

CITY OF OAKLAND

DEPT OF CONTRACTS AND COMPLIANCE

WORK ORDER #1 – SOCIAL EQUITY

Please submit a completed WORK ORDER to initiate services.

Agency PWA Department ESD
 Project Manager Nancy Humphrey Extension 6259 Email nhumphrey@oaklandnet.com
 Name of Project On-Call General Environmental Services Project #
 Contractor or Consultant Terraphase
 Federal Project ☐ Yes ☒ No Formal Project ☒ Yes ☐ No Emergency ☐ Yes ☒ No
 Type of Contract PROFESSIONAL SERVICE

PROJECT/BUDGET	AMOUNT	FUND	ORG	ACCOUNT	PROJECT	PROGRAM
Consultant's Payment	See Schedule T	NA	NA	NA	NA	NA

Please check one or more boxes below and provide details if needed

CONTRACT COMPLIANCE

- ☐ Compliance Analysis (L/SLBE)
- ☐ DBE or ACTA Goal Setting
- ☐ Compliance Review of RFP/RFQ/RFP
- ☒ Equal Benefits (EBO) or Living Wage (LWO)
- ☐ Investigate Non-Compliances
- ☐ Special CEDA Request (describe)
- ☐ CDBG Compliance / Document Review
- ☐ Other

- ☐ Pre-Bid Date Preference
- ☐ Bid Due Date Preference
- ☐ Pre-Award Meeting Date Preference

LOCAL EMPLOYMENT / 15% APPRENTICESHIP

- ☐ Compliance Analysis (select)
- ☐ Certified Payroll
- ☐ Referral of Oakland Resident
- ☐ Special CEDA Request (describe)
- ☐ Other (describe)

- ☐ Pre-Proposal Date Preference
- ☐ Submittal Due Date Preference
- ☐ Post Award Meeting Date Preference

Estimated Timelines (may be adjusted):

Emergency Request	2 days	Document Review	5 days
Compliance Analysis	5 – 10 days	DBE, ACTA Goal Setting	10 days
Full Contract Process	Determined at meeting		

NOTE: Emergencies require approval of the requesting agency head. If 5 or more requests are submitted (at once) by one project manager/administrator, the requester MUST negotiate completion time lines with the DCP Director or designee.

FOR INTERNAL USE ONLY

Work Order # Lead Staff
 Date Received / / Date Assigned / / Date Completed / /
 Forwarded for Further Action To: Social Equity/CC Social Equity/LE Purchasing Admin
 Date Forwarded / / Date Assigned / / Date Completed / /
 Returned to Sender (incomplete) Date Returned / / Date Received / /



Schedule N

DECLARATION OF COMPLIANCE – LIVING WAGE ORDINANCE

The Oakland Living Wage Ordinance (the "Ordinance"). Codified as Oakland Municipal Code provides that certain employers under contracts for the furnishing of services to or for the City that involve an expenditure equal to or greater than \$25,000 and certain recipients of City financial assistance that involve receipt of financial assistance equal to or greater than \$100,000 shall pay a prescribed minimum level of compensation to their employees for the time their employees work on City of Oakland contracts. The Redevelopment Agency of the City of Oakland adopted the City's Living Wage policy as its own policy Agency Resolution No. 98-13 C.M.S.

The contractor or city financial assistance recipient (CFAR) agree as described in Section 3-C "Health Benefits" of the Ordinance, to pay employees a wage no less than the minimum compensation of \$11.70 per hour with health benefits, or \$13.45 per hour without benefits and to provide for annual increases pursuant to Section 3-A "Wages" of the Ordinance. **Note: Effective July 1, of each year, Contractor shall pay the adjusted wage rates.**

- (a) To provide at least twelve compensated days off per year for sick leave, vacation or personal necessity at the employees request, and, at least ten additional days per year of uncompensated time off pursuant to Section 3- B "Compensated Days Off" of the Ordinance.
- (b) Health Benefits – Said full-time and part-time employees paid at the lower living wage rate shall be provided health benefits of at least \$1.75 per hour. Contractor shall provide proof that health benefits are in effect for those employees no later than 30 days after execution of the contract or receipt of City financial assistance.
- (c) To inform employees that he or she may be eligible for Earned Income Credit (EIC) and shall provide forms to apply for advance EIC payments to eligible employees. There are several websites and other sources available to assist you. Web sites include but are not limited to: (1) <http://www.irs.gov> and (2) <http://www.irs.gov/individuals/article/0,,id=96466,00.html>.
- (d) To permit access to work sites for authorized City representatives to review the operation, payroll and related documents, and to provide certified copies of the relevant records upon request by the City; and
- (e) Not to retaliate against any employee claiming non-compliance with the provisions of this Ordinance and to comply with federal law prohibiting retaliation for union organizing.

Employment Questionnaire: Please respond to the following questions:		
Questions	Responses	Comments
(1) How many permanent employees are employed with your company? (If less than 5, stop here)	16	
(2) How many of your permanent employees are paid above the Living Wage rate?	16	
(3) How many of your permanent employees are paid below the Living Wage rate?	0	
(4) Number of compensated days off per employee ?(Refer to item "a" above)	17	
(5) Number of trainees in your company?	0	
(6) Number of employees under 21 years of age, employed by a nonprofit corporation for after school or summer employment for a period not longer than 90 days.	0	

The undersigned authorized representative hereby obligates the proposer to the above stated conditions under penalty of perjury.

Terraphase Engineering

Company Name

1404 Franklin St. #600, Oakland Ca 94612

Address

510

Area Code

645-1850

Phone

06/11/13

Date

Signature of Authorized Representative

William Carson

Type or Print Name

President

Type or Print Title



**Equal Benefits – Declaration of
Nondiscrimination/Equal Access**
(Completed by the Prime Contractor ONLY)

Section A. Vendor/Contractor/Consultant/CFAR¹ Information

Name of Company Terraphase Engineering INC.
Name of Company Contact Jen Otto
Address 1404 Franklin St., Suite 600
City Oakland State CA Zip 94612
Phone Number 510-645-1850 x47 Fax Number 510-380-6304
Vendor Number _____ Federal ID or Social Security Number 27-3543127
Approximate Number of Employees in the U.S. 14

Are any of your employees covered by a collective bargaining agreement or union trust fund? ☐ Yes ☒ No

Union Name(s) _____

Section B. Compliance

Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees? (Please check one) ☒ Yes ☐ No

Does your company provide or offer access to any benefits to employees with domestic partners²? (Please check one) ☒ Yes ☐ No

Section C. Compliance

Please check each benefit that applies

Benefits	Offered to Employees only	Offered to Employees and their spouses	Offered to Employees and their Domestic Partners	Not Offered at all	Documentation attached
Health		x	x		x
Dental		x	x		x
Vision				x	
Retirement (Pension, 401K, etc)		x	x		x
Bereavement		x	x		x
Family Leave		x	x		x
Parental Leave		x	x		x
Employee Assistance Program				x	
Relocation & Travel				x	
Company Discount, Facilities & Events				x	
Credit Union				x	
Child Care				x	
Other					

Signature: [Signature]

Date: 4/16/2013

¹ CFAR is a City Financial Recipient

² Domestic Partner is defined as a same sex couples or opposite sex couples registered as such with a state or local government domestic partnership registry



March 21, 2013

To Whom it May Concern:

Terraphase Engineering is my client for their medical and dental employee benefit plans.

They have three plans:

Anthem Blue Cross – Policy 488588
Kaiser – Policy 705885
Guardian Life – Policy 484846

In all policies, the plans cover domestic partners, both of the same sex and the opposite sex, as well as their children. There is no difference in benefits from those offered to employees and legal spouses.

Please feel free to contact me if you have any questions.

Best regards,

A handwritten signature in blue ink that reads 'Lynn Caffrey'. The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Lynn Caffrey

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Tel: 510-444-5447

Fax: 866-530-7365

Company License: 0G80281

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or

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