CONTRACTOR'S LIST OF NDOT REQUIREMENTS
-QUICK REFERENCE-

- Request to Sublet and Subcontract Agreement or Hauling Agreement required for all subcontractors prior to performing any work.

- Request to Utilize Service Provider required for all service providers prior to performing any work.

- Assign subcontractors and service providers into LCPtracker when the RTS/RTUSP requests are sent to Resident Engineer.

- Upload Subcontract Agreement and other required documents (approved RTS, Inclusion Sheet, Lobbying Cert, FHWA-1273, prevailing wages, etc.) into B2GNow as one attachment.

- Upload approved RTUSP into B2GNow.

- Enter Payments to Subcontractors into B2GNow no later than the 15th of each month following payment.

- Upload Fringe Benefit Statement for each contractor into LCPtracker.

- Upload apprenticeship agreement for each apprentice for each contract 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.nv.gov for form approval.

- All certified payrolls and non-performance payrolls must be submitted into LCPtracker within fourteen (14) calendar days of the week ending date, with no additional allowance for payrolls ending on Saturday, Sunday or a holiday. It is still a requirement to submit a payroll or non-performance payroll into LCPtracker each week.

- Owner operators must submit their own payrolls into LCPtracker.

- RE will conduct onsite employee interviews as required by U.S. Dept. of Labor.

- Contract Compliance will extract information for the Federal-Aid Highway Construction Contractors Annual EEO Report (Form FHWA-1391) from LCPtracker. Contractors only need to add hours for managers, supervisors, foreman and clerical (if applicable) under the Admin tab in LCPtracker.

"Contractor" is meant to include prime, subcontractors, service providers, lower tiers, owner operators, etc.