

## 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 / hauling 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 work / non-bid item work, prevailing wage / non-prevailing wage, etc.).

After the RTS and subcontract agreement / hauling agreement or RTUSP is approved by Contract Compliance, the owner operator may begin work on the project. Once an owner operator begins working on the project, a payroll or non-performance payroll (if applicable) must be entered for each week, and must continue with a weekly submission until the last payroll is marked as “Final”.

Each owner operator’s **(excluding trucking)** payroll must include: (see pages 10 - 3 and 10 - 4)

- 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)

Each **trucking owner operator’s** payroll must include: (see pages 10 - 5 and 10 - 6)

- A. Work Classification
- B. Check No. - enter “N/A” (this is a required field in LCPtracker)

“Owner Operator” must appear in the Name or Work Classification column for all owner operators. 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.

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

Owner operators must report their own time in LCPtracker, so there should not be more than one owner operator on any payroll unless two owner operators are co-owners of a company. The owner operators / co-owners may be shown on the same payroll as "Owner Operators" if there are no other employees shown. If additional employees are shown on the payroll, the owner operators / co-owners must be shown as employees of the company and not "Owner Operators".

When an owner operator hires other employees, he must be shown as an employee of the company and not an "Owner Operator".

A fringe benefit statement is required for all owner operators; however, N/A or zeroes may be indicated.

Refer to the following flow charts for required compliance documents:

Figure 1      Non-DBE's  
Subcontractors, Suppliers, Service Providers  
(including Trucking and Owner Operators)  
(See page 10 - 7)

Figure 2      DBE's  
Subcontractors, Suppliers, Service Providers  
(including Trucking and Owner Operators)  
(See page 10 - 8)

**WEEKLY CERTIFIED PAYROLL REPORTING FORM**



NAME OF CONTRACTOR: Blade Services Sub to: Kay Enterprises Subcontractor to: Kay Enterprises		CONTRACTOR'S LICENSE No. 111 SPECIALTY LICENSE No. 111		ADDRESS: 141 James Road, Reno, NV 89502 PHONE: 775-555-5555 EMAIL: mnp@aol.com		PROJECT LOCATION/OWNER/NAME: Washoe County / 4444 / McCarran Boulevard from Glendale Avenue to Haring Boulevard	
PAYROLL No. 4		FOR WEEK ENDING: 4-29-16 SUBMITTED ON: May 6, 2016		UNION: Union		SELF-INSURED CERTIFICATE No. WORKERS COMP. POLICY:	
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER Joe Johns Emp. Id 1 CAUCASIAN Male		MOTOR CARRIER PERMIT No. WORK CLASSIFICATION, LOCATION AND TYPE Oper Engi Cap 18 Motor Fuel Washoe County		HOURS WORKED EACH DAY 4/23/16 4/24/16 4/25/16 4/26/16 4/27/16 4/28/16 4/29/16 S S M T W T F S S S S S S S S S O D		GROSS AMOUNT EARNED ALL PROJECTS THIS PROJECT \$120110	
EXEMPT (1) Washoe County		TOTAL HOURS TOTAL HOURS THIS PROJECT 8.00		BASE HOURLY RATE OF PAY \$150.14 \$1000 \$1000 Rate on Loss of Fingers		DEDUCTION CONTRIBUTION AND PAYMENTS Federal Tax 0.00 State Tax 0.00 Social Security 0.00 Medicare 0.00 Vol. Disc 0.00 Health & Welfare 0.00 Pension 0.00 State Tax 0.00 Job. Train. 0.00 Other 0.00 Vacat. Holiday 0.00 Union 0.00 Voluntary Pension 0.00 Voluntary Medical 0.00	
		TOTAL STANDARD HOURS: 8.00		TOTAL 1.5 OT HOURS: 0.00		GRAND TOTAL HOURS: 8.00	

TOTAL STANDARD HOURS: 8.00      TOTAL 1.5 OT HOURS: 0.00      GRAND TOTAL HOURS: 8.00

Statement of Compliance

Date May 6, 2016

I, Joe Johns, Owner, do hereby state:

(1) That I pay or supervise the payment of the persons employed by Blade Services on the 4444 in Washoe County on McCarran Boulevard from Glendale Avenue to Baring Boulevard; that during the payroll period commencing on 4/23/2016 and ending on 4/29/2016 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 Blade Services 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:

NAME: Joe Johns

TITLE: Owner

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**



NAME OF CONTRACTOR: Jack's Trailing Sub to AAA Construction Subcontractor To AAA Construction		CONTRACTOR'S LICENSE No. 22 SPECIALTY LICENSE No. 333		ADDRESS: 80 First Street, Reno, NV 89501 PHONE: 775-555-5555 EMAIL: aaa@ask.com		PROJECT LOCATION/CHRG/NAME: Washoe County / 4450 / on US 395 at the intersection of RR Road Highway (SR 431) and Greger Grade (SR 741)	
PAYROLL No. 3		FOR WEEK ENDING: 6-30-17 SUBMITTED ON: July 9, 2017		MOTOR CARRIER PERMIT No.		SELF-INSURED CERTIFICATE No.	
NAME, ADDRESS, SSN, DRIVER'S LICENSE, ETHNICITY, GENDER Jack Rubin Emp. Id. 4 Owner/Operator		WORK CLASSIFICATION, LOCATION AND TYPE Tractor 0 Washoe County		HOURS WORKED EACH DAY 6/30/17 6/29/17 6/28/17 6/27/17 6/26/17 6/25/17 6/24/17 6/23/17 S S M T W TH F		UNION UAW	
EXEMPT 0		ALL or Part of Fingers Paid to Employer: NI Voluntary Contributions in Union Pay: NO		TOTAL HOURS TOTAL HOURS THIS PROJECT: 8.00 TOTAL HOURS THIS PROJECT: 8.00 TOTAL HOURS THIS PROJECT: 8.00		GROSS AMOUNT EARNED THIS PROJECT: \$0.00 ALL PROJECTS: \$0.00	
CAUCASIAN Male		BASE HOURLY RATE OF PAY \$0.00 \$0.00 Rate on Low of Fingers		BASE HOURLY RATE \$0.00 \$0.00 Rate on Low of Fingers		DEDUCTION CONTRIBUTION AND PAYMENTS Federal Tax: 0.00 State Tax: 0.00 Medicare: 0.00 Social Security: 0.00 Federal Unemp: 0.00 Voluntary Pension: 0.00 Voluntary Medical: 0.00 Health & Welfare: 0.00 Term Life: 0.00 Pension: 0.00 Vacation Holiday: 0.00 Training: 0.00 Other: 0.00 Savings: 0.00 Total Deductions: \$0.00	
Check No. NA Not Paid Work.		Total Deductions: \$0.00		Net Pay: \$0.00		Payroll Payment Due: \$0.00	

TOTAL STANDARD HOURS: 8.00      TOTAL 1.5 OT HOURS: 0.00      TOTAL 2.0 OT HOURS: 0.00      GRAND TOTAL HOURS: 0.00

Statement of Compliance

Date July 9, 2017

I, Jack Rain, Owner, do hereby state:

(1) That I pay or supervise the payment of the persons employed by Jack's Trucking on the 4450 in Washoe County on US 395 at the Intersection of Mt. Rose Highway (SR 431) and Geiger Grade (SR 341); that during the payroll period commencing on 6/24/2017 and ending on 6/30/2017 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 Jack's 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:

NAME: Jack Rain

TITLE: Owner

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

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# Non-DBE Subcontractors, Suppliers and Service Providers

Rev. 01/17

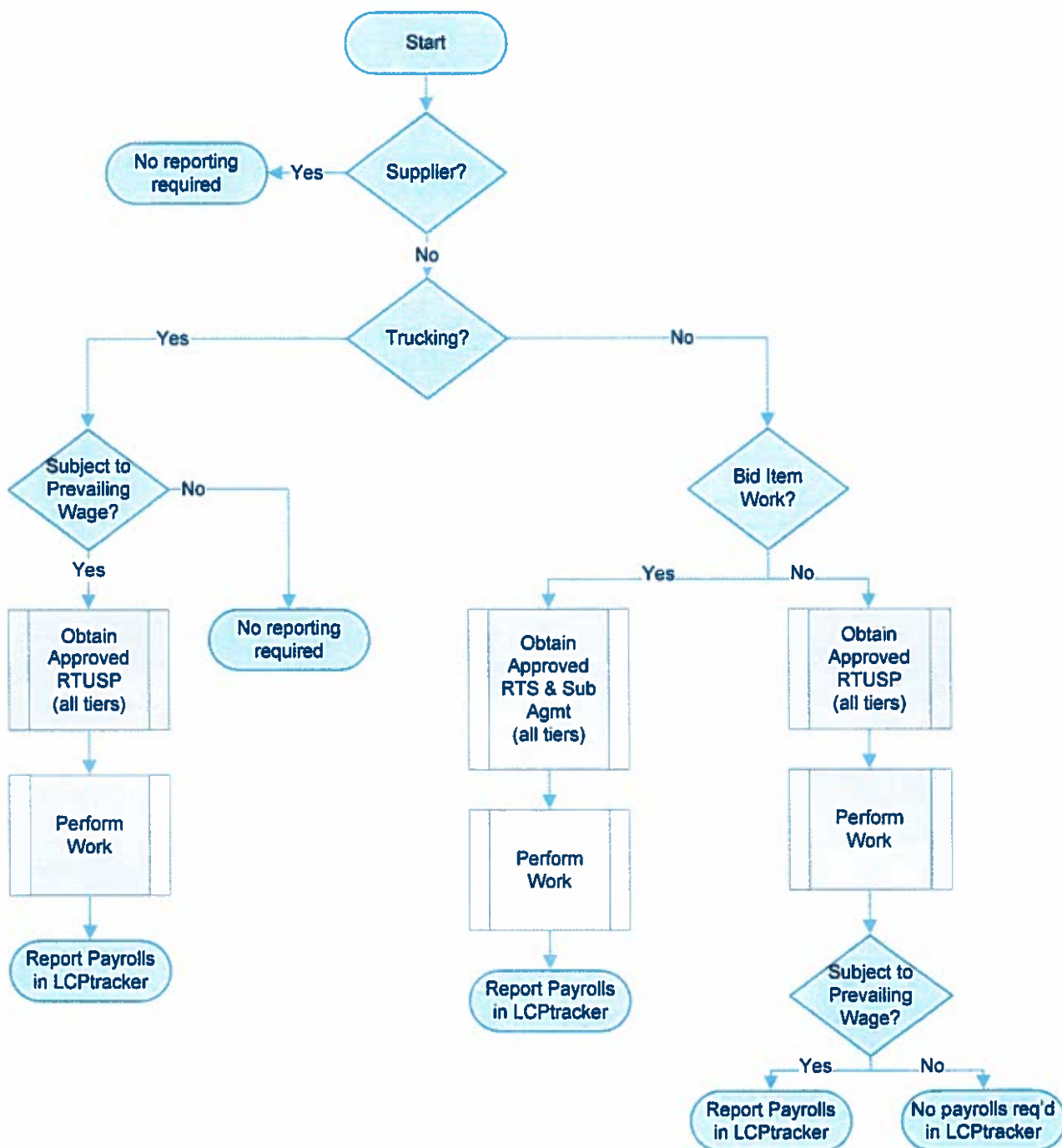


Figure 1 – Non-DBE Subcontractors, Suppliers and Service Providers

# DBE Subcontractors, Suppliers and Service Providers

Rev. 01/17

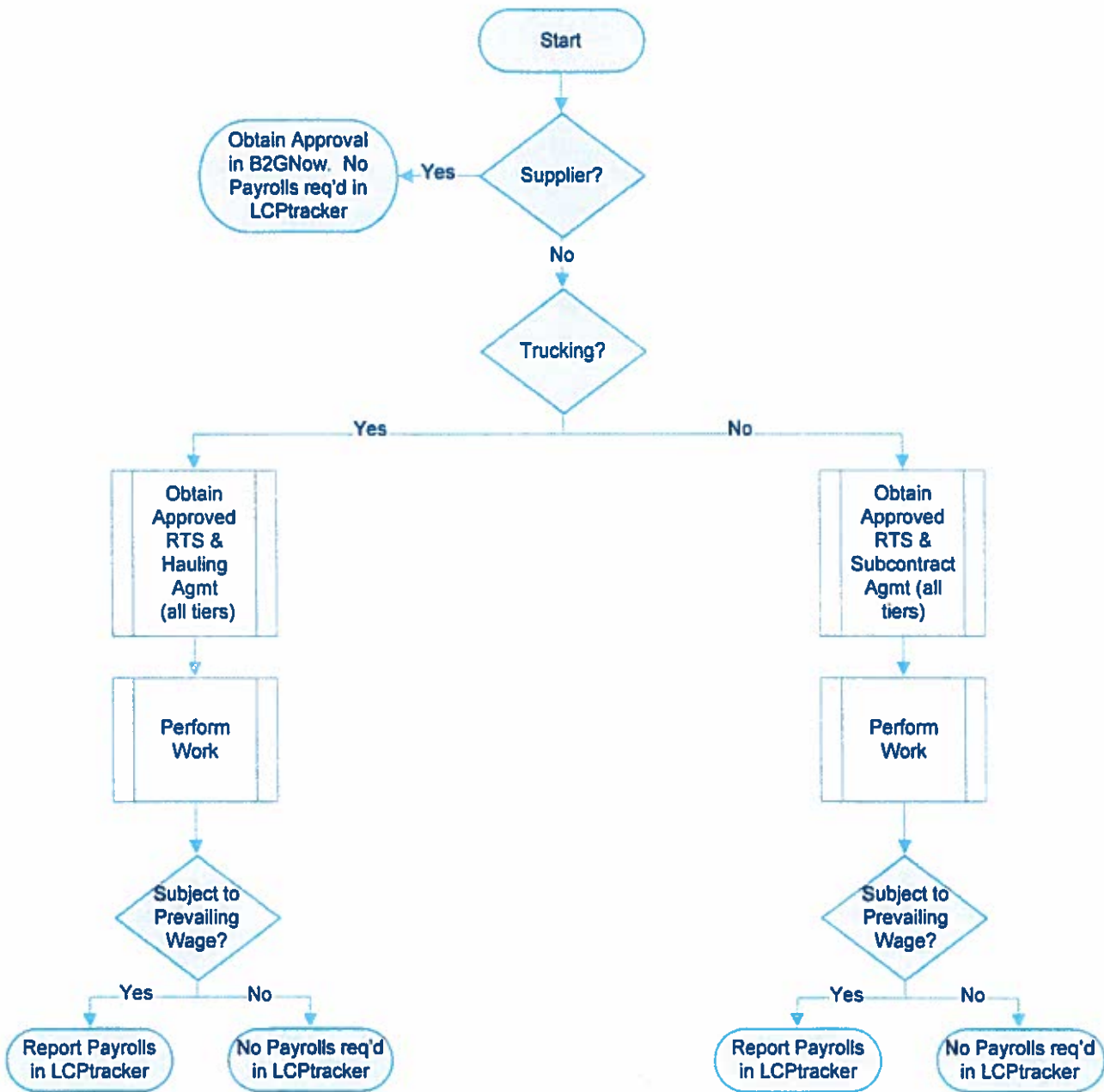



Figure 2 – DBE Subcontractors, Suppliers and Service Providers



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<u>Project Code</u>	<u>Project Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Bid Ad Date</u>
3550	3550 - SR 227 from Idaho Street to 0.15 Miles South of Jiggs Road; SR 535 from the South Cattle Guard at the West Elko Interchange to 5th Street; On SR 225 Idaho Street to Cattle Drive		12/31/2014	
3574	3574 - I-580 FROM MOANA LANE TO THE TRUCKEE RIVER AND ON I-580 AT AIRPORT RAMPS		12/31/2015	
3578	3578 - ON I 580 AND US 395		12/31/2015	
3580	3580 US 93, BOULDER CITY BYPASS PART 1 PACKAGE 2B FROM FOOTHILLS RD TO 1 MI SOUTH OF THE JUNCTION OF US 95 AND US 93 AND ON US 93 BOULDER CITY BYPASS PART 1, PACKAGE 3 FROM SILVERLINE TO FOOTHILLS ROAD		12/31/2017	
3583	3583 US 95 NW PHASE 3A; CC 215 FROM US 95 TO TENAYA WY MP CL 88.0 & CLARK COUNTY REGIONAL FLOOD CONTROL FAC ID CNWE 0301 & CNWE 0304		12/31/2016	
3585	3585 - I 580/US 395 CARSON CITY FREEWAY FROM SOUTH CARSON STREET TO FAIRVIEW DRIVE, PACKAGE 2B-3, CARSON CITY COUNTY		12/31/2016	
3590	3590 US 95 FROM THE JUNCTION OF SR 726 TO 0.822 MILES SOUTH OF THE TRAILING EDGE OF B-680; CHURCHILL COUNTY		12/31/2016	05/06/2015
3595	3595 - US 395, DOUGLAS COUNTY		12/31/2016	
3596	3596 - ON US 93 ELKO COUNTY		12/31/2015	
3598	3598 - I 580 FROM THE SOUTHBOUND OFF RAMP N CARSON ST INTERCHANGE TO 0.86 MILES S BOWERS INTERCHANGE CARSON CITY WASHOE COUNTIES		12/31/2016	

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