

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

<http://nevadadbe.com/website/files/06-15%20RTUSP%20REVISED%20NON-BID%20ITEM%20EXCPT%20TRUCKING-6-9-15%20with%20pre%20note%20.pdf>.

NDOT employees can also access this form on Sharepoint

at [http://sharepoint/052/Contract%20Compliance%20Forms%20Library/Request%20to%20Utilize%20Service%20Provider%20\(for%20non-bid%20item%20work,%20excluding%20trucking\),%20Rev.%2006-15.pdf](http://sharepoint/052/Contract%20Compliance%20Forms%20Library/Request%20to%20Utilize%20Service%20Provider%20(for%20non-bid%20item%20work,%20excluding%20trucking),%20Rev.%2006-15.pdf).

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 (**legal business name**)
- I. Service Provider's Contractor's License No. (if applicable) (checked by Contract Compliance) (available at <http://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 <http://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
- 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

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

- Z. Resident Engineer (signature)
- AA. Date
- DD. Asst. Chief Construction Engineer
- EE. District Engineer
- FF. Asst. District Engineer

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

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP) Rev. 01/17
for non-bid item work, excluding trucking

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

PRIME CONTRACTOR: _____ **C** _____

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

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

SUBMITTED BY: _____ **F** _____ **G** _____
 (Print Name/Title) (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** _____ **U** _____ **V** _____
 Service Provider (please print) Service Provider (signature) Date

_____ **W** _____ **X** _____ **Y** _____
 Contractor (please print) Contractor (signature) Date

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

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

The contractor / subcontractor will upload the approved RTUSP in B2GNow. Contract Compliance will "Approve" each service provider in B2GNow.

After the RTUSP is approved, the service provider may begin work on the contract. Payrolls must be submitted weekly into LCPtracker for all employees working as a result of the RTUSP. Non-performance payrolls must be submitted weekly into LCPtracker. Payrolls and non-performance payrolls must be submitted within fourteen (14) calendar days of the week ending date (applies to federally funded and state funded projects), with no extra allowance for payrolls ending on Saturday, Sunday or a holiday.

The inspector shall be familiar with approved service providers and 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 for required compliance documents:

Figure 1 Non-DBE's
Subcontractors, Suppliers, Service Providers
(including Trucking and Owner Operators)
(See page 4 - 15)

Figure 2 DBE's
Subcontractors, Suppliers, Service Providers
(including Trucking and Owner Operators)
(See page 4 - 16)

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

<http://nevadadbe.com/website/files/06-15%20RTUSP%20REVISED%20TRUCKING%206-8-15%20with%20pre%20note%20.pdf>.

NDOT employees can also access this form on Sharepoint at

[http://sharepoint/052/Contract%20Compliance%20Forms%20Library/Request%20to%20Utilize%20Service%20Provider%20\(for%20trucking\),%20Rev.%2006-15.pdf](http://sharepoint/052/Contract%20Compliance%20Forms%20Library/Request%20to%20Utilize%20Service%20Provider%20(for%20trucking),%20Rev.%2006-15.pdf).

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 (**legal business name**)
- I. Service Provider's Contractor's License No. (if applicable) (checked by Contract Compliance) (available at <http://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 <http://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 9 - 3)
- 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

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

- Z. Resident Engineer (signature)
- AA. Date
- DD. Asst. Chief Construction Engineer
- EE. District Engineer
- FF. Asst. District Engineer

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

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP)

Rev 01/17

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).

The contractor / subcontractor will upload the approved RTUSP in B2GNow. Contract Compliance will “Approve” each service provider in B2GNow.

After the RTUSP is approved, the service provider may begin work on the contract. Payrolls must be submitted weekly into LCPtracker for all employees working as a result of the RTUSP. Non-performance payrolls must be submitted weekly into LCPtracker. Payrolls and non-performance payrolls must be submitted within fourteen (14) calendar days of the week ending date (applies to federally funded and state funded projects), with no extra allowance for payrolls ending on Saturday, Sunday or a holiday.

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

The inspector shall be familiar with approved service providers and 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 for required compliance documents:

Figure 1 Non-DBE's
Subcontractors, Suppliers, Service Providers
(including Trucking and Owner Operators)
(See page 4 - 15)

Figure 2 DBE's
Subcontractors, Suppliers, Service Providers
(including Trucking and Owner Operators)
(See page 4 - 16)

REQUEST TO UTILIZE SERVICE PROVIDER (RTUSP)

for trucking

TO: Joe Resident, R.E. CONTRACT NO.: 4000

PRIME CONTRACTOR: Ace Contracting

(If Applicable) SUBCONTRACTOR: Joe's Hauling Services

(If Applicable) 2nd Tier SUBCONTRACTOR: _____

SUBMITTED BY: Candy Bar / Manager (Print Name/Title) Joe's Hauling Services (Company)

1) Service Provider: One Trucking Company

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

3) Service Provider's NV Business Lic. No.: NV10651581111 Exp. Date: 09/30/2018

4) Materials to be hauled: Aggregate base, plantmix, opengrade

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: \$3,840.00

8) Approximate duration: From 6/17, 2017 to 7/15, 2017

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

Monty Cristo
Service Provider (please print) Monty Cristo
Service Provider (signature) 5-5-17
Date

Candy Bar
Contractor (please print) Candy Bar
Contractor (signature) 5-5-2017
Date

Recommended: [Signature]
Resident Engineer (signature) 5/11/17
Date

Approved: [Signature]
Contract Compliance Officer (signature) 5/13/17
Date

cc: Steve Lani, Asst. Chief Construction Engineer
Thor Dyson, District Engineer
Rick Bosch, Asst. District Engineer

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

TO: Joe Resident, R.E. CONTRACT NO.: 4000

PRIME CONTRACTOR: Ace Contracting

(If Applicable) SUBCONTRACTOR:

(If Applicable) 2nd Tier SUBCONTRACTOR:

SUBMITTED BY: Bart Simpson / Vice President Ace Contracting
(Print Name/Title) (Company)

1) Service Provider: Sweepers, Inc.

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

3) Service Provider's NV Business Lic. No.: NV20020020011 Exp. Date: 12/12/2017

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: \$1,050.00

7) Prevailing wage required [checked] Prevailing wage not required [] (check all that apply)

8) Approximate duration: From 6-10, 2017 to 10-10, 2017

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

Oran Peel Service Provider (please print) [Signature] Service Provider (signature) 6/1/17 Date

Bart Simpson Contractor (please print) [Signature] Contractor (signature) 6-1-17 Date

Recommended: [Signature] Resident Engineer (signature) 6-5-17 Date

Approved: [Signature] Contract Compliance Officer (signature) 6-5-2017 Date

cc: Steve Lani, Asst. Chief Construction Engineer
Thor Dyson, District Engineer
Rick Bosch, Asst. District Engineer

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

TO: Joe Resident, R.E. CONTRACT NO.: 4000

PRIME CONTRACTOR: Ace Contracting

(If Applicable) SUBCONTRACTOR: Specialty Services, Inc.

(If Applicable) 2nd Tier SUBCONTRACTOR:

SUBMITTED BY: Jess King / President Specialty Services, Inc.
(Print Name/Title) (Company)

1) Service Provider: 2 Brothers Saw Cutting

2) (If Applicable) Service Provider's Contr. Lic. No.: 0028809 C-5 Exp. Date: 10/18/2018

3) Service Provider's NV Business Lic. No.: NV11746988922 Exp. Date: 12/13/2017

4) Service requested: Saw Cutting

5) Explanation for request: Saw cutting for demo and removal activities

6) a) Cost per hour: \$225.00

b) Total estimated hours: 4

c) Total estimated cost: \$900.00

7) Prevailing wage required [checked] Prevailing wage not required [unchecked] (check all that apply)

8) Approximate duration: From 7-15, 2017 to 10-15, 2017

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

Jack Box
Service Provider (please print)

[Signature]
Service Provider (signature)

7/6/2017
Date

Jess King
Contractor (please print)

[Signature]
Contractor (signature)

7/6/2017
Date

Recommended: [Signature]
Resident Engineer (signature)

7-7-2017
Date

Approved: [Signature]
Contract Compliance Officer (signature)

7/7/2017
Date

cc: Steve Lani, Asst. Chief Construction Engineer
Thor Dyson, District Engineer
Rick Bosch, Asst. District Engineer

CONTRACT NO. 4000 SUBCONTRACTORS LISTING

Contractor	Request to Sublet		Subcontract Agreement		Service Provider		Final Payroll	Week Ending
	To CC	From CC	To CC	From CC	To CC	From CC		
One Trucking Company					5/11/2017	5/15/2017		
Sweepers, Inc.					6/5/2017	6/5/2017		
2 Brothers Saw Cutting					7/7/2017	7/10/2017		

Non-DBE Subcontractors, Suppliers and Service Providers

Rev. 01/17

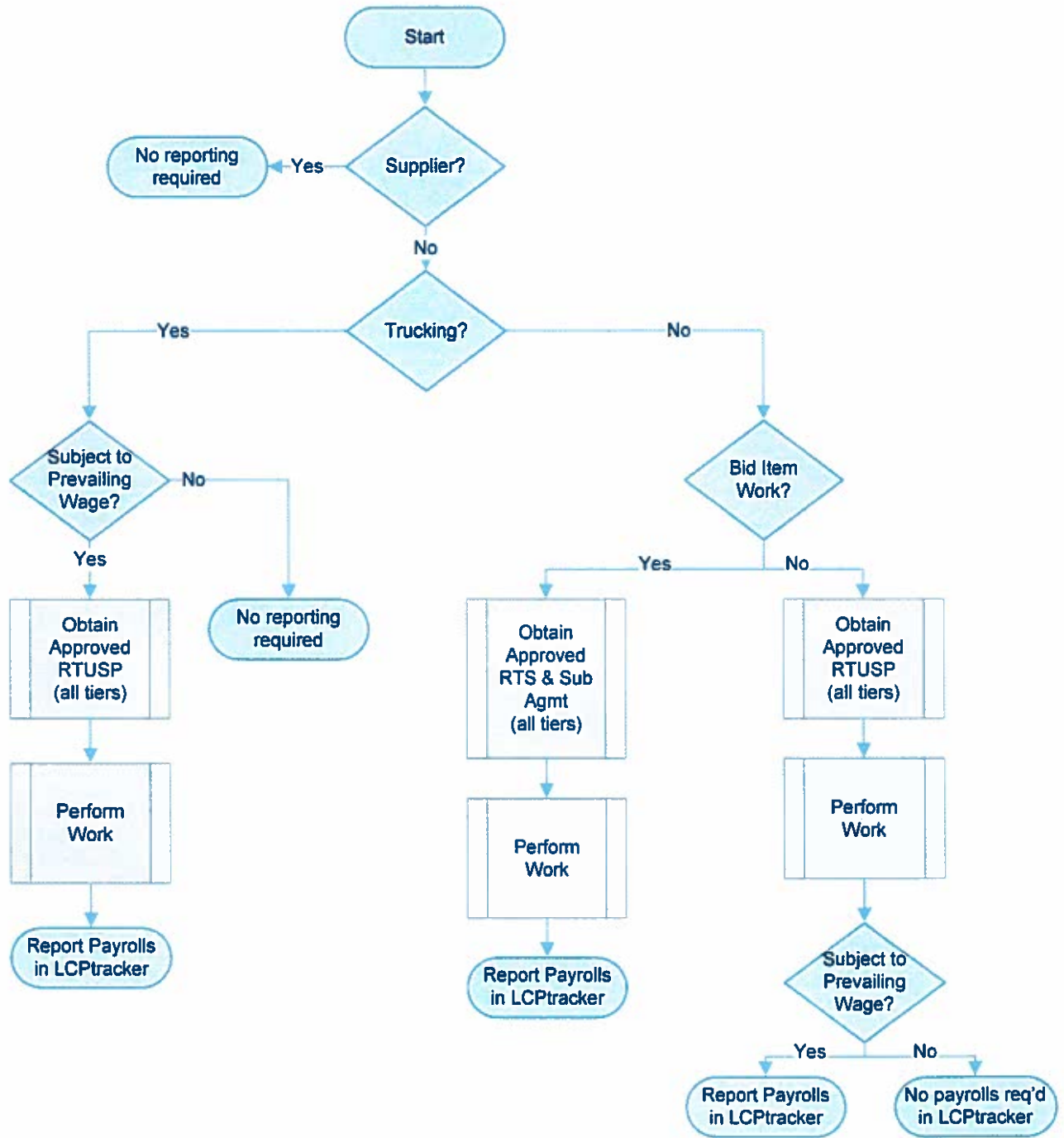


Figure 1 – Non-DBE Subcontractors, Suppliers and Service Providers

DBE Subcontractors, Suppliers and Service Providers

Rev. 01/17

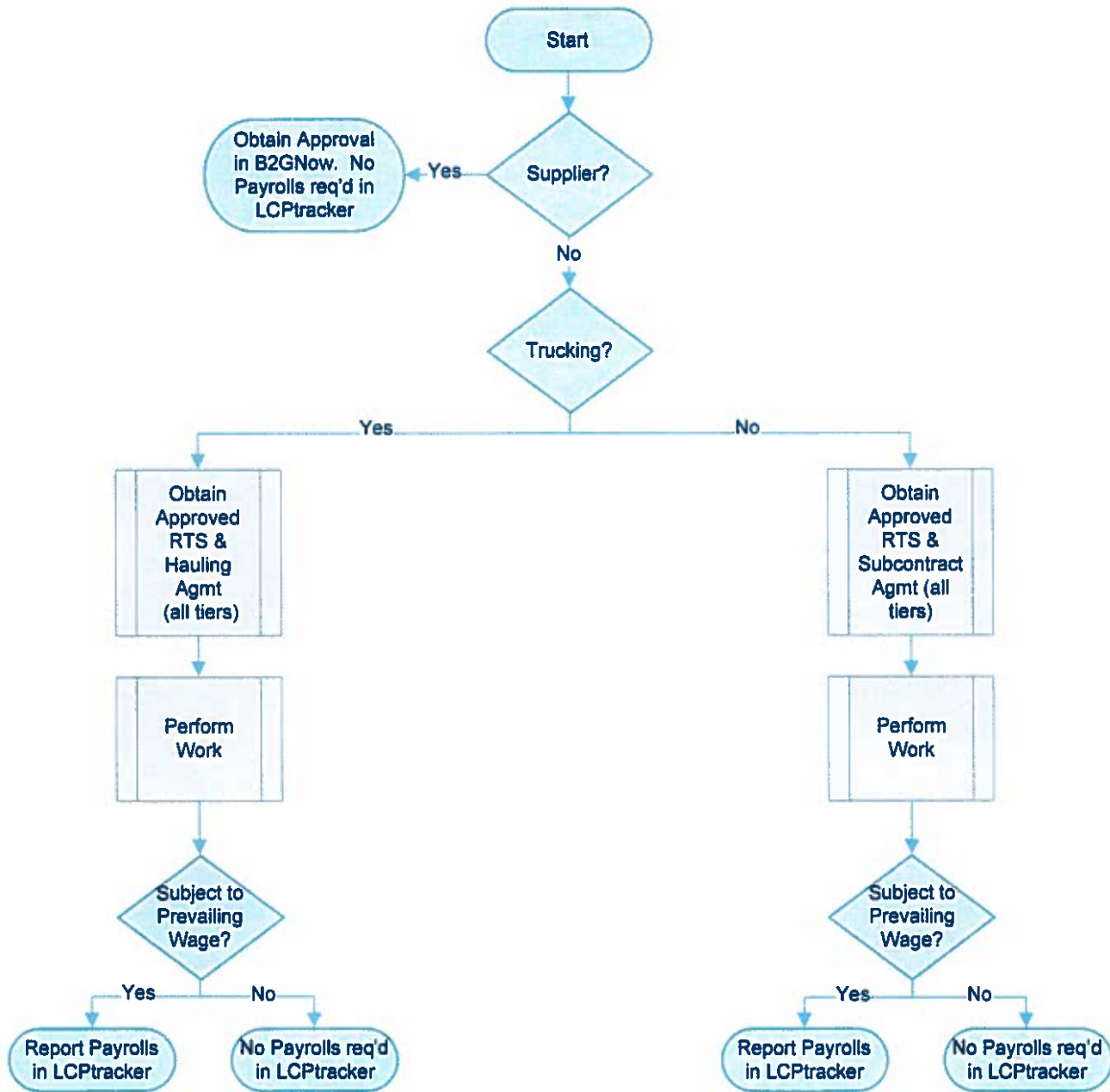


Figure 2 – DBE Subcontractors, Suppliers and Service Providers