



**CITY OF OAKLAND**

**LIONEL J. WILSON BUILDING • 150 FRANK H. OGAWA PLAZA, 6<sup>th</sup> FLOOR • OAKLAND, CA 94612**

**Office of the Controller  
Purchasing Section**

**(510) 238-7566  
FAX (510) 238-7568**

Company Name  
Company Address 1  
Company Address 2

Greetings:

As a contractor to the City of Oakland providing insurance or financial services or a textile, tobacco, railroad, shipping, rice and/or sugar company doing business with the City, the Slavery Era Disclosure Ordinance set forth in Chapter 9.60 of the Oakland Municipal Code (<https://cao-94612.s3.amazonaws.com/documents/12686-CMS.pdf>) requires that each contractor complete an affidavit. Contractors must verify that they have searched through all records in the possession, control and/or knowledge of the company. Records include those of the company, its parent entities, subsidiaries and any predecessors in interest. Records of interest include those that detail the following:

1. Bought or sold people subjected to slavery,
2. Used people subjected to slavery as collateral;
3. Provided loans to purchase people subjected to slavery;
4. Insured such transactions or the people subjected to slavery during the slavery era and/or provided related or other services to aid and abet such transactions; and
5. The names of each slave and slaveholder described in the records and/or information shall be disclosed in the affidavit, as well as the evidence of transactions that benefited/profited from American slavery.

Schedule S is attached for your use in reporting the status of your company and is also available online at [www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules](http://www.oaklandca.gov/documents/contracts-and-compliance-forms-and-schedules). Please complete the affidavit in its entirety and submit along with all appropriate supporting documentation and return to the City of Oakland, Finance Department Purchasing & Contracting Section, 150 Frank H. Ogawa Plaza, Suite 6223, Oakland CA 94612 within 30 days of the date of this notification.

Your attention to this request is most appreciated.