



Osceola County Board of County Commissioners  
Living Wage Application Packet

To be eligible for certification as a Living Wage Certified Employer (LWC), the business must meet the following minimum requirements.

- The principal place of business must be located within the legal boundaries of Osceola County.
- Be in operation for more than one year prior to the issue date of the solicitation.
- Pay covered employees at least the living wage rate as defined by the U.S. Department of Health & Human Service Poverty Guidelines for a four-person household, adjusted annually.

Living Wage Incentives:

- Qualification based selection: When appropriate, firms that receive certification as a Living Wage Employer may receive up to five points as one component of the established evaluation criteria for qualification-based selections.
- Cost based solicitations: Whenever the County is considering two or more bids, or responses to solicitation, which are equal with respect to quality and services, a Living Wage Certified employer will be given an opportunity to match the lowest bid. If two or more bidders are entitled to this incentive, the LWC with the lowest bid will be given the first opportunity to match.

The Osceola County Living Wage Certification Application packet includes:

- Living Wage Certification Application
- County Manager Procedures – Living Wage Certification Program
- Osceola County Resolution No. 16-055R
- U.S. Department of Health & Human Services FY 2017 HHS Federal Poverty Guidelines

Please complete the Living Wage Certification Application and include a quarterly Payroll Register that provides earnings detail for the quarter-to-date – see attached sample. The report provided should include:

1. Position Titles
2. Hourly Rates: include the amount of compensation and the number of hours worked for the report period
3. Benefit Status
4. Employment Status (Example: FT/PT, Seasonal, Temp, etc.)

Please provide a detailed description, 250 words or less, of your business or organization. The original signed Application and all supporting documentation should be submitted to:

Osceola County Board of County Commissioners  
Procurement Services Office  
Attn: Living Wage Certification  
1 Courthouse Square, Suite 2300  
Kissimmee FL 34741

You will be notified when we complete our review or if additional information or documents are required. Please note that the processing of the application may take approximately four weeks to complete after we receive all documentation.



OSCEOLA COUNTY
Living Wage Certification
Application

Name of Business:

Living Wage Primary Contact:

Physical Business Address:

Phone Number:s Email:

Endorsement of Living Wage:
I, \_\_\_\_\_, Owner/Manager of \_\_\_\_\_ endorse the idea that no one working full-time should earn less than a living wage. A living wage is the amount of income and resources (such as health insurance) needed for an individual or family to meet its basic needs without public or private assistance.

Description of your organization in 30 characters or less. For example, "Furniture Supplier" or "Surveying Company":

EMPLOYEES AND WAGES

- 1. How many employees do you have in total?
2. How many interns?
3. How many apprentices?
4. How many are temporary or seasonal employees?
5. How many new hires are in a probationary period not to exceed 90 days?
6. Are all current, regular, full-time, and part-time employees paid at least the U.S. Department of Health and Human Services current-year federal poverty guideline rate for a family of four (Health Benefits Excluded)?
7. Employers providing health benefits to covered employees may pay a Living Wage reduced by up to \$1.50 per hour, provided the employer contributes at least this amount toward the employee's health insurance expenses. Does your organization provide health benefits to employees with a contribution of at least \$1.50 per hour?
8. How many tipped employees do you have?
9. How many commissioned employees do you have?
10. How many variables pay structure employees do you have?

RAISES AND BENEFITS INCREASE

- Did you raise wages or benefits to qualify for the Osceola County Living Wage Certification Program?
• If you raised wages, what was the amount per hour of the increase (ex:\$2.25)?
• If you raise wages, how many employees will receive an increase?
• If you raise wages, what is your estimated total annual cost?
• If you increased benefits, what was the number of employees with benefits added?
• If you increased benefits, what is your estimated total annual cost?

EMPLOYER ATTESTATION AND AGREEMENTS

I attest that the information provided in this application is true, accurate and complete to the best of my knowledge. No information has been withheld that would affect this application. I agree to notify Osceola County if employee compensation falls below the Osceola County Living Wage Requirements. I agree that this business or organization will not take retaliatory actions against employees who raise concerns about the Living Wage certification. Additionally, I affirm that employees will be informed that the business or organization is Living Wage Certified upon approval of the application. I further certify that I have authority to represent this business or organization in this matter.

By signing below, you agree with the above statements:

Authorized Signature / Title

Date

Print Name