	Project Consultant Team
☒	9.	Schedule K	Pending Dispute Resolution
☒	10.	Schedule M	Independent Contractor Questionnaire, Part A
☒	11.	Schedule N	Living Wage Ordinance
☒	12.	Schedule N-1	Equal Benefits Ordinance (<i>n/a if under \$25,000</i>)
☐	13.	Schedule O	Campaign Contribution Limits

Our office will send you a complete set upon execution of the contract documents. Please don't hesitate to contact our office at 510-238-7270 or chao@oaklandnet.com if you any questions or need additional information.

Sincerely,



Calvin Hao
Contract Services Supervisor

CH: tb
Enclosures per checklist

cc: Nancy Humphrey - PWA



An American Public Works Association Accredited Agency