OFFICE OF PROCUREMENT SERVICES
LIVING WAGE AFFIDAVIT

City of Dallas

SUPPLIER INFORMATION

Business Name:	
Street Address:	
City, State, Zip Code:	
Telephone Number:	
E-mail Address:	

LIVING WAGE REQUIREMENTS

Dallas City Council Resolution 15-2141 requires prime contractors awarded general service contracts, where service is valued to be greater than $50,000, and first-tier subcontractors on the contract, to pay their employees (the term employee includes all those performing services on this contract. The relationship of employment is determined by the vendor), no less than the "living wage" rate, as set by the Massachusetts Institute of Technology Living Wage Calculator, or its successor, for Dallas County, Texas. **This requirement does not apply to a contract for goods only, professional services, or construction contracts.** By signing this affidavit, the contractor agrees to the following:

☐ Pay employees not less than Living Wage rate for the duration of time committed in executing specified services on the contract (current Living Wage rate is $12.38).

☐ Provide communication, in writing, to all persons involved in a City of Dallas general service contract, communicated in a similar manner as the attached sample announcement. Any employee under this contract and not receiving a wage floor as specified in the Living Wage policy, shall contact the City of Dallas' Office of Procurement Services office (214-670-3326).

☐ To keep records of all employees, and their hourly rates, and will provide this information when requested, as well as allow the City to audit payroll registers, and all other information the City deems necessary to determine compliance of the Living Wage policy.

☐ If contract is renegotiated or renewed it is agreed that the Living Wage rate at the time of the renewal will prevail (updated Living Wage rate, if applicable)

☐ Records shall be kept in the following format:

No. of Employees on COD Contract	Employee Name	Employee Zip Code	Wage Rate Paid to Employee

The signer must be a company officer and authorized to legally bind the business entity referenced herein.

_____   _____
Authorized Signature   Date

_____
Printed Name and Title