City of Alexandria

Quarterly Living Wage Compliance Report

Quarter: _____ 20 _____ to _____ 20 _____ Date: _____

RFP or Bid Number: _____ Contract Number: _____

Authorized Signature*: _____ Printed Name: _____

Company Name: _____

Company Address: _____

Contact Number: ( ) _____

This Report ** must be submitted ten (10) business days after the end of each Quarter on a calendar year basis.** The Living Wage affects all service contracts on City projects, estimated to be greater than $50,000 in value that is formally solicited. All personnel or representatives working on City projects located on City of Alexandria owned property or City of Alexandria occupied property, regardless of hourly wage rate, ***except construction projects***, shall be listed.

If, you did not perform any work under your Contract during the Quarter, please complete the top portion of this form and check this box [ ] stipulating "*No work performed on City property during the Quarter in question*." Check this box [ ] stipulating "*Contract less than $50,000 in value.*"

In order to comply with the City's Living Wage Ordinance and maintain your Contract, **ALL Contractors with ACTIVE contracts*** <u>MUST</u> submit a completed form and return to the City of Alexandria, Purchasing Division, 100 North Pitt St., Suite 301 - Banker's Square, Alexandria, VA 22314 or procurement@alexandriava.gov or fax 703. 838.6493**.

EMPLOYEE NAME	TOTAL HOURS ON CITY PROJECT	HOURLY WAGE	TOTAL WAGES FOR QUARTER

Total Employee Wages paid during this Quarter: _____

* Signing this form certifies that the information is current, accurate, and complete. (This form may be reproduced.)
** The City reserves the right to audit and inspect reports and payroll records, as necessary.
***With the exception of construction projects.

The reporting periods are: January – March April – June July – September October – December

(Rev. 2/5/2015)