



CITY OF WEST PALM BEACH

Local Workforce Form

WEST PALM BEACH

Contractor
Subcontractor

Complete and attach this form to each Pay Application			
Project Name: _____	Contract Number: _____ Report Date: _____		
Company Name: _____	City Project Number: _____		
Address: _____	City Project Manager: _____		
Project Manager/Contact Person: _____	Begin Pay Period: _____	End Pay Period: _____	
Telephone: _____	Work Location: _____		
E-mail: _____			

Total on-site Labor Component Value for this Contract (25% of the Contract or greater)	Total Local Workforce Value for this Contract (15% of Total on-site Labor Component)	Local Workforce Value Reported This Period	Total Local Workforce value Paid to Date

Employee First Name	Employee Last Name	Employee Address	Employee Telephone
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

Certification:
 I, _____, as a _____, of _____
(Title) (Company)

I hereby certify that I have the authority to sign this certification on behalf of the firm named above. I certify that the information provided is true, complete and correct. The firm agrees to produce all documents and records necessary to prove compliance with the Local Workforce Ordinance and agrees to require all subcontractors to do the same.

Signature: _____

Instructions

- 1 Complete this form and attach this form to each Pay Application and/or invoice.
- 2 Complete top portion of the form by providing Contractor/Subcontractor information, Project Information and Work Location
- 3 Indicate the total on-site labor component for this project in the first column.
- 4 Provide the total work force value for this contract by indicating 15% of the total on-site labor component.
- 5 Show the total amount paid to the local workforce for this period
- 6 Calculate the total local workforce value paid to date

In the example below the total contract value for the sample project is \$200,000.00. The \$50,000.00 represents the **Total on-site Labor Component Value** and the \$7,500.00 represents the **Total Local Workforce Value** for this Contract.

The employees listed received a total of \$1,000.00 for this pay period.

The total paid to date is \$1,000.00.

Total on-site Labor Component Value for this Contract (25% of the Contract or greater)	Total Local Workforce Value for this Contract (15% of Total on-site Labor Component)	Local Workforce Value Reported This Period	Total Local Workforce value Paid to Date
\$ 50,000.00	\$ 7,500.00	\$ 1,000.00	\$ 1,000.00