

## AGENCY/DEPARTMENTAL DETERMINATION OF COVERAGE UNDER THE LIVING WAGE ORDINANCE (LWO)

This form must be completed by the agency/department (e.g., GSA, HSA, County Counsel, etc.) and attached to the proposed contract in the review process. If the contract/agreement is subject to the LWO, a signed Declaration of Agreement to Comply with the Living Wage Ordinance (Form LW-5) must also be attached, or, if the contract/agreement is "not covered" or "exempt," an Exemption form (Form LW-2 or LW-3) approved by the County Executive Office (CEO). Upon contract execution, these documents must be provided to the CEO. Payment to the contractor may be delayed until the required documents are on file.

Department	Dept Rep.
Date	Phone No.
Contractor/Vendor No.	Contract/Purchase Order No.

This is a:    New Contract     Renewal Contract     Amended Contract     One-Time Order     Price Agreement

Contract No: \_\_\_\_\_ PO No: \_\_\_\_\_

***Check all that apply***

<b>Contracts subject to the LWO</b>	<b>Section</b>	<b>Covered</b>	<b>Not Covered*</b>
Service contract (at least 3 months <u>and</u> over \$25,000)	4952(f)	_____	_____

**Contracts Exempt from the LWO**

An awarding authority or Bidder Request for Non-Coverage or Exemption must be attached to all of the following contracts that the Awarding Department has determined to be exempt from coverage:

	<u>Section</u>	<u>Exempt</u>	<u>Term</u>	<u>Amount</u>
<input type="checkbox"/> Service contract (less than 3 months <u>and</u> \$25,000 or less)	4952(f)	_____	_____	_____
<input type="checkbox"/> Prevailing Wage Construction Contract	4952(f)(1)	_____		
<input type="checkbox"/> Other government entity	4952(f)(2)	_____		
<input type="checkbox"/> Banking or Financial institution	4952(f)(3)	_____		
<input type="checkbox"/> Professional services requiring specialized skill	4952(f)(4)	_____		
<input type="checkbox"/> Purchase or rental of goods, lease or concession agreements	4952(g)	_____		
*Non-profit organization under IRS 501(c)(3)	4952(f)(5)	_____		
*Small Employer (employing <u>less than</u> 5 workers) (include Application for Small Employer Exemption – Form LW-10)	4956(a)	_____		
*Collective bargaining agreement (include copy of Title and Signature Pages)	4956(c)	_____		
*In-Home Support Service (include copy of License/Certificate)	4956(d)	_____		
*Board and Care Service (include copy of License/Certificate)	4956(e)	_____		
*Printing/Copying Service (include copy of License/Certificate)	4956(f)	_____		

\* Complete Exemption form.