

# 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 45<sup>th</sup> Street, Suite L  
Emeryville, CA 94608

VIA EMAIL ONLY: [benefield@ihi-env.com](mailto: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:			
<input checked="" type="checkbox"/>	1.	<b>Contract/ Agreement</b>	Photocopy the form provided and return <u>3</u> wet-signed originals.
<input checked="" type="checkbox"/>	2.	<b>Insurance Requirements</b>	<p>Provide evidence of insurance coverage in <u>strict compliance</u> with Schedule Q included in the Bid Specifications or RFP/RFQ. <b>Insurance submitted incorrectly <u>will be rejected</u>.</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> List the <u>Project Name and Number</u> in the “Description of Operations/ Locations” section.</li> <li><input type="checkbox"/> Follow Section b.i. “<u>Additional Insureds</u>” very carefully.</li> <li><input type="checkbox"/> Include the <u>General Liability policy number</u> on endorsement.</li> <li><input type="checkbox"/> List the Certificate holder as: <i>City of Oakland, PWA – Contract Services, 250 Frank H. Ogawa Plaza, Suite 4314, Oakland, CA 94612.</i></li> </ul>
<input checked="" type="checkbox"/>	3.	<b>Oakland Business</b>	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

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