

## OWNER OPERATORS

Whether prevailing wage is applicable or not, an "Owner Operator" (DBE or non-DBE) is defined as a person who owns and operates or drives their own piece of equipment, including trucks, bulldozers, backhoes, pilot cars, cranes, welding machines, etc.

Prior to any owner operator working on the project, a Request to Sublet (RTS) and subcontract agreement or Request to Utilize Service Provider (RTUSP) must be processed in accordance with Chapters 2, 3 and 4. The required documents vary based on different conditions (DBE / non-DBE, performing bid item / non-bid item work, prevailing wage / non-prevailing wage, etc.).

After the RTS and subcontract agreement or RTUSP is approved by Contract Compliance, the owner operator may begin work on the project. **An owner operator must report their own time in LCPtracker.** Once an owner operator begins working on the project, a payroll or non-performance payroll report (if applicable) must be entered for each week, and must continue with a weekly submission until the last payroll report is marked as "Final".

Each owner operator payroll must include: (see pages 7 - 3 and 7 - 5)

- A. Work Classification.
- B. Hours Worked Each Day (all hours can be listed as straight time, separate designation for overtime hours is not required).
- C. Total Hours This Project (all hours can be listed as straight time, separate designation for overtime hours is not required).
- D. Base Hourly Rate of Pay (the total hourly rate agreed upon between the next higher tier contractor and the owner operator, which may include equipment rental, fringe benefits, profit, overhead, etc.) (rate must meet or exceed the appropriate prevailing wage for that particular NDOT contract).
- E. Gross Amount Earned This Project.
- F. Check No. - enter "N/A" (this is a required field in LCPtracker).

**NOTE:** "Owner Operator" must appear in the Name or Work Classification column. The "Owner Operator" box must be checked in the employee record under the Admin tab in LCPtracker for "Owner Operator" to be automatically generated on the payroll. Any individual who is an owner operator and also owns the company which hires other employees, must be shown as an employee of the company, not an "owner operator".

No other information is required on the certified payroll for owner operators.

A fringe benefit statement is not required for owner operators.

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 7 - 10 and 7 - 11)
  
- Figure 4      Prevailing wage  
Non-DBE owner operators (excluding trucking owner operators)  
(See pages 7 - 12 and 7 - 13)
  
- Figure 8      Prevailing wage  
DBE trucking (including trucking owner operators)  
(See pages 7 - 14 and 7 - 15)
  
- Figure 9      Non-prevailing wage  
DBE trucking (including trucking owner operators)  
(See pages 7 - 16 and 7 - 17)
  
- Figure 10     Prevailing wage and non-prevailing wage  
DBE owner operators (excluding trucking owner operators)  
(See page 7 - 18)

**WEEKLY CERTIFIED PAYROLL REPORTING FORM**



NAME OF CONTRACTOR: John Munson Trucking		CONTRACTOR'S LICENSE No. BNG20151831		ADDRESS: 825 Birmingham 825 Birmingham, Reno, NV 89506	
PAYROLL No. 1		SPECIALTY LICENSE No.		PHONE:	
FOR WEEK ENDING: 06/29/2015		MOTOR CARRIER PERMIT No.		EMAIL:	
SUBMITTED ON: July 21, 2015		UNION		SELF-INSURED CERTIFICATE No.	
WORK CLASSIFICATION LOCATION AND TYPE		HOURS WORKED EACH DAY		GROSS AMOUNT EARNED	
MUNSON, JOHN Owner/Operators Emp M: 1	EXEMPT 0 Washoe County	TRUCK DRIVER (Dump Trucks (Single or Multiple Use Including Scum' & Double Transfer (Haul) Dumpster and Bulk Cement Spreader / 25 yds. &		ALL PROJECTS	
		S M T W TH F S S O D		THIS PROJECT \$664.00	
CAUCASIAN Male		TOTAL HOURS THIS PROJECT 8.00		BASE HOURLY RATE \$85.50	
All or Part of Fringes Paid to Employer: NO		Vacation, Holiday and Dies in Gross Pay: NO		Total in Lieu of Fringes	
Voluntary Contributions in Gross Pay: NO				Federal Tax 0.00	
				Social Security 0.00	
				Medicare 0.00	
				Health & Welfare 0.00	
				Pension 0.00	
				Local Taxes 0.00	
				State Tax 0.00	
				Retirement 0.00	
				Voluntary Pension 0.00	
				Voluntary Medical 0.00	
				Voluntary Dental 0.00	
				Total Deductions \$0.00	
				Net Pay \$0.00	
				Check No. N/A	

TOTAL STANDARD HOURS:	8.00	TOTAL 1.5 OT HOURS:	0.00	TOTAL 2.0 OT HOURS:	0.00	GRAND TOTAL HOURS:	8.00
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Statement of Compliance

Date: Tuesday, July 21, 2015

I, Jacqui Munson, Bookkeeper do hereby state:

(1) That I pay or supervise the payment of the persons employed by JOHN MUNSON TRUCKING on the 3588-FOR 5 SCHOOLS IN WASHOE COUNTY-OFF SYSTEM: VIRGINIA PALMER ELEMENTARY SCHOOL, LEMMON VALLEY ELEMENTARY SCHOOL, ELIZABETH LENZ ELEMENTARY SCHOOL, NANCY GOMES ELEMENTARY SCHOOL, BROWN ELEMENTARY SCHOOL; that during the payroll period commencing on 6/14/2015 and ending on 6/20/2015 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said JOHN MUNSON TRUCKING from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below: All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

[ ] - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

[X] - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS:

EXCEPTION (CRAFT)	EXPLANATION

REMARKS: MOVING GROSS FROM TOTAL ALL PROJECTS TO GROSS THIS PROJECT

NAME: Jacqui Munson

TITLE: Bookkeeper

Electronic Signature Code: B2G20352833-3588-6/20/2015-RECERT-130819665956935676

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

WEEKLY CERTIFIED PAYROLL REPORTING FORM

FINAL CPR



NAME OF CONTRACTOR: John Manson Trucking		CONTRACTOR'S LICENSE No. BZG20152833		ADDRESS: 825 Browning 825 Browning, Reno, NV 89506	
PAYROLL No. 2		SPECIALTY LICENSE No.		PHONE:	
FOR WEEK ENDING: 06/27/2015		MOTOR CARRIER PERMIT No.		EMAIL:	
SUBMITTED ON: July 21, 2015		UNION		SELF-INSURED CERTIFICATE No.	
WORK CLASSIFICATION, LOCATION AND TYPE		HOURS WORKED EACH DAY		GROSS AMOUNT EARNED	
TRUCK DRIVER Dump Trucks (Single or Multiple Units including Scoop & Double Transfer Units) Dumpsters and Bulk Conest Sprouler 72' vol. A		S 9:25		ALL PROJECTS	
EMPLOYER		M T W TH F S S		THIS PROJECT	
MUNSON, JOHN		6:24:15 6:25:15 6:26:15 6:27:15		0.00	
Emp Id: 1		S 9:25		\$3,719.25	
CAUCASIAN		S 9:25		Total on Line of Fringes	
Male		D		0.00	
All or Part of Fringes Paid to Employee: NO		Voluntary Contributions in Gross Pay: NO		Total on Line of Fringes	
		Vacations, Holiday and Dies in Gross Pay: NO		0.00	
		Voluntary Contributions in Gross Pay: NO		0.00	

TOTAL HOURS	41.50	TOTAL 2.0 OT HOURS:	0.00	TOTAL 1.5 OT HOURS:	0.00	TOTAL 2.0 OT HOURS:	41.50
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DEDUCTION		CONTRIBUTION		AND PAYMENTS	
Federal Tax	0.00	State Tax	0.00	Local Tax (FDI)	0.00
Voluntary Pension	0.00	Medicare	0.00	Other	0.00
Voluntary Medical	0.00	Health & Welfare	0.00	Termin	0.00
Voluntary Dental	0.00	Term Life	0.00	Vacation Holiday	0.00
Other	0.00	Retirement	0.00	Net Paid Week	0.00
Check No.		Net Paid Week		Payroll Payment Date	

**Statement of Compliance**

Date Tuesday, July 21, 2015

I, Jacqui Munson, Bookkeeper do hereby state:

(1) That I pay or supervise the payment of the persons employed by JOHN MUNSON TRUCKING on the 3588-FOR 5 SCHOOLS IN WASHOE COUNTY-OFF SYSTEM: VIRGINIA PALMER ELEMENTARY SCHOOL, LEMMON VALLEY ELEMENTARY SCHOOL, ELIZABETH LENZ ELEMENTARY SCHOOL, NANCY GOMES ELEMENTARY SCHOOL, BROWN ELEMENTARY SCHOOL; that during the payroll period commencing on 6/21/2015 and ending on 6/27/2015 all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said JOHN MUNSON TRUCKING from the full weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below: All comments are in the notes on the submitted Certified Payroll Report.

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS OR PROGRAMS

[ ] - in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

[X] - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in Section 4(c) below.

(c) EXCEPTIONS:

EXCEPTION (CRAFT)	EXPLANATION

REMARKS: *NOYE AMOUNT FROM GROSS ALL PROJECTS TO GROSS THIS PROJECT*

NAME: Jacqui Munson

TITLE: Bookkeeper


Electronic Signature Code: B2G20352833-3588-6/27/2015-RECERT-130819662086687033

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.

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Open Projects				
Project Code	Project Name	Start Date	End Date	Bid Ad Date
3389A-ARRA	3389A-ON I-580 AT MEADOWOOD MALL WAY	06/14/2010	12/31/2012	01/28/2010
3409	3409-ON US 95 FROM 0.16 MILES NORTH OF WEST WASHINGTON AVENUE TO ANN ROAD, PACKAGE 1; ON US 95 AT DURANGO DRIVE	07/12/2010	12/31/2013	03/18/2010
3505	3505-US 50, LYON COUNTY, CHAVES ROAD TO ROY'S ROAD	06/25/2012	12/31/2013	03/22/2012
3516R	3516R-ON US 395, CARSON CITY FREEWAY, FROM SOUTH CARSON STREET (SR 529) TO FAIRVIEW DRIVE PACKAGE 2B-2	03/04/2013	12/31/2014	10/11/2012
3524	3524-ON I-80, FROM BEGINNING OF PCCP, 0.112 MILES EAST OF PERSHING/HUMBOLDT COUNTY LINE TO 0.345 MILES EAST OF THE EDGE OF H-1256 AT THE WEST STRIP GRADE SEPARATION AND ON I-80, HUMBOLDT COUNTY, VARIOUS LOCATIONS	03/01/2013	12/31/2013	09/12/2012
3525	3525-ON I-80 FROM 0.771 MILES EAST OF THE TRAILING EDGE OF I-883 TO THE BEGINNING OF ASPHALT, 0.846 MILES WEST OF EMIGRANT PASS INTERCHANGE AND ON I-80 NEAR DUNPHY, MULTIPLE STRUCTURES, EUREKA COUNTY	03/01/2013	12/31/2013	08/29/2012
3529	3529-ON MULTIPLE INTERSECTIONS IN DISTRICT 1 (CITY OF LAS VEGAS ) PACKAGE 1, CLARK COUNTY	04/15/2013	12/31/2013	09/19/2012
3530	3530R ON I-15 AT CACTUS AVENUE IN LAS VEGAS	04/01/2013	12/31/2014	11/15/2012
3532	3532 - ON I 15, LAS VEGAS, AT F STREET		12/31/2015	01/10/2013
3533	3533-ON I 80 FROM THE BEGINNING OF ASPHALT PAVEMENT, 0.846 MILES WEST OF EMIGRANT PASS INTERCHANGES TO 1.097 MILES EAST OF THE EU/EL COUNTY LINE		12/31/2013	

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<a href="#">View</a>	HOW TO SELF-HELP USING LCPtracker	All Ne

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

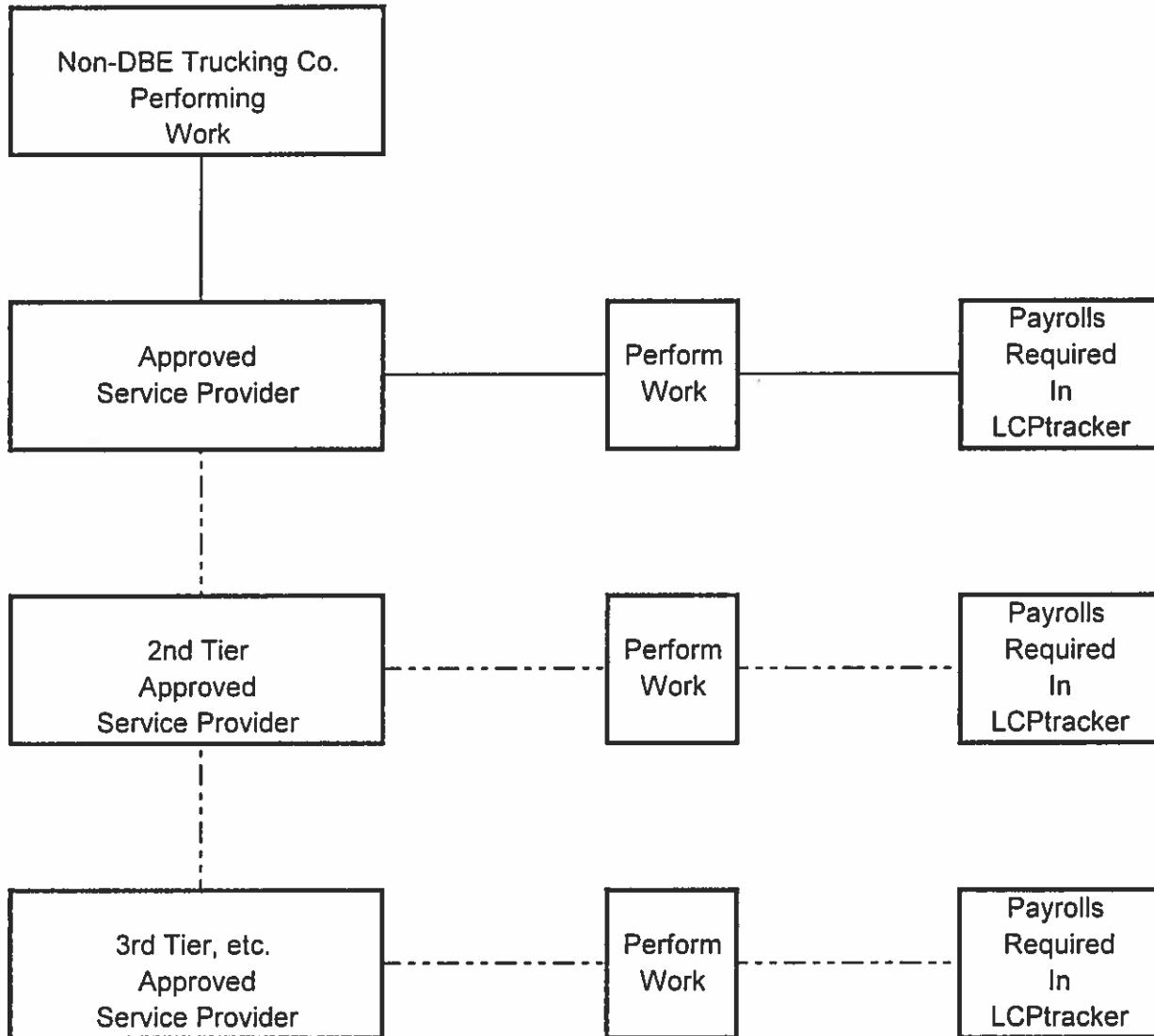


Figure 3

**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)

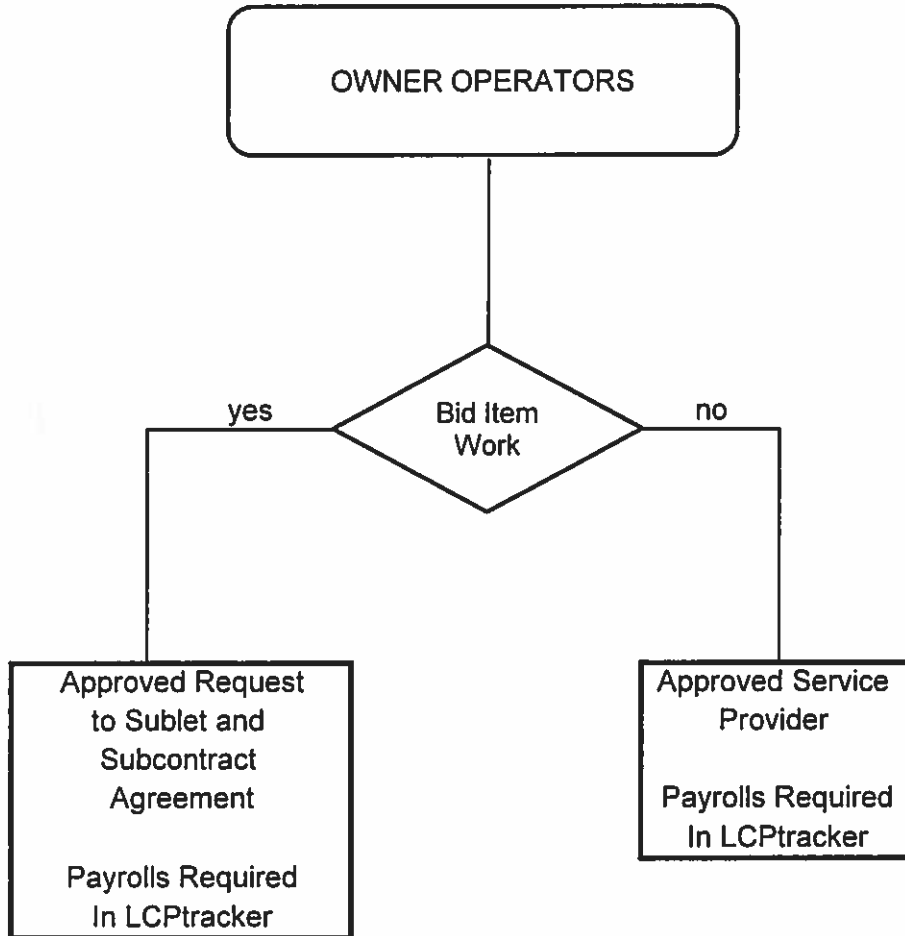


Figure 4

## 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

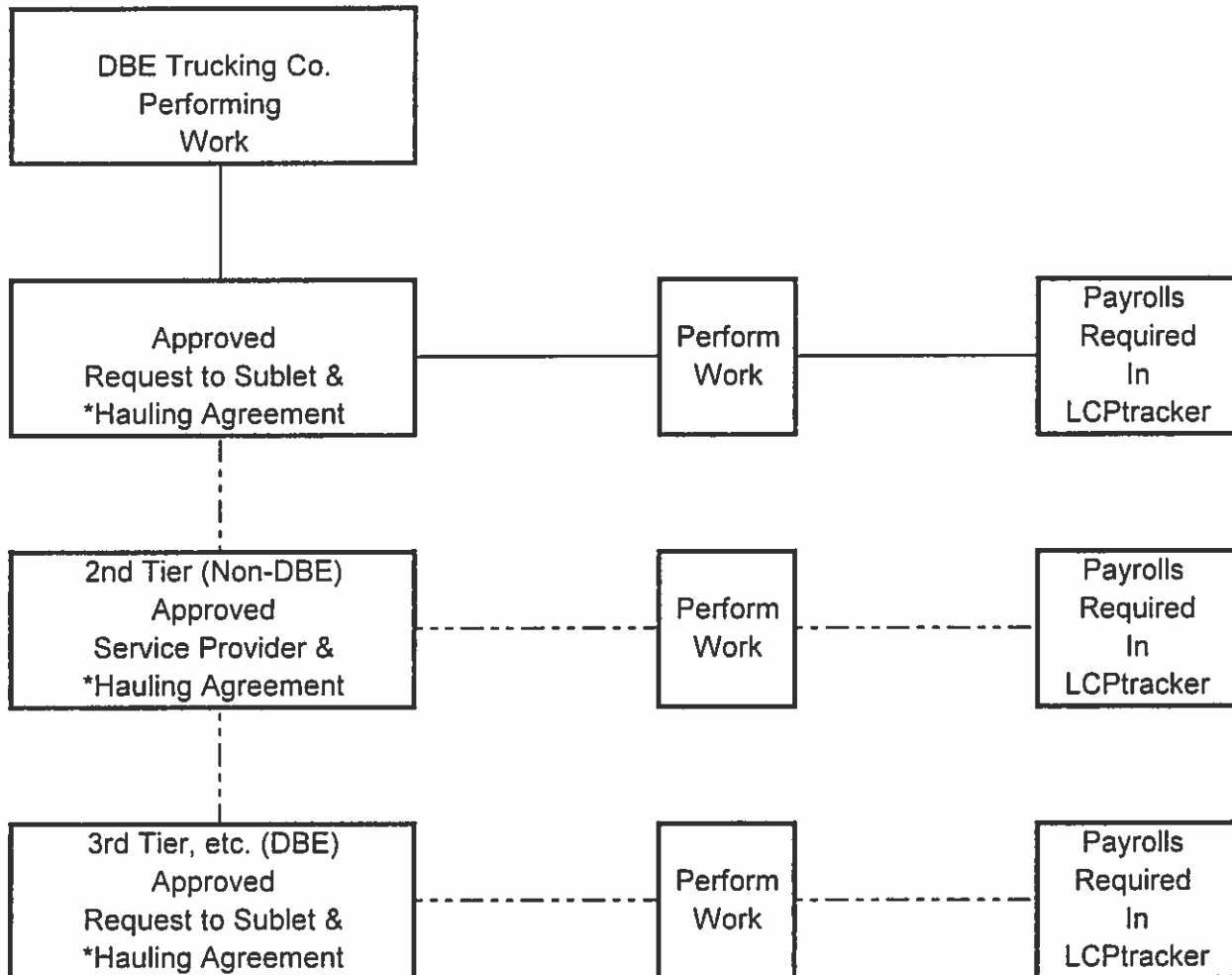
#### EXAMPLE NO. 2: Prevailing Wage Required (Non-Bid Item Work)

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

**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:**

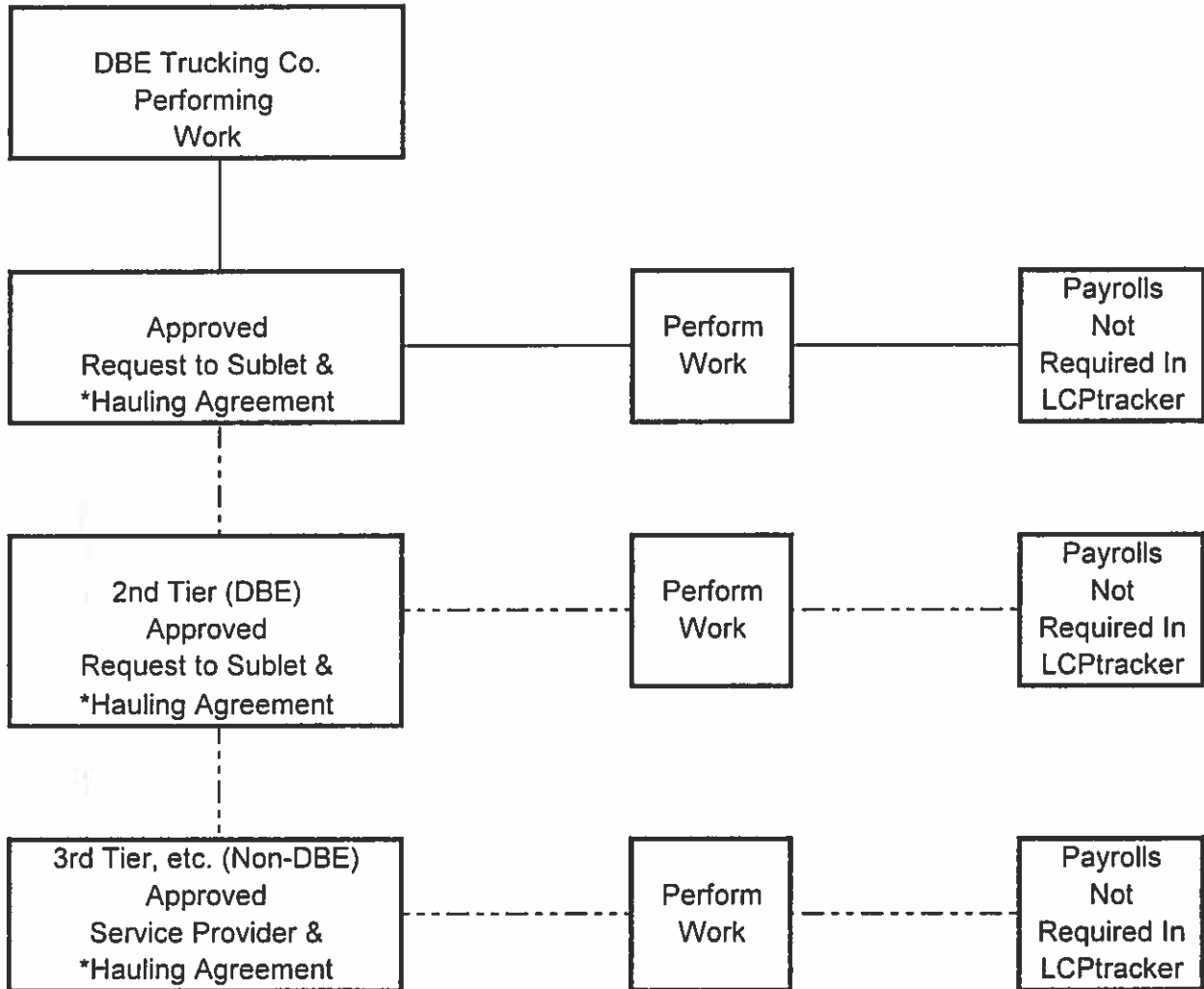
Prime contractor D Construction sublets work to BW Trucking (DBE),  
BW Trucking (DBE) sublets work to Cinder Trucking (Non-DBE),  
Cinder Trucking (Non-DBE) sublets work to R Trucking (DBE),  
R Trucking (DBE) sublets work to Kim Jones (trucking owner operator DBE)  
The required paperwork will be as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

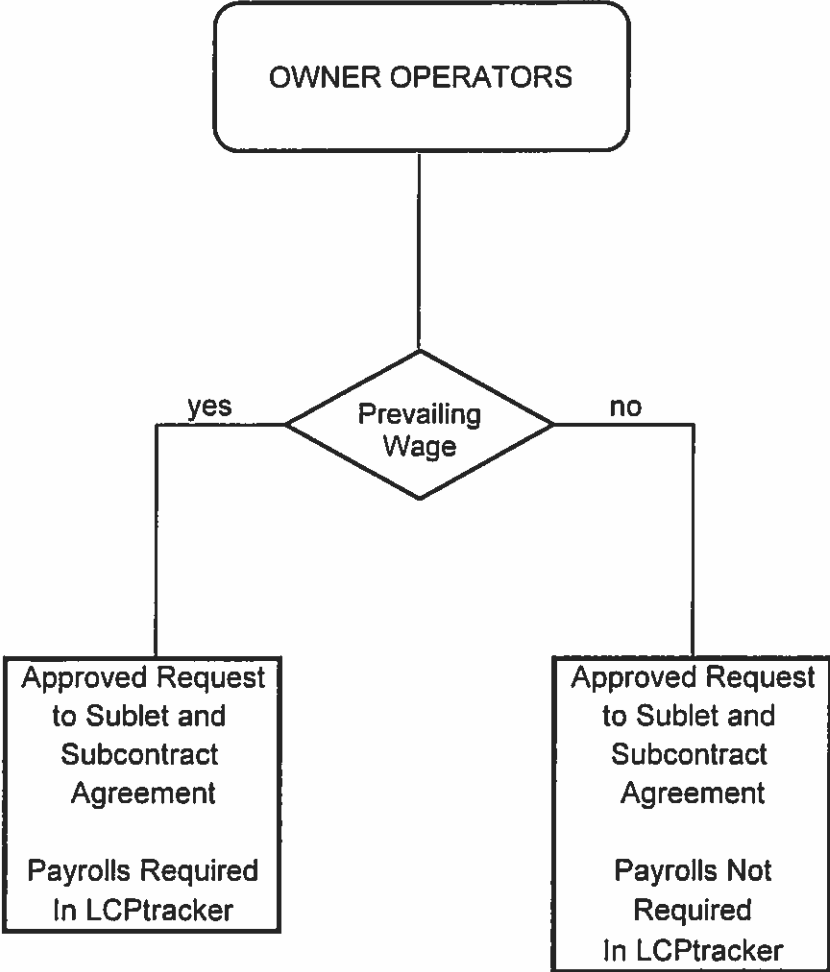
Prime contractor ABC Construction sublets work to Carson Trucking (DBE),  
Carson Trucking (DBE) sublets work to Lyle Ham (trucking owner operator DBE),  
Carson Trucking (DBE) sublets work to Lisa Long (trucking owner operator DBE),  
Carson Trucking (DBE) sublets work to Jerry Cooper (trucking owner 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

PREVAILING WAGE AND NON-PREVAILING WAGE

**DBE OWNER OPERATORS  
(EXCLUDING TRUCKING OWNER OPERATORS)**



**NOTE:** 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 10