

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 WEISS Associates
 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/LIE 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 ("Ordinance"), codified in the Oakland Municipal Code, requires that employers under contract with the City to furnish services equal to or greater than \$25,000 and recipients of City financial assistance equal to or greater than \$100,000 shall pay their employees a prescribed minimum level of compensation for the time their employees work on City of Oakland contracts. The employer or recipient of City financial assistance agrees:

1. To pay their employees a Living Wage no less than \$11.96 per hour with health benefits, or \$13.75 per hour without benefits, and to provide annual increases effective July 1 each year, pursuant to Section 3-A "Wages" of the Ordinance and 3-C "Health Benefits" of the Ordinance.
2. To provide at least twelve compensated days off per year for sick leave, vacation or personal necessity at the employee's request, and at least ten additional days per year of uncompensated time off pursuant to Section 3-B "Compensated Days Off" of the Ordinance.
3. To inform employees that he or she may be eligible for Earned Income Credit (EIC) and to 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, <http://www.irs.gov> for guidelines as prescribed by the Internal Revenue Service and the Earned Income Tax Outreach Kit at <http://eitcoutreach.org>.
4. 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.
5. 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:	Response	Comments
(1) How many permanent employees are employed with your company? (If less than 5, stop here)	46	
(2) How many permanent employees are paid above the Living Wage rate?	46	
(3) How many permanent employees are paid below the Living Wage rate?	0	
(4) Number of compensated days off per employee?	18	At least. More for additional years of service.
(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.

AguaTierra Associates, Inc. dba Weiss Associates

Company Name

Michael D. Dresen
Signature of Authorized Representative

2200 Powell St., Suite 925, Emeryville, CA 94608
Address

Michael D. Dresen
Type or Print Name

(510) 450-6000

Phone

6-19-13
Date

CEO/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 AguaTierra Associates, Inc. dba Weiss Associates

Name of Company Contact Gail McKay

Address 2200 Powell Street, Suite 925

City Emeryville

State CA

Zip 94608

Phone Number (510) 450-6179

Fax Number (510) 547-5043

Vendor Number _____

Federal ID or Social Security Number 94-2969049

Approximate Number of Employees in the U.S. 46

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
Bereavement	X				X
Family Leave	X				X
Parental Leave	X				X
Employee Assistance Program		X	X		X
Relocation & Travel				X	
Company Discount, Facilities & Events				X	
Credit Union				X	
Child Care				X	
Other				X	

Signature: Michael D. Dresen

Date: 6-19-13

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