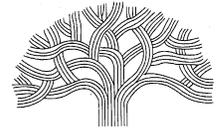


CITY of OAKLAND



250 FRANK H. OGAWA PLAZA * SUITE 5313 * OAKLAND, CALIFORNIA *

94612-2034

Department of Housing and Community Development

Residential Lending Services

www.oaklandca.gov

Main #: (510) 238-3909

FAX #: (510) 238-3794

TDD #: (510) 238-3254

DEAR CONTRACTOR:

Thank you for your interest in inclusion on the List of Contractors for Residential Lending and Rehabilitation Services. However, prior to adding your name, we will need the following information:

- I. Completed Contractor's Application (attached)
- II. Certificate of General Liability Insurance in the amount of \$300,000 Bodily Injury and \$100,000 Property Damage (required before any jobs can be awarded and contracts are signed)
- III. Copy of your current Contractor's State License
- IV. Copy of your current Workers Compensation Insurance (*if applicable*)
- V. Copy of your current Oakland Business License
- VI. W-9 form (attached)

After submission of the above required documents and a review of your listed references, your name will be added to the list for AIP and small jobs. You may also be invited to meet with our manager, Loyd Ware, at which time we will ask for you to bring a portfolio (including photos) of previous work you have done. **That portfolio should include work listed on your contractor application as well as a dollar amount of the work done.** Written references as well as photos from jobs you have completed would be very helpful.

You will be added to our rotational invitation list for HMIP projects after meeting with and upon determination by the Division Manager.

*Note: Information is included on Training and Certification Requirements for doing lead-abatement paint projects as well as links to accredited training facilities. **Your company MUST have at least one member or employee who has completed the SUPERVISOR lead-abatement training before being considered for our Lead-Safe Paint Program as a contractor.**

Additionally, you will need to register with the Department of Contracting and Purchasing (See Notice to All Vendors). Please contact them directly if you have any questions about this process.

You may email, mail, or drop off any of the above documents to:

Brittney Briceno, Admin. Assistant II
CITY OF OAKLAND
DHCD/Residential Lending Services
250 Frank H. Ogawa Plaza, Suite 5313
Oakland, CA 94612-2034
(drop off hours: M-F 9:00am-4:30pm)

If you have any questions or concerns, please call me at (510) 238-3185 or email me at Bbriceno@oaklandca.gov.

Regards,

Brittney Briceno

Brittney Briceno, Administrative Assistant II
(510) 238-3185, Bbriceno@oaklandca.gov
DHCD-Residential Lending Services

Enclosures

(newcontractor-coverltr-rev101618)

SPECIAL NOTE: The Residential Lending Services' Division Contractor List is made available to homeowners who've gone through our program, City staff, and outside requesters of the list. WE CANNOT GUARANTEE YOU WILL RECEIVE ANY WORK AS A RESULT OF BEING ON THE CONTRACTOR LIST.