

City of Oakland

Emergency Nuisance Abatement

Welcome to the Planning and Building Department, Bureau of Building, Code Enforcement Services. Your interest in becoming a Contractor in our Bid Process is welcome. Below is a summary of required documents that must be received in order to be considered as a Contractor with the Bureau of Building.

When all the documents described below have been received and approved you will be notified by email or telephone of the date and time of the orientation with the Problem Properties Supervisor.

Documents (submit copies to Inspection Services, 250 Frank Ogawa Plaza 2nd Floor)

1. Copy of State Contractors License – Class “B” (copy must include expiration date)

Note: You may also submit other Contractor licenses that will allow you to bid on special projects i.e. demolition (C21), hazardous material removal etc.

2. City of Oakland Business Tax License (copy must include expiration date)
3. W9 (print copy from State of California website)
4. Workers Compensation Insurance* - (See Schedule Q)
5. General Liability Insurance* (minimum of \$1,000,000.00 required) – (See Schedule Q)
6. Application

Insurance*

Insurance requirement **must be** received from the Insurance Carrier through U.S. Postal Services or hand delivered from the Insurance Agent.

In the section marked “Description of Operations/Special Provisions” the language should read:

The City of Oakland, its councilmembers, directors, officers, agents, employees and volunteers are named additional insured.

***Important Information:** The Performance Agreement prohibits contractors from subcontracting work without prior written approval from the city. The State Public Contract Code further prohibits contractors from the subcontracting work exceeding 0.5% of the contract amount unless the sub and his/her work have been identified in the Bid Quotation.*

**Mail Information:
City of Oakland
Bureau of Building
250 Frank Ogawa Plaza 2nd Floor
Oakland CA 94612
Attn: Sandra Smith**

Process

Generally, bids are posted each week if there is no list of properties to clean or board up there will be a notice posted in advance.

- A. Bid lists are posted to the City of Oakland website, www.oaklandca.gov on Friday no later than 3:00 p.m.
- B. Sealed bids accepted from Contractor until 3:30 p.m. **Monday**
- C. Bid opening 3:30 p.m. **Monday**
- D. Bid Award list prepared; Contractor notified of awarded contract no later than 3:00 p.m. **Tuesday**
- E. Awarded contracts ready for signature and pickup on **Wednesday** between 3:00 p.m.- 4:00 p.m.
- F. Once the awarded contract is signed the contractor will have **five (5)** days to complete the work
- G. Contractors must turn in an invoice with the Company Name and contact information; before and after photos (digital is preferred) of the work with the date and time and dump receipts.

Prompt Pay Policy

City of Oakland established Prompt Payment Policy

Undisputed invoices must be paid within 20 working days or interest penalties will apply