



703.746.4944

**FINANCE DEPARTMENT**  
**Purchasing Division**  
**Suite 301 – Banker’s Square**  
**100 North Pitt Street**  
**Alexandria, Virginia 22314**



**Fax: 703.838.6493**

August 29, 2023

**REGARDING: CITY OF ALEXANDRIA LIVING WAGE NOTICE**

Dear Contractor:

Enclosed is the City of Alexandria’s Living Wage Notice which you are required to display in a prominent place in the workplace, and each location where your employees perform services under the Contract. **The City’s Living Wage rate is Fifteen dollars (\$15.00) per hour.** This minimum hourly rate is to be paid to all personnel or representatives working on City projects located on City of Alexandria owned or controlled property. This hourly rate shall be effective over the course of the fiscal year (July 1, 2023 through June 30, 2024) on all new and renewed Contracts.

For your convenience, enclosed are copies of the *Quarterly Living Wage Compliance Report* and *Annual Living Wage Compliance Report*. Please use these forms when submitting the Reports at the end of each quarter and calendar year.

If you require more than one poster, or have any questions or concerns, please contact the Purchasing Division at 703.746.4946 or send an email to [procurement@alexandriava.gov](mailto:procurement@alexandriava.gov).

Sincerely,

*Wynndell Bishop*

Wynndell Bishop, Purchasing Agent

Enclosures: Living Wage Notice  
Quarterly Living Wage Compliance Report Form  
Annual Living Wage Compliance Report Form

# LIVING WAGE NOTICE

**THE HOURLY RATE FOR EMPLOYEES OF CITY OF ALEXANDRIA SERVICE CONTRACTORS (EXCLUDING CONSTRUCTION) WORKING ON CITY-OWNED OR CITY-OCCUPIED PROPERTY SHALL NOT BE LOWER THAN**

**\$15.00 PER HOUR\***

**REFERENCE: CITY OF ALEXANDRIA CODE  
SECTION 3-3-31.1**

## **AVISO SOBRE SALARIOS**

**LA TARIFA POR HORA PARA EMPLEADOS QUE TRABAJAN PARA CONTRATISTAS QUE PRESTAN SERVICIOS PARA LA CIUDAD THE ALEXANDRIA**

**(EXCLUYENDO TRABAJADORES EN CONSTRUCTION)**

**QUE TRABAJEN EN UNA PROPIEDAD DE LA CIUDAD O EN UNA PROPIEDAD OCUPADA POR LA CIUDAD,**

**NO DEBERÁ SER INFERIOR O MENOS DE**

**\$15.00 POR HORA\***

**REFERENCIA: CÓDIGO DE LA CIUDAD THE ALEXANDRIA  
SECCIÓN 3-3-31.1**

## **QUESTIONS/PREGUNTAS:**

**CITY OF ALEXANDRIA PROCUREMENT DIVISION**

**100 NORTH PITT STREET, SUITE 301**

**ALEXANDRIA, VA 22314**

**PROCUREMENT@ALEXANDRIAVA.GOV**

**(703) 746-4946**

**\*Contracts awarded or renewed (los contratos concedidos o renovados)  
07/01/2023 - 06/30/2024\***



