

Insert Date

Insert Contact Name

Insert Company's Name

Insert Company's Address

Insert Company's City, State and Zip

RE: Requirements for Preliminary Contract

Dear Contractor:

Congratulations on your consideration of becoming a contractor with the City of Richmond
_____ Department.

Enclosed is a packet of required documents in which to initiate a Contract between your organization and City of Richmond. Please pay special attention to the following:

1. Complete the Contract Application Form that serves as a checklist.
2. Please review the proposed Service Plan (Exhibit A) and Payment Provisions (Exhibit B). The Service Plan describes the term, your performance obligations and compensation method. Return any proposed modifications with this packet.
3. Review General Conditions (Exhibit D). If you take exceptions to the General Conditions note these on the Special Conditions page (Exhibit E). Please submit these for approval by the City Attorney's Office and return any proposed modifications with this packet.
4. The City requires Certificate(s) of Insurance coverage verification documents **and Additional Insured Endorsement(s)** as outlined in "Exhibit F" of the contract; these documents must be issued by your company's insurance agent and must be signed by a representative of your insurance company. Please submit this as well, or have your insurance company send it directly to the City to the specified Project Manager.
5. The City of Richmond requires that Contractors doing business with the City obtain a City of Richmond Business License and submit a W-9 Form and Vendor Supplemental Questionnaire Form. Enclosed are the forms for your completion and a fee schedule for your information. **Return the Business License application by mail or in person to the City of Richmond - Finance Department, Attention: Business License, 450 Civic Center Drive, Richmond, CA 94804. Once assigned, fax or email the assigned Business License Number and Expiration Date to my attention.**
 New - Business License Required Business License Renewal Required
6. Please mail the completed checklist along with appropriate documents to _____ ,
Project Manager, City of Richmond, 1401 Marina Way South. Richmond, CA 94804.

Upon receipt and review of the completed Contract Application Packet, you will be notified, in writing, of the next steps in the contract process. If you have any questions regarding this preliminary process, please call (510) _____ .

Sincerely,

Project Manager

Enclosures: (1) Contract Application, (2) Service Plan and Payment Provisions (3) General Conditions and Special Conditions, (4) Insurance Requirements (5) W-9 Form and Vendor Supplemental Questionnaire Form, (6) Business License Application and fee schedule (if applicable)