

CONTRACTOR'S LIST OF NDOT REQUIREMENTS -QUICK REFERENCE-

- Request to Sublet and Subcontract Agreement or Request to Utilize Service Provider required for all subcontractors prior to performing any work.
- Assign subcontractors and service providers into LCPtracker when copies are sent to Resident Engineer.
- Upload Fringe Benefit Statement for each contractor (excluding owner operators) into LCPtracker.
- Upload apprenticeship agreement for each apprentice into LCPtracker. Remove personal info (SS#, address, DOB, etc.) prior to uploading into LCPtracker.
- Upload Apprentice Verification form every 60 days for each apprentice for each contract into LCPtracker. Contact Contract Compliance at (775) 888-7497 or email contractcomplianceprojects@dot.state.nv.us for form approval. Labor Commissioner requires the electronic Word version of the form.
- Payrolls for all contracts must be submitted into LCPtracker each week for work performed during the preceding weekly payroll period. Payrolls must be submitted within 7 days after the week ending date.
- Non-performance payroll reports for all contracts must be submitted into LCPtracker each week for the preceding weekly payroll period. Non-performance payrolls must be submitted within 7 days after the week ending date.
- Owner operators must submit their own payrolls into LCPtracker.
- RE will conduct onsite employee interviews as required by U.S. Dept. of Labor.
- Monthly Payments to Subcontractors (NDOT Form 052-060) must be submitted to Resident Engineer no later than the 15th of each month. If a contractor is utilizing B2G, a Monthly Payments to Subcontractors printout from B2G may be substituted.
- Federal-Aid Highway Construction Contractors Annual EEO Report (Form FHWA-1391) must be submitted through LCPtracker for the last full payroll period preceding the end of July (federally funded contracts only).

Contractor includes prime, subcontractors, service providers, lower tiers, owner operators, etc.