

PLEASE READ!

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP) FORMS

Non-DBE's:

IF PREVAILING WAGE IS NOT REQUIRED, A RTUSP FORM IS NOT REQUIRED (refer to Chapter 1 or Chapter 4, Figure 5 of the Certified Payroll and Compliance Manual)

DBE's:

THE APPROPRIATE RTUSP FORM MAY BE USED IN CERTAIN CIRCUMSTANCES, (refer to Chapter 1 or Chapter 4, Figure 7, 8 and 9 of the Certified Payroll and Compliance Manual)

REQUEST TO UTILIZE SERVICE PROVIDER for non bid-item work, excluding trucking

Prior to any service provider working on the project, a Request to Utilize Service Provider (RTUSP) (NDOT Form 052-061) must be prepared by the contractor / subcontractor and submitted to the Resident Engineer. A RTUSP is required for subcontractors, service providers and owner operators performing work other than bid item work (saw cutting, coring, sweeping, minor drilling, profilograph, profile grinding, emergency repairs, etc.). This form is available at www.nevadadbe.com/website/contractcompliance.php. NDOT employees can also access this form on Sharepoint under Civil Rights - External.

Upon receipt of the RTUSP and prior to forwarding to Contract Compliance, the Resident Engineer shall verify:

- A. Resident Engineer
- B. Contract No.
- C. Prime Contractor
- D. Subcontractor (if applicable)
- E. 2nd Tier Subcontractor (if applicable)
- F. Submitted By (printed name and title)
- G. Company (requester of service provider)
- H. Service Provider
- I. Service Provider's Contractor's License No. (if applicable) (checked by Contract Compliance) (available at www.nvcontractorsboard.com)
- J. Expiration Date (make sure it is current)
- K. Service Provider's Nevada Business License No. (required) (checked by Contract Compliance) (available at www.nvsos.gov/sosentitysearch/corpsearch.aspx)
- L. Expiration Date (make sure it is current)
- M. Service requested (type of work to be performed)
- N. Explanation for request
- O. Cost per hour (as agreed to between contractors)
- P. Total estimated hours
- Q. Total estimated cost (O x P)
- R. Prevailing wage required or not required (see page 6 - 2)
- S. Approximate duration (beginning and ending dates)
- T. Service Provider (printed name)
- U. Service Provider (signature)
- V. Date
- W. Contractor (printed name)
- X. Contractor (signature)

- Y. Date
- Z. Resident Engineer (signature)
- AA. Date

The Resident Engineer will notify the contractor if any corrections are necessary. After corrections are made, forward RTUSP to Contract Compliance for review and approval. Enter the date RTUSP is sent to Contract Compliance on the SUBCONTRACTORS LISTING (see page 4 - 14).

Contract Compliance shall verify and complete:

- I. Service Provider's Contractor's License No. (from page 4 - 1)
- J. Expiration Date (from page 4 - 1)
- K. Service Provider's Nevada Business License No. (from page 4 - 1)
- L. Expiration Date (from page 4 - 1)
- BB. Contract Compliance Officer (signature)
- CC. Date
- DD. Asst. Chief Construction Engineer
- EE. District Engineer
- FF. Asst. District Engineer

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP)
for non-bid item work, excluding trucking

Rev. 08/15

TO: _____ **A** _____, R.E. CONTRACT NO.: _____ **B** _____

PRIME CONTRACTOR: _____ **C** _____

(If Applicable) SUBCONTRACTOR: _____ **D** _____

(If Applicable) 2nd Tier SUBCONTRACTOR: _____ **E** _____

SUBMITTED BY: _____ **F** _____ (Print Name/Title) _____ **G** _____ (Company)

1) Service Provider: _____ **H** _____

2) (If Applicable) Service Provider's Contr. Lic. No.: _____ **I** _____ Exp. Date: _____ **J** _____

3) Service Provider's NV Business Lic. No.: _____ **K** _____ Exp. Date: _____ **L** _____

4) Service requested: _____ **M** _____

5) Explanation for request: _____ **N** _____

6) a) Cost per hour: _____ **O** _____

b) Total estimated hours: _____ **P** _____

c) Total estimated cost: _____ **Q** _____

7) Prevailing wage required Prevailing wage not required (check all that apply) **R**

8) Approximate duration: From _____ **S** _____, 20_____ to _____, 20_____

**THE UNDERSIGNED AGREES TO PROVIDE CERTIFIED PAYROLLS THROUGH THE
LCP TRACKER SYSTEM FOR ALL EMPLOYEES WORKING ON THIS CONTRACT**

_____ **T** _____
Service Provider (please print)

_____ **U** _____
Service Provider (signature)

_____ **V** _____
Date

_____ **W** _____
Contractor (please print)

_____ **X** _____
Contractor (signature)

_____ **Y** _____
Date

Recommended: _____ **Z** _____
Resident Engineer (signature)

_____ **AA** _____
Date

Approved: _____ **BB** _____
Contract Compliance Officer (signature)

_____ **CC** _____
Date

cc: _____ **DD** _____, Asst. Chief Construction Engineer
_____ **EE** _____, District Engineer
_____ **FF** _____, Asst. District Engineer

Contract Compliance will notify the Resident Engineer if corrections are necessary. Contract Compliance will upload the approved RTUSP into LCPtracker if the contractor has assigned that service provider to his project in LCPtracker. If the contractor has not assigned the service provider to his project in LCPtracker, Contract Compliance will not be able to upload the approved RTUSP. The service provider cannot begin entering payrolls until the contractor has assigned the service provider to the project and Contract Compliance has uploaded the approved RTUSP. **NOTE:** If a service provider calls and cannot enter payrolls, this is usually the problem. Ideally, the contractor should assign a service provider to his project in LCPtracker when he submits the RTUSP to the Resident Engineer.

Contract Compliance will distribute copies of the approved RTUSP to the Assistant Construction Engineer, District Engineer, Assistant District Engineer and the Resident Engineer, who will then forward a copy to the contractor. If Contract Compliance included the contractor in their distribution, the Resident Engineer must still notify the contractor as the recipients may not be the same. The Resident Engineer is ultimately responsible for notifying the contractor of approvals. Enter the date RTUSP is received from Contract Compliance on the SUBCONTRACTORS LISTING (see page 4 - 14).

After the RTUSP is approved, the service provider may begin work on the project. Certified payrolls (if applicable) must be entered into LCPtracker for all employees working as a result of the RTUSP. Payrolls must be submitted each week for work performed during the preceding weekly payroll period (applies to federally funded and state funded projects). Non-performance payroll reports must be submitted each week for no work performed during the preceding weekly payroll period (applies to federally funded and state funded projects).

The office person will distribute a copy of SUBCONTRACTORS LISTING to each inspector so they are familiar with approved service providers. The inspector shall notify the Resident Engineer if employees are working without an approved RTUSP.

All service providers must be included on the Final Payroll Letter at project completion, even if they did not perform any work on the project.

Refer to the following flow charts and examples for required compliance documents:

- Figure 2 Prevailing wage
Non-DBE's - non bid item work (excluding trucking)
(See pages 4 - 15 and 4 - 16)

- Figure 4 Prevailing wage
Non-DBE owner operators (excluding trucking owner operators)
(See pages 4 - 19 and 4 - 20)

- Figure 5 Non-prevailing wage
Non-DBE's
(See page 4 - 21)

- Figure 7 Prevailing wage
DBE's - non bid-item work (excluding trucking)
(See pages 4 - 22 and 4 - 23)

REQUEST TO UTILIZE SERVICE PROVIDER for trucking

Prior to any service provider working on the project, a RTUSP (NDOT Form 052-061A) must be prepared by the contractor / subcontractor and submitted to the Resident Engineer. A RTUSP is required for trucking companies (water trucks, distributor / boot trucks, concrete pump trucks, pilot car services, material haulers, etc.) and trucking owner operators. This form is available at www.nevadadbe.com/website/contract-compliance.php. NDOT employees can also access this form on Sharepoint under Civil Rights - External.

Upon receipt of the RTUSP and prior to forwarding to Contract Compliance, the Resident Engineer shall verify:

- A. Resident Engineer
- B. Contract No.
- C. Prime Contractor
- D. Subcontractor (if applicable)
- E. 2nd Tier Subcontractor (if applicable)
- F. Submitted By (printed name and title)
- G. Company (requester of service provider)
- H. Service Provider
- I. Service Provider's Contractor's License No. (if applicable) (checked by Contract Compliance) (available at www.nvcontractorsboard.com)
- J. Expiration Date (make sure it is current)
- K. Service Provider's Nevada Business License No. (required) (checked by Contract Compliance) (available at www.nvsos.gov/sosentitysearch/corpsearch.aspx)
- L. Expiration Date (make sure it is current)
- M. Materials to be hauled (list all that apply - PBS, agg base, shoulder material, drain rock, etc.)
- N. Hauling from commercial source or jobsite pit
- O. Prevailing wage not required or required (see page 6 - 2)
- P. Cost per hour (as agreed to between contractors)
- Q. Total estimated hours
- R. Total estimated cost (P x Q)
- S. Approximate duration (beginning and ending dates)
- T. Service Provider (printed name)
- U. Service Provider (signature)
- V. Date
- W. Contractor (printed name)
- X. Contractor (signature)

- Y. Date
- Z. Resident Engineer (signature)
- AA. Date

The Resident Engineer will notify the contractor if any corrections are necessary. After corrections are made, forward RTUSP to Contract Compliance for review and approval. Enter the date RTUSP is sent to Contract Compliance on the SUBCONTRACTORS LISTING (see page 4 - 14).

Contract Compliance shall verify and complete:

- I. Service Provider's Contractor's License No. (from page 4 - 6)
- J. Expiration Date (from page 4 - 6)
- K. Service Provider's Nevada Business License No. (from page 4 - 6)
- L. Expiration Date (from page 4 - 6)
- BB. Contract Compliance Officer (signature)
- CC. Date
- DD. Asst. Chief Construction Engineer
- EE. District Engineer
- FF. Asst. District Engineer

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP)

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for trucking

TO: _____, R.E. CONTRACT NO.: _____

PRIME CONTRACTOR: _____

(If Applicable) SUBCONTRACTOR: _____

(If Applicable) 2nd Tier SUBCONTRACTOR: _____

SUBMITTED BY: _____ (Print Name/Title) _____ (Company)

1) Service Provider: _____

2) (If Applicable) Service Provider's Contr. Lic. No.: _____ Exp. Date: _____

3) Service Provider's NV Business Lic. No.: _____ Exp. Date: _____

4) Materials to be hauled: _____

5) Hauling from commercial source Hauling from jobsite pit (check all that apply)

6) Prevailing wage not required Prevailing wage required

7) a) Cost per hour: _____

b) Total estimated hours: _____

c) Total estimated cost: _____

8) Approximate duration: From _____, 20____ to _____, 20____

IF APPLICABLE, THE UNDERSIGNED AGREES TO PROVIDE CERTIFIED PAYROLLS THROUGH THE LCP TRACKER SYSTEM FOR ALL EMPLOYEES WORKING ON THIS CONTRACT

_____ Service Provider (please print)

_____ Service Provider (signature)

_____ Date

_____ Contractor (please print)

_____ Contractor (signature)

_____ Date

Recommended: _____ Resident Engineer (signature)

_____ Date

Approved: _____ Contract Compliance Officer (signature)

_____ Date

cc: _____, Asst. Chief Construction Engineer

_____ District Engineer

_____ Asst. District Engineer

Contract Compliance will notify the Resident Engineer if corrections are necessary. Contract Compliance will upload the approved RTUSP into LCPtracker if the contractor has assigned that service provider to his project in LCPtracker. If the contractor has not assigned the service provider to his project in LCPtracker, Contract Compliance will not be able to upload the approved RTUSP. The service provider cannot begin entering payrolls until the contractor has assigned the service provider to the project and Contract Compliance has uploaded the approved RTUSP. **NOTE:** If a service provider calls and cannot enter payrolls, this is usually the problem. Ideally, the contractor should assign a service provider to his project in LCPtracker when he submits the RTUSP to the Resident Engineer.

Contract Compliance will distribute copies of the approved RTUSP to the Assistant Construction Engineer, District Engineer, Assistant District Engineer and the Resident Engineer, who will then forward a copy to the contractor. If Contract Compliance included the contractor in their distribution, the Resident Engineer must still notify the contractor as the recipients may not be the same. The Resident Engineer is ultimately responsible for notifying the contractor of approvals. Enter the date RTUSP is received from Contract Compliance on the SUBCONTRACTORS LISTING (see page 4 - 14).

After the RTUSP is approved, the service provider may begin work on the project. Certified payrolls must be entered into LCPtracker for all employees working as a result of the RTUSP. Payrolls must be submitted each week for work performed during the preceding weekly payroll period (applies to federally funded and state funded projects). Non-performance payroll reports must be submitted each week for no work performed during the preceding weekly payroll period (applies to federally funded and state funded projects).

If prevailing wage is not required as indicated on the RTUSP, certified payrolls and non-performance payroll reports do not need to be entered into LCPtracker.

The office person will distribute a copy of SUBCONTRACTORS LISTING to each inspector so they are familiar with approved service providers. The inspector shall notify the Resident Engineer if employees are working without an approved RTUSP.

All service providers must be included on the Final Payroll Letter at project completion, even if they did not perform any work on the project.

Refer to the following flow charts and examples for required compliance documents:

- Figure 3 Prevailing wage
Non-DBE trucking (including trucking owner operators)
(See pages 4 - 17 and 4 - 18)

- Figure 5 Non-prevailing wage
Non-DBE's
(See page 4 - 21)

- Figure 8 Prevailing wage
DBE trucking (including trucking owner operators)
(See pages 4 - 24 and 4 - 25)

- Figure 9 Non-prevailing wage
DBE trucking (including trucking owner operators)
(See pages 4 - 26 and 4 - 27)

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP)
for trucking

TO: Brad Durski, R.E. CONTRACT NO.: 3588

PRIME CONTRACTOR: Granite Construction, Inc

(If Applicable) SUBCONTRACTOR: K & B Transportation LLC

(If Applicable) 2nd Tier SUBCONTRACTOR: John Munson Trucking

SUBMITTED BY: TRUDI BUSH/MANAGING MEMBER K & B Transportation LLC
(Print Name/Title) (Company)

1) Service Provider: John Munson Trucking/Owner Operator

2) (If Applicable) Service Provider's Contr. Lic. No.: N/A Exp. Date: _____

3) Service Provider's NV Business Lic. No.: NV20121574415 Exp. Date: 09/30/2015

4) Materials to be hauled: agg base, plantmix

5) Hauling from commercial source Hauling from jobsite pit
(check all that apply)

6) Prevailing wage not required Prevailing wage required

7) a) Cost per hour: \$96.00

b) Total estimated hours: 40

c) Total estimated cost: \$3840.00

8) Approximate duration: From 6/17, 2015 to 7/15, 2015

IF APPLICABLE, THE UNDERSIGNED AGREES TO PROVIDE CERTIFIED PAYROLLS THROUGH THE LCP TRACKER SYSTEM FOR ALL EMPLOYEES WORKING ON THIS CONTRACT

John Munson
Service Provider (please print)

JC Munson
Service Provider (signature)

6-16-15
Date

K & B TRANSPORTATION LLC
Contractor (please print)

Trudi Bush
Contractor (signature)

6/16/2015
Date

Recommended: [Signature]
Resident Engineer (signature)

6-17-15
Date

Approved: [Signature]
Contract Compliance Officer (signature)

6/17/2015
Date

cc: Stephen Kani Asst. Chief Construction Engineer
Brad Durski District Engineer
Trudi Bush Asst. District Engineer

RECEIVED

Rev. 08/15

JUN 23 2015

EXTERNAL CIVIL RIGHTS
CONT COMP SECTION

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP)
for non-bid item work, excluding trucking

TO: Mr. Brad Durski ✓ R.E. CONTRACT NO.: 3588 ✓

PRIME CONTRACTOR: Granite Construction ✓

(If Applicable) SUBCONTRACTOR: Penhall Company ✓

(If Applicable) 2nd Tier SUBCONTRACTOR: _____

SUBMITTED BY: Dylan Crosby/ Project Engineer Granite Construction ✓
(Print Name/Title) (Company)

1) Service Provider: Penhall Company

2) (If Applicable) Service Provider's Contr. Lic. No.: 0028809 C-5 Exp. Date: 03/31/2017

3) Service Provider's NV Business Lic. No.: NV19891024071 ✓ Exp. Date: 7/31/15 ✓

4) Service requested: Saw Cutting ✓

5) Explanation for request: Saw Cutting for demo and removal activities. ✓

6) a) Cost per hour: \$225 ✓

b) Total estimated hours: 4 ✓

c) Total estimated cost: \$900 ✓

7) Prevailing wage required Prevailing wage not required (check all that apply)

8) Approximate duration: From June, 2015 to August, 2015 ✓

unlimited

THE UNDERSIGNED AGREES TO PROVIDE CERTIFIED PAYROLLS THROUGH THE
LCP TRACKER SYSTEM FOR ALL EMPLOYEES WORKING ON THIS CONTRACT

MARK BIERLY
Service Provider (please print)

[Signature]
Service Provider (signature)

06/23/15
Date

Dylan Crosby
Contractor (please print)

[Signature]
Contractor (signature)

6/23/15
Date

Recommended: [Signature]
Resident Engineer (signature)

6/23/15
Date

Approved: [Signature]
Contract Compliance Officer (signature)

6/23/2015
Date

cc: Stephen Hani, Asst. Chief Construction Engineer
Ther Durski, District Engineer
Neck Busch, Asst. District Engineer

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP)
for non-bid item work, excluding trucking

TO: Mr. Brad Durski ✓ R.E. CONTRACT NO.: 3588 ✓

PRIME CONTRACTOR: Granite Construction Company ✓

(If Applicable) SUBCONTRACTOR: Desert Commercial Sweeping, Inc.

(If Applicable) 2nd Tier SUBCONTRACTOR: _____

SUBMITTED BY: Dylan Crosby/Project Engineer ✓ Granite Construction Co. ✓
(Print Name/Title) (Company)

1) Service Provider: Desert Commercial Sweeping, Inc. ✓

2) (If Applicable) Service Provider's Contr. Lic. No.: N/A Exp. Date: NA

3) Service Provider's NV Business Lic. No.: NV20011365247 ✓ Exp. Date: 07/31/2016 ✓

4) Service requested: Sweeping

5) Explanation for request: Street Sweeping

6) a) Cost per hour: \$175.00 ✓

b) Total estimated hours: 6 ✓

c) Total estimated cost: \$1050.00 ✓

7) Prevailing wage required Prevailing wage not required (check all that apply)

8) Approximate duration: From July, 2015 to August, 2015 ✓

THE UNDERSIGNED AGREES TO PROVIDE CERTIFIED PAYROLLS THROUGH THE LCP TRACKER SYSTEM FOR ALL EMPLOYEES WORKING ON THIS CONTRACT

Bill Wallace Service Provider (please print) Bill Wallace Service Provider (signature) 7-8-15 Date

Dylan Crosby Contractor (please print) Dylan Crosby Contractor (signature) 7/8/15 Date

Recommended: RFD Resident Engineer (signature) BRAD DURSKI, P.E. Resident Engineer 7/9/15 Date

Approved: Jack Kincaid Contract Compliance Officer (signature) 7/9/2015 Date

cc: Steve Gani Asst. Chief Construction Engineer
Paul Durn District Engineer
Nick Basch Asst. District Engineer

PREVAILING WAGE

NON-DBE'S PERFORMING NON-BID ITEM WORK (EXCLUDING TRUCKING)

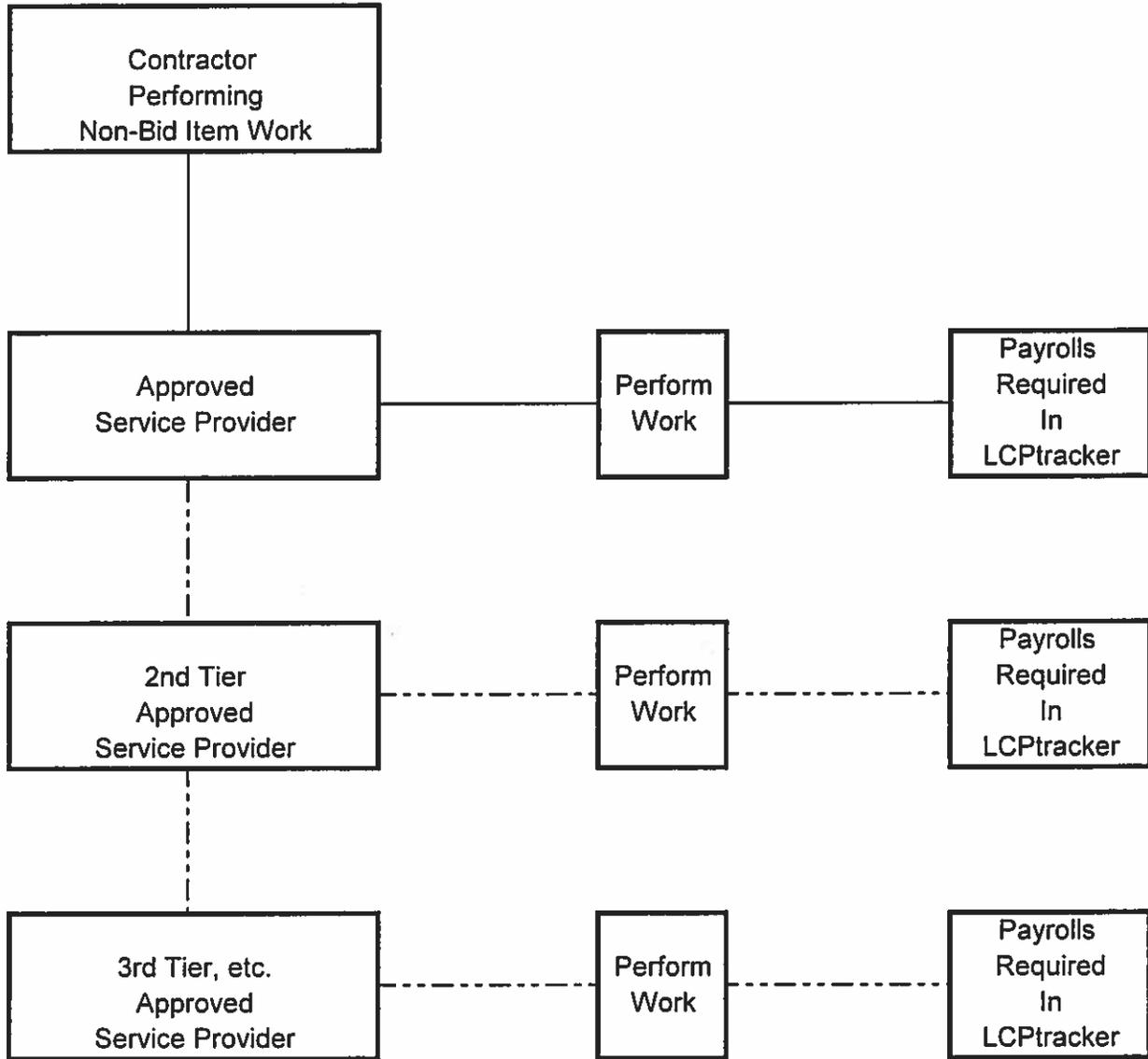


Figure 2

PREVAILING WAGE

NON-DBE'S PERFORMING NON-BID ITEM WORK (EXCLUDING TRUCKING)

EXAMPLE NO. 1:

Prime contractor SNCA sublets work to WW Construction,
WW Construction sublets work to Valet Concrete,
Valet Concrete sublets work to Lucy's Concrete
The required paper work will be as follows:

- WW Construction - Request to Utilize Service Provider, certified payrolls
- Valet Concrete - Request to Utilize Service Provider, certified payrolls
- Lucy's Concrete - Request to Utilize Service Provider, certified payrolls

EXAMPLE NO. 2:

Prime contractor Gran Construction sublets work to Dirt Tech,
Prime contractor Gran Construction sublets work to D Construction,
Prime contractor Gran Construction sublets work to Parson Electric
The required paper work will be as follows:

- Dirt Tech - Request to Utilize Service Provider, certified payrolls
- D Construction - Request to Utilize Service Provider, certified payrolls
- Parson Electric - Request to Utilize Service Provider, certified payrolls

Figure 2

PREVAILING WAGE
NON-DBE TRUCKING
(INCLUDING TRUCKING OWNER OPERATORS)

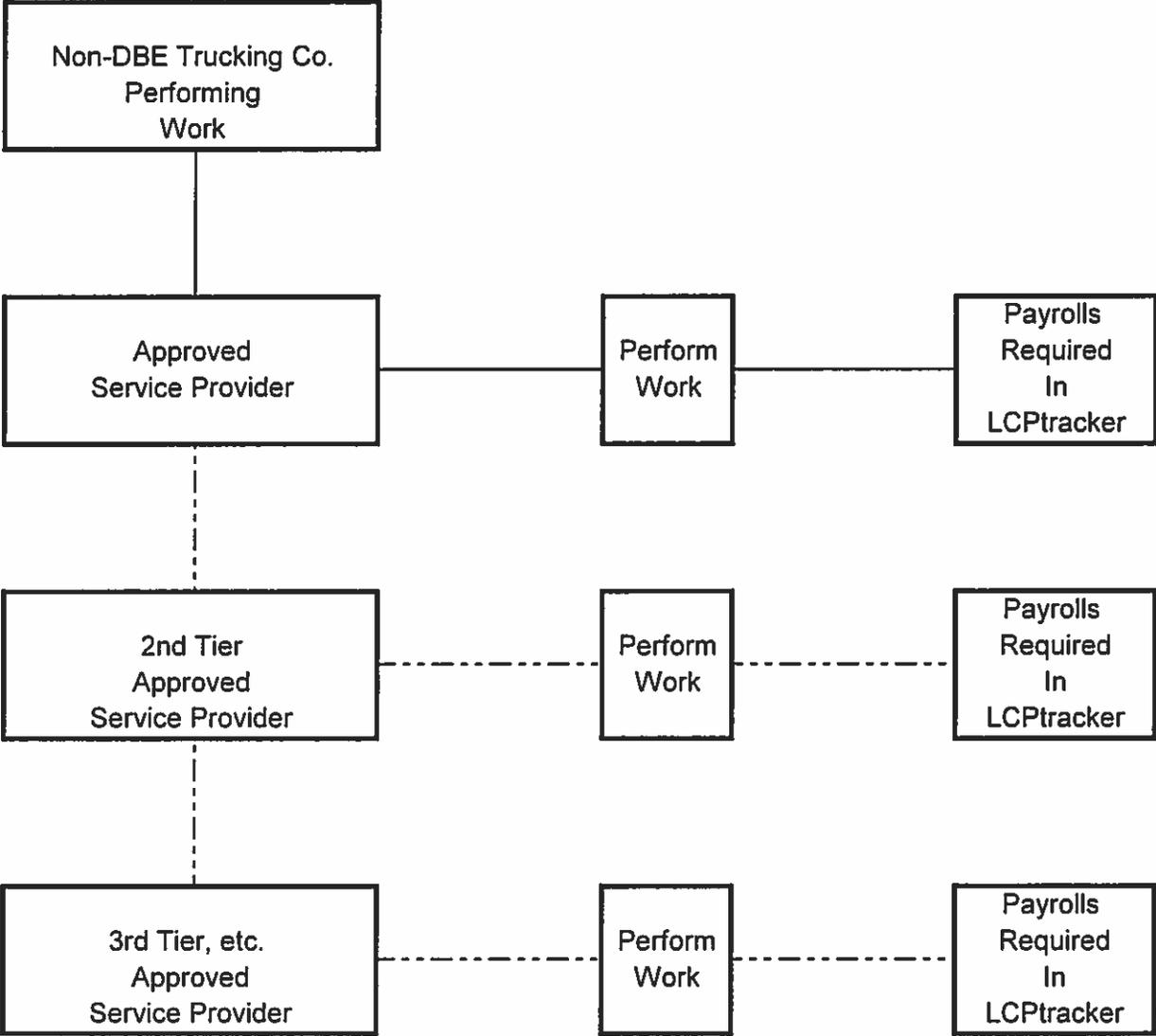


Figure 3

PREVAILING WAGE
NON-DBE TRUCKING
(INCLUDING TRUCKING OWNER OPERATORS)

EXAMPLE NO. 1:

Prime contractor SNCA sublets work to Lake Transport,
Lake Transport sublets work to Hawks Trucking
The required paper work will be as follows:

- Lake Transport - Request to Utilize Service Provider, certified payrolls
- Hawks Trucking - Request to Utilize Service Provider, certified payrolls

EXAMPLE NO. 2:

Prime contractor D Construction sublets work to Ron Muns (trucking owner operator) and John Bark (trucking owner operator)
The required paperwork will be as follows:

- Ron Muns (trucking owner operator) - Request to Utilize Service Provider, certified payrolls
- John Bark (trucking owner operator) - Request to Utilize Service Provider, certified payrolls

EXAMPLE NO. 3:

Prime contractor Gran Construction sublets work to Cap Trucking,
Cap Trucking sublets work to Mountain Transport,
Mountain Transport sublets work to Ron Muns (trucking owner operator) and John Bark (trucking owner operator)
The required paper work will be as follows:

- Cap Trucking - Request to Utilize Service Provider, certified payrolls
- Mountain Transport - Request to Utilize Service Provider, certified payrolls
- Ron Muns (trucking owner operator) - Request to Utilize Service Provider, certified payrolls
- John Bark (trucking owner operator) - Request to Utilize Service Provider, certified payrolls

Figure 3

PREVAILING WAGE

NON-DBE OWNER OPERATORS (EXCLUDING TRUCKING OWNER OPERATORS)

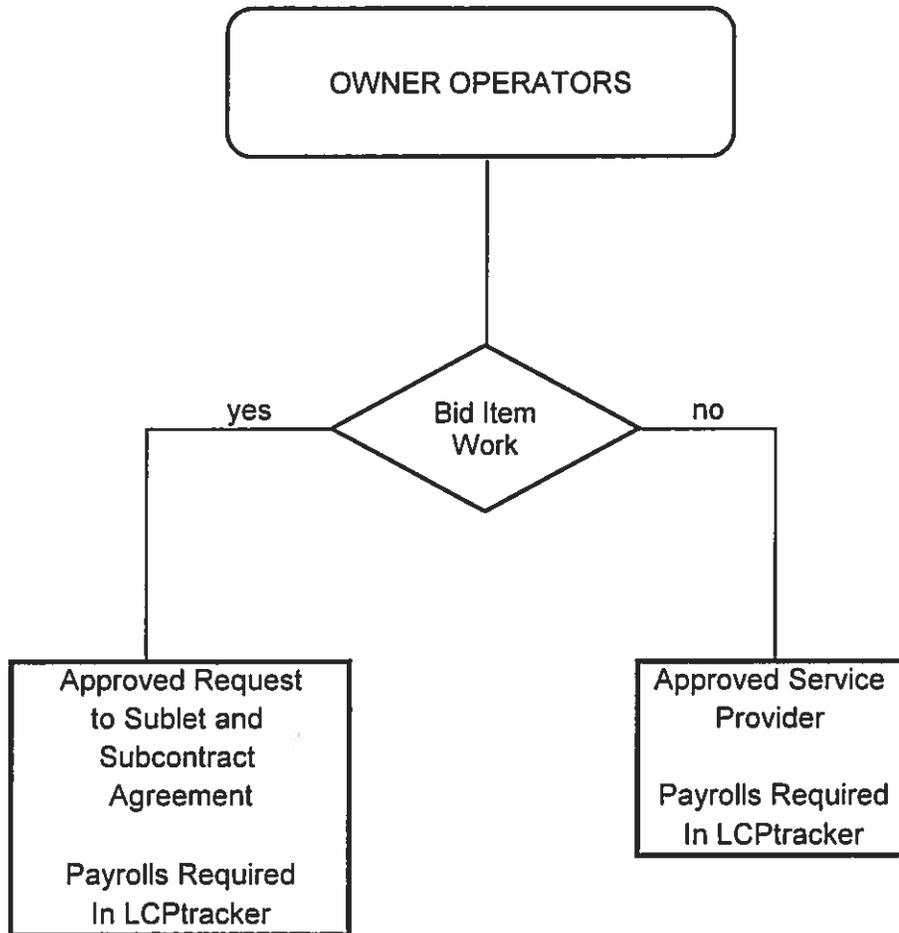


Figure 4

PREVAILING WAGE

NON-DBE OWNER OPERATORS (EXCLUDING TRUCKING OWNER OPERATORS)

EXAMPLE NO. 1: Prevailing Wage Required (Bid Item Work)

Prime contractor LVL Paving sublets work to Mike Mason (concrete saw cutting owner operator)
The required paper work will be as follows:

- Mike Mason (concrete saw cutting owner operator) - Request to Sublet and subcontract agreement, certified payrolls

EXAMPLE NO. 2: Prevailing Wage Required (Non-Bid Item Work)

Prime contractor LVL Paving sublets work to Mark Berry (high speed profiler owner operator),
Prime contractor LVL Paving sublets work to Jeff Bloom (core-drilling owner operator)
The required paper work will be as follows:

- Mark Berry (high speed profiler owner operator) - Request to Utilize Service Provider, certified payrolls
- Jeff Bloom (core-drilling owner operator) - Request to Utilize Service Provider, certified payrolls

Figure 4

NON-PREVAILING WAGE

ALL NON-DBE'S

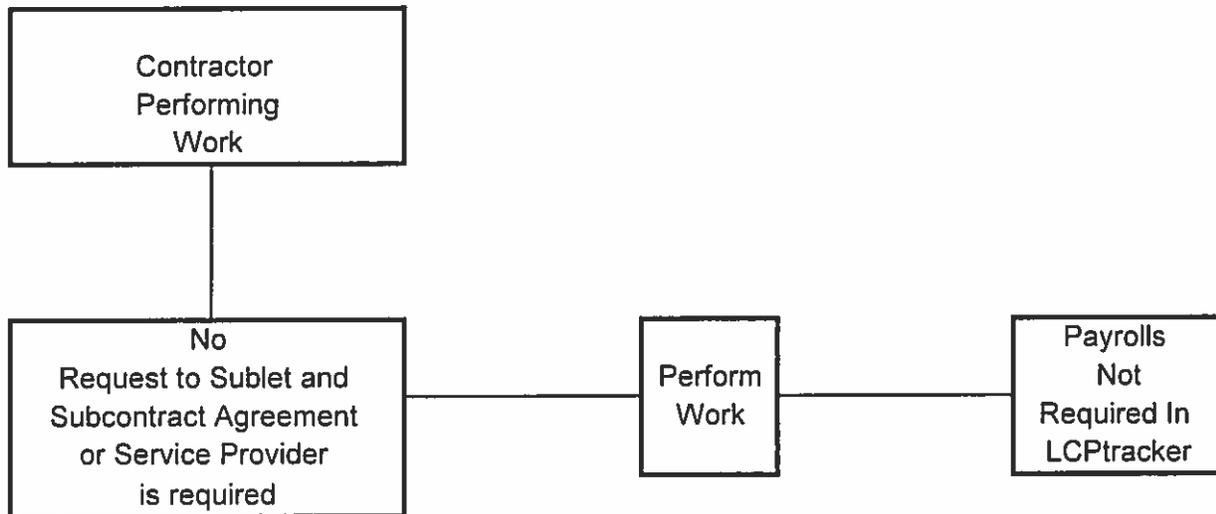
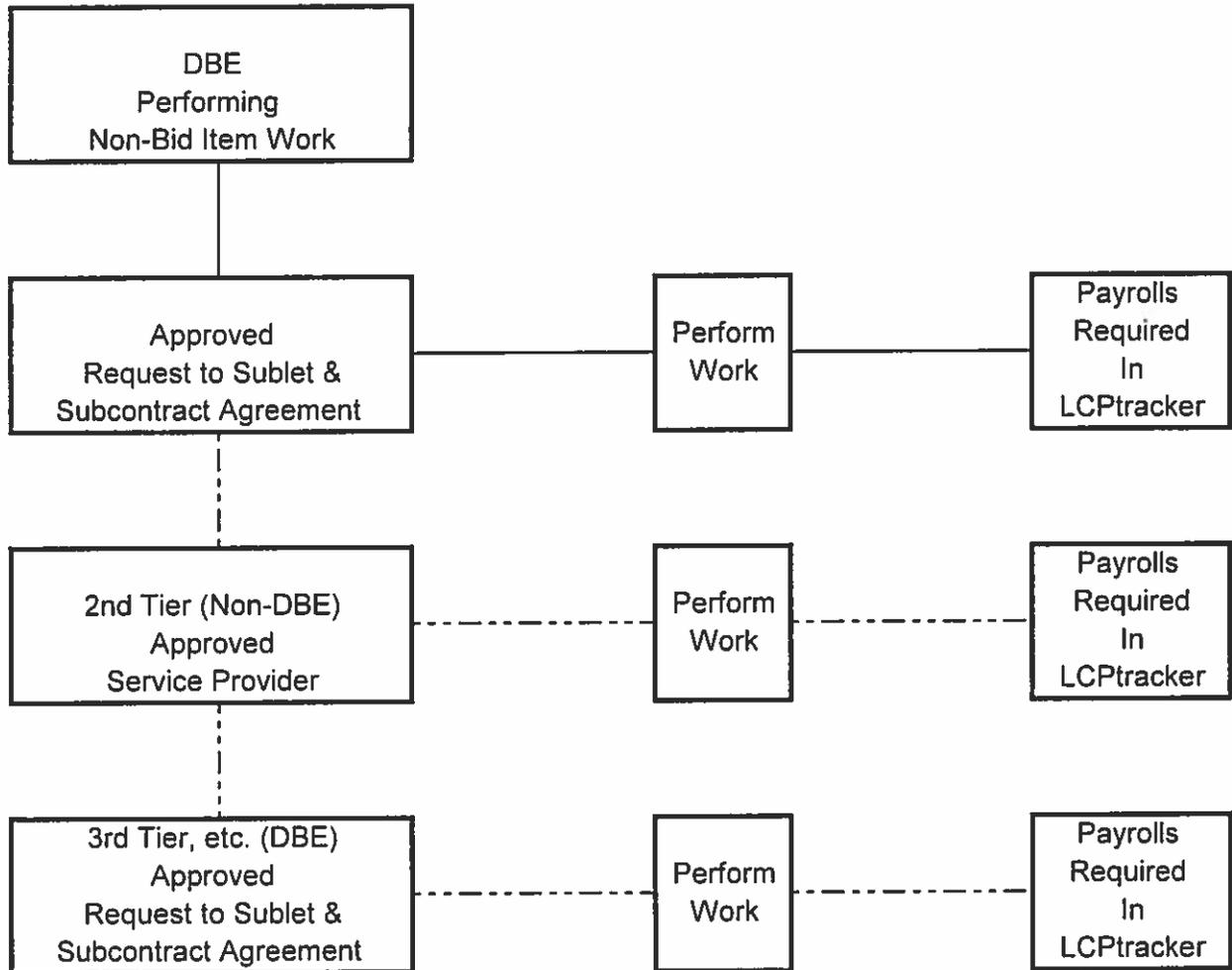


Figure 5

PREVAILING WAGE

DBE'S PERFORMING NON-BID ITEM WORK (EXCLUDING TRUCKING)



NOTE 1: If a DBE subcontractor is utilized for work which does not count towards a DBE goal, then a Service Provider may be submitted.

NOTE 2: The prime contractor is responsible for providing proof of payment for all DBE's working towards a DBE goal to Contract Compliance on a monthly basis either by paper copy or through B2G.

Figure 7

PREVAILING WAGE

DBE'S
PERFORMING NON-BID ITEM WORK
(EXCLUDING TRUCKING)EXAMPLE NO. 1:

Prime contractor SNCA sublets work to CA Barricade (DBE),
CA Barricade (DBE) sublets work to Western Striping (Non-DBE),
Prime contractor SNCA sublets work to Master Concrete (DBE)
The required paper work will be as follows:

- CA Barricade (DBE) - Request to Sublet and subcontract agreement, certified payrolls
- Western Striping (Non-DBE) - Request to Utilize Service Provider, certified payrolls
- Master Concrete (DBE) - Request to Sublet and subcontract agreement, certified payrolls

EXAMPLE NO. 2:

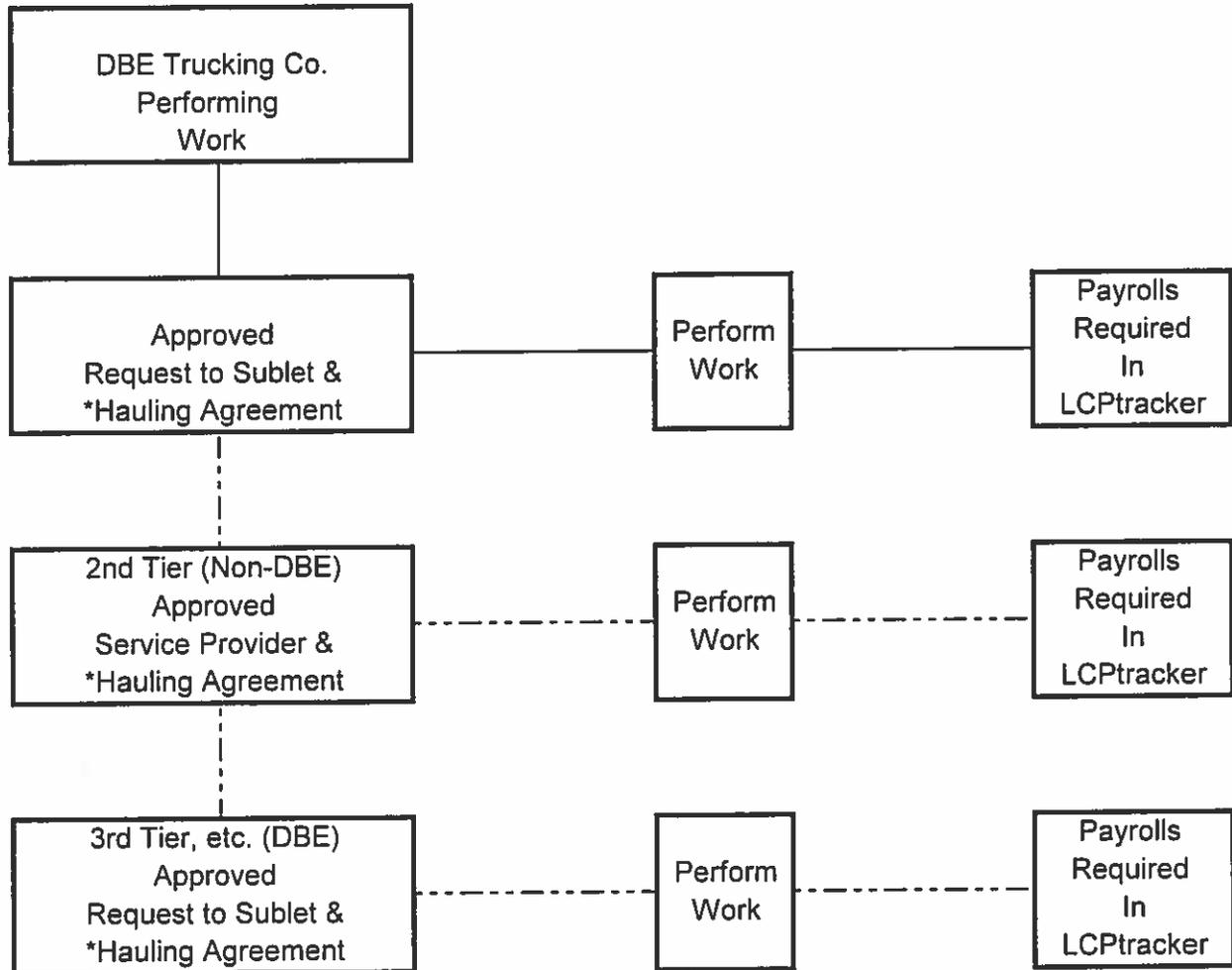
Prime contractor Gran Construction sublets work to Northwest Fence Company (DBE),
Northwest Fence Company (DBE) sublets work to Tall Fence (Non-DBE),
Tall Fence (Non-DBE) sublets work to Nevada Fence (DBE)
The required paper work will be as follows:

- Northwest Fence Company (DBE) - Request to Sublet and subcontract agreement, certified payrolls
- Tall Fence (Non-DBE) - Request to Utilize Service Provider, certified payrolls
- Nevada Fence (DBE) - Request to Sublet and subcontract agreement, certified payrolls

Figure 7

PREVAILING WAGE

DBE TRUCKING (INCLUDING TRUCKING OWNER OPERATORS)



* Hauling Agreement is defined as a binding agreement between contractors, subcontractors, service providers and / or owner operators and must contain all the required information including the items shown on page 6 - 2.

NOTE 1: If a DBE trucking company or DBE trucking owner operator is utilized for work which does not count towards a DBE goal, then a Service Provider may be submitted.

NOTE 2: The prime contractor is responsible for providing proof of payment for all DBE's working towards a DBE goal to Contract Compliance on a monthly basis either by paper copy or through B2G.

Figure 8

PREVAILING WAGE
DBE TRUCKING
(INCLUDING TRUCKING OWNER OPERATORS)

EXAMPLE NO. 1:

Prime contractor SNCA sublets work to Dixey Trucking (DBE),
Prime contractor SNCA sublets work to Kim Jones (trucking owner operator DBE),
Prime contractor SNCA sublets work to Jeff Smith (pilot car owner operator DBE)
The required paper work will be as follows:

- Dixey Trucking (DBE) - Request to Sublet, hauling agreement, certified payrolls
- Kim Jones (trucking owner operator DBE) - Request to Sublet, hauling agreement, certified payrolls
- Jeff Smith (pilot car owner operator DBE) - Request to Sublet, certified payrolls

EXAMPLE NO. 2:

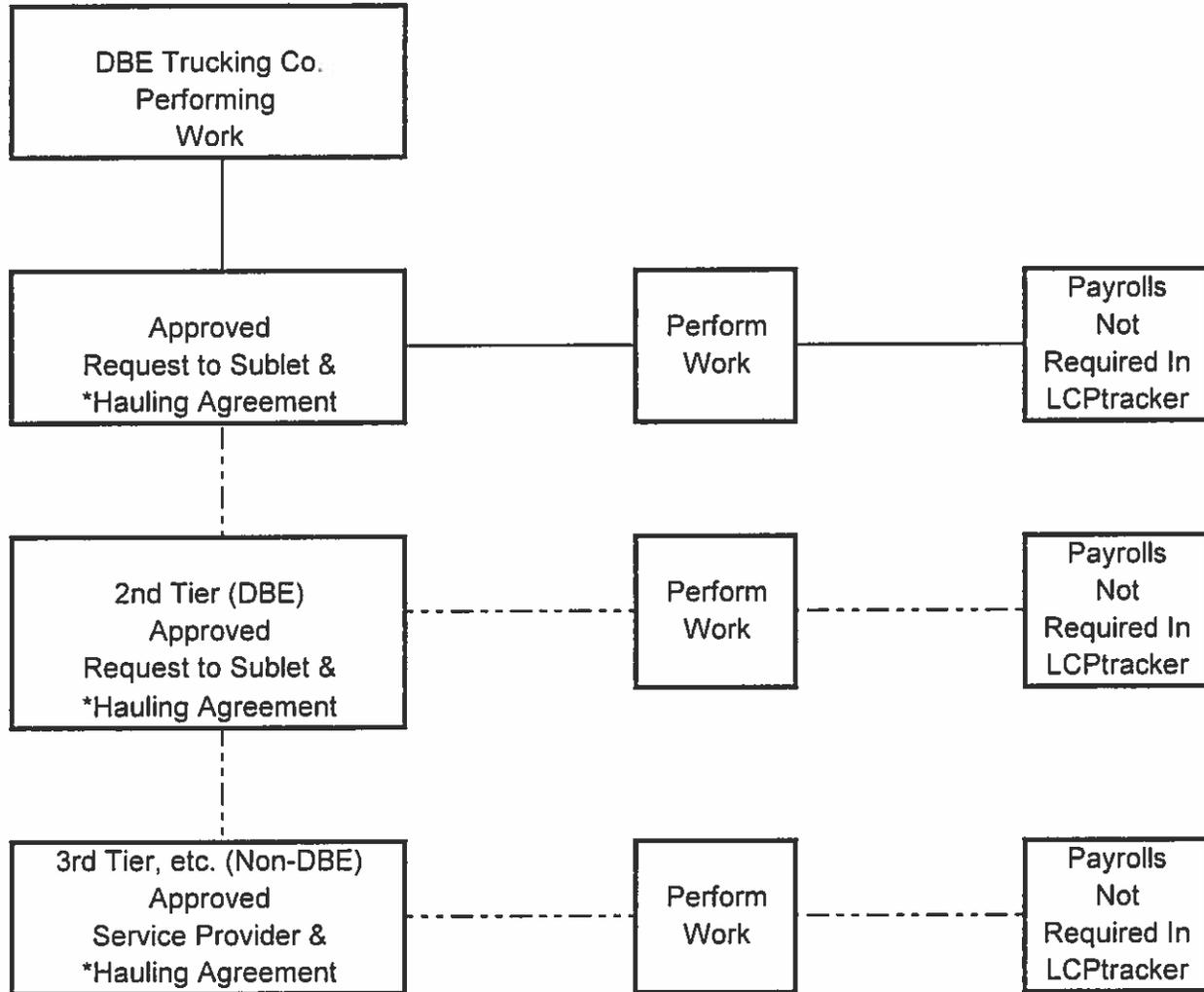
Prime contractor D Construction sublets work to BW Trucking (DBE),
BW Trucking (DBE) sublets work to Cinder Trucking (Non-DBE),
Cinder Trucking (Non-DBE) sublets work to R Trucking (DBE),
R Trucking (DBE) sublets work to Kim Jones (trucking owner operator DBE)
The required paperwork will be as follows:

- BW Trucking (DBE) - Request to Sublet, hauling agreement, certified payrolls
- Cinder Trucking (Non-DBE) - Request to Utilize Service Provider, hauling agreement, certified payrolls
- R Trucking (DBE) - Request to Sublet, hauling agreement, certified payrolls
- Kim Jones (trucking owner operator DBE) - Request to Sublet, hauling agreement, certified payrolls

Figure 8

NON-PREVAILING WAGE

DBE TRUCKING
(INCLUDING TRUCKING OWNER OPERATORS)



* Hauling Agreement is defined as a binding agreement between contractors, subcontractors, service providers and / or owner operators and must contain all the required information including the items shown on page 6 - 2.

NOTE 1: If a DBE trucking company or DBE trucking owner operator is utilized for work which does not count towards a DBE goal, then no paperwork is required.

NOTE 2: The prime contractor is responsible for providing proof of payment for all DBE's working towards a DBE goal to Contract Compliance on a monthly basis either by paper copy or through B2G.

Figure 9

NON-PREVAILING WAGE
DBE TRUCKING
(INCLUDING TRUCKING OWNER OPERATORS)

EXAMPLE NO. 1:

Prime contractor D Construction sublets work to BW Trucking (DBE),
BW Trucking (DBE) sublets work to R Trucking (DBE),
R Trucking (DBE) sublets work to Kim Jones (trucking owner operator DBE),
R Trucking (DBE) sublets work to Teri Smith (trucking owner operator Non-DBE)
The required paperwork will be as follows:

- BW Trucking (DBE) - Request to Sublet, hauling agreement
- R Trucking (DBE) - Request to Sublet, hauling agreement
- Kim Jones (trucking owner operator DBE) - Request to Sublet, hauling agreement
- Teri Smith (trucking owner operator Non-DBE) - Request to Utilize Service Provider, hauling agreement

EXAMPLE NO. 2:

Prime contractor ABC Construction sublets work to Carson Trucking (DBE),
Carson Trucking (DBE) sublets work to Lyle Ham (trucking owner operator DBE),
Carson Trucking (DBE) sublets work to Lisa Long (trucking owner operator DBE),
Carson Trucking (DBE) sublets work to Jerry Cooper (trucking owner operator Non-DBE)
The required paperwork will be as follows:

- Carson Trucking (DBE) - Request to Sublet, hauling agreement
- Lyle Ham (trucking owner operator DBE) - Request to Sublet, hauling agreement
- Lisa Long (trucking owner operator DBE) - Request to Sublet, hauling agreement
- Jerry Cooper (trucking owner operator Non-DBE) - Request to Utilize Service Provider, hauling agreement

Figure 9



NDOT CIVIL RIGHTS PROGRAM



[ADA PROGRAM](#)

[CIVIL RIGHTS](#)

[CONTRACT COMPLIANCE](#)

[DBE PROGRAM](#)

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CONTRACT COMPLIANCE

Welcome to information about Nevada Department of Transportation Contract Compliance. Below you will find forms and information that you will need to administer your current contracts, as well as a link to identify upcoming contracts. The Contract Compliance Office is here to help. If you have questions or need assistance please contact us at (775) 888-7497.

Our mission in the Contract Compliance Office is to provide you the information you need to comply with federal and state laws, rules and regulations as they pertain to highway construction contracts. The staff of the Contract Compliance Office hopes you will take advantage of this resource.

Please refer to NRS [Chapter 338](#) and [Chapter 408](#) for regulations governing our work. Commonly referred to sections include:

- [Prevailing Wages, NRS 338.010 to 338.090](#)
- [Payment and Retention, NRS 408.383](#)

FORMS

Remember, if you ask first we can all avoid a problem down the road.

1. Certification Regarding Lobbying (Federally Funded Projects) [.pdf](#)
2. Commercially Useful Function Checklist, Rev. 06/15 [.pdf](#)
3. Claim For Wages [.pdf](#)
4. Contract Compliance Review Checklist [.doc](#) | [.pdf](#)
5. Contractor/Subcontractor Registration [.pdf](#)
6. Contractor's Monthly Report of Payments to Subcontractors [.xls](#) | [.pdf](#)
7. Employee Interview, Rev. 08/15 [.pdf](#)
8. Federal-Aid Highway Construction Contractors Annual EEO Report (FHWA-1391) [.xls](#) | [.pdf](#)
9. Federal-Aid Highway Construction Contractors Annual EEO Report - LCPtracker Instructions (1391) [.pdf](#)
10. Fringe Benefit Itemized Contributions-Deductions Statement [.xls](#) | [.pdf](#)
11. Inclusion of Contract (Federally Funded), Rev. 04/15 [.pdf](#)
12. Inclusion of Contract (State Funded), Rev. 08/15 [.pdf](#)
13. Non-Performance Payroll Report [.pdf](#) | [.doc](#)
14. Payroll Tracking Sheet [.doc](#) | [.pdf](#)
15. Request to Sublet, Rev. 06/15 [.pdf](#)
16. Request to Utilize Service Provider (for non-bid item work, excluding trucking), Rev. 06/15 [.pdf](#)
17. Request to Utilize Service Provider (for trucking), Rev. 06/15 [.pdf](#)
18. Supplemental Information/Construction Workers [.doc](#) | [.pdf](#)
19. Weekly Wage and Hour Report of Public Work Contractors Page 1 of 2 [.pdf](#)
20. Weekly Wage and Hour Report of Public Work Contractors Page 2 of 2 [.pdf](#)

NEVADA DEPARTMENT OF TRANSPORTATION

1263 South Stewart Street, Carson City Nevada 89712

Telephone: 775-888-7000 TTY: 1-855-878-NDOT (6368)

Email: info@dot.state.nv.us Visit NV.gov

Brian Sandoval - Governor
Rudy Malfabon, P.E. - Director



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Home

For technical Sharepoint problems, please contact the HelpDesk - HelpDesk@dot.state.nv.us

Web Site Portals

-  [Live Streaming Meeting Video \(Division Head Meeting/Muffins with Malfabon/ Employee Meet and Greet Event\)](#)
-  [Application Launch Pad](#)
-  [Web Mail](#)
-  [Business Intelligence](#)
-  [iPD, Integrated Project Development \(E Bidding\)](#)
-  [EBidding Portal Intranet](#)
-  [EPATS \(E- Procurement and Tracking System\)](#)
-  [PSAMS Dashboard - NDOT Project Status](#)
-  [Facts about PSAMS Dashboard](#)
-  [eSTIP \(electronic Statewide Transportation Improvement Program\)](#)
-  [IRWIN](#)
-  [Research Library Catalog – Transportation Publications and More](#)
-  [Strategic Data Plan Group](#)
-  [Transportation Asset Management Plan](#)
-  [NDOT Photo Catalog/PowerPoint Templates/Logos](#)
-  [NDOT Secure Meeting Portal](#)
-  [Milepost Index Report](#)
-  [RaLF \(Route and Location Finder\)](#)
-  [Fuel and Gate Access](#)
-  [State Maintained Highways Descriptions Index & Maps](#)
-  [NDOT - Emergency Operations Plan](#)
-  [Financial Management Project Reports](#)
-  [MMS System - *password required*](#)

Division Links

Division Site	Div #
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Home

The Civil Rights & Contract Compliance Sharepoint

A collaborative workspace providing the information and tools NDOT departments need to administer civil rights and contract compliance on our construction projects. The site also serves as a way to share ideas for process improvements.

Our Mission . . .

To foster understanding of NDOT compliance responsibilities under Nevada and Federal laws ensuring fairness in NDOT contracting and compliance with Title VI, ADA, DBE and labor laws. We do this by providing outstanding service to our internal and external customers.

What are You Looking For?

Contract Compliance	Civil Rights	ADA Compliance
Procedures and Tools for: <ul style="list-style-type: none"> • DBE Goal-Setting <ul style="list-style-type: none"> ◦ Construction ◦ LPA ◦ Professional Services • Using LCP Tracker • Wage & Labor • Subcontracting Procedures 	Detailed Information on: <ul style="list-style-type: none"> • Title VI • DBE Program • ADA • SBE Program • LEP Program 	Information and Tools for: <ul style="list-style-type: none"> • ADA/Title II & 504

Links

Contacts

Forms

Announcements

Calendar

← → August, 2015 (August, 2015)

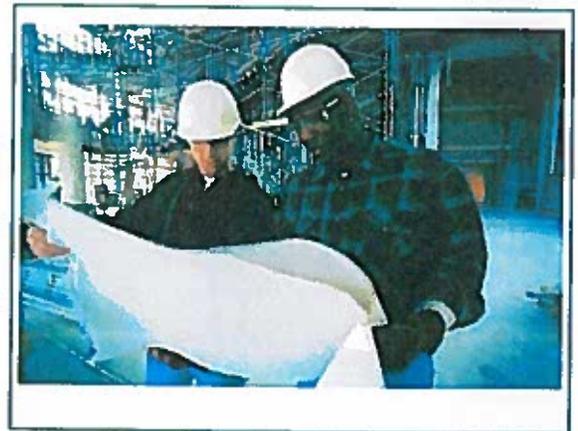
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Carson City, NV



At 2:35 PM PDT
 Clear
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WeatherForYou.com





Forms

All Documents

- ✓  Name
-  Certification Regarding Lobbying (Federally Funded Projects) ...
-  Commercially Useful Function Checklist, Rev. 06-15 ...
-  Contract Compliance Review Checklist ...
-  Contractor's Monthly Report of Payments to Subcontractors ...
-  Employee Interview, Rev. 08-15 ...
-  Federal-Aid Highway Construction Contractors Annual EEO Report - LCPtracker Instructions for FHWA-1391 ...
-  Federal-Aid Highway Construction Contractors Annual EEO Report (FHWA-1391) ...
-  Fringe Benefit Itemized Contributions-Deductions Statement ...
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-  Weekly Wage and Hour Report of Public Work Contractors Page 1 of 2 ...
-  Weekly Wage and Hour Report of Public Work Contractors Page 2 of 2 ...

PLEASE READ!

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP) FORMS

Non-DBE's:

IF PREVAILING WAGE IS NOT REQUIRED, A RTUSP FORM IS NOT REQUIRED (refer to Chapter 1 or Chapter 4, Figure 5 of the Certified Payroll and Compliance Manual)

DBE's:

THE APPROPRIATE RTUSP FORM MAY BE USED IN CERTAIN CIRCUMSTANCES, (refer to Chapter 1 or Chapter 4, Figure 7, 8 and 9 of the Certified Payroll and Compliance Manual)

