



City of Seattle Office of Housing

October 28, 2023

Dear Specialty contractor:

Thank you for your keen interest in joining on the City of Seattle Office of Housing Contractor roster. To facilitate the Review of your Application for Inclusion in our City of Seattle Office of Housing contractor roster, Please submit the following documents listed below.

- 1) Completed Contractor Information Form
- 2) Signed Suspension and Debarment Letter
- 3) Proof of General liability Insurance (\$1,000,000.00 per occurrence)
- 4) Proof of Automobile Insurance (\$1,000,000.00 per occurrence)
- 5) Copy of Washington State Business License
- 6) Copy of City Of Seattle Business License
- 7) Signed W-9 and UBI Number

Please be advised that application will only be deemed for consideration upon the submission of all requisite documents above. It is imperative to note that inclusion on the roster is contingent up on the successful completion of two similar projects with in the preceding 12 months, as verified by reference calls from City of Seattle Office of Housing staff.

For Further elucidation or Any inquires, please do not hesitate to reach out to Abraham Kwon (Min) at (206)-320-8968 or Email Abraham.Kwon@Seattle.Gov.

Sincerely,

Murillo, Daniel
Policy And Equitable Development Manager