

# BID PROPOSAL

## BID BOND

KNOW ALL MEN BY THESE PRESENTS, that I/We Coons Construction, LLC  
as Principal, hereinafter called Contractor, and Travelers Casualty and Surety Company of America  
a corporation duly organized under the laws of the State of Nevada, as Surety, hereinafter called the Surety, are held and  
firmly bound unto Carson City, Nevada a consolidated municipality of the State of Nevada, hereinafter called City, for the sum  
of \$ Not to exceed Five Percent of the bid amount\*\*\*\*\* Dollars

(state sum in words) Not to exceed Five Percent of the bid amount\*\*\*\*\*  
for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and  
assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid, identified as BID # 1415-063 and titled "JohnD Winters Centennial Park ADA  
Improvements".

NOW, THEREFORE if the City shall accept the bid of the Principal and the Principal shall enter into a contract with the City in  
Accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Bid Documents with  
good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material  
furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or  
bonds, if the Principal shall pay to the City the difference not to exceed the penalty hereof between the amount specified in  
said bid and such larger amount for which the City may in good faith contract with another party to perform work covered by  
said bid or an appropriate liquidated amount as specified in the Invitation for Bids then this obligation shall be null and void,  
otherwise to remain in full force and effect.



Executed on this 1st day of October 2014

Signature of Principal: Dawn Ho

Title: Managing Member

Firm: Coons Construction, LLC

Address: 13 Affonso Drive, Ste. B

City/State/Zip Code: Carson City, NV 89706

Written Name of Principal: \_\_\_\_\_

ATTEST NAME

Signature of Notary: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 2014  
(printed name of notary) \_\_\_\_\_ Notary Public for the State of \_\_\_\_\_

Claims Under this Bond May be Addressed to: \_\_\_\_\_  
Nevada Resident Agent Information  
Complete for out of state bonding companies

Name of Surety Travelers Casualty and Surety Company of America Name of Local Agent \_\_\_\_\_

Address One Tower Square Address \_\_\_\_\_

City Hartford City \_\_\_\_\_

State/Zip Code CT, 06183 State/Zip Code \_\_\_\_\_

Name Erin Johnson Agent's Name \_\_\_\_\_

Title Erin Johnson, Attorney-in-Fact Agent's Title \_\_\_\_\_

Phone 916-481-8108 Agents Phone \_\_\_\_\_

Surety's Acknowledgement

**NOTICE:** No substitution or revision to this bond form will be accepted. Sureties must be authorized to do  
business in and have an agent for services of process in the State of Nevada. Certified copy of Power of Attorney  
must be attached.

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA

County of Sacramento }

On 10/1/14 before me, Sandra R. Black, Notary Public,  
Date Insert Name of Notary exactly as it appears on the official seal

personally appeared Erin Johnson

Name(s) of Signer(s)



who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct

Witness my hand and official seal.

Signature

Signature of Notary Public

Place Notary Seal Above

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of the form to another document.

### Description of Attached Document

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: Erin Johnson

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

Signer is Representing:  
Travelers Casualty and  
Surety Company of America

Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

Signer is Representing:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 225200

Certificate No. 005628996

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Sharon J. Rusconi, Sandra R. Black, and Erin Johnson

of the City of Sacramento, State of California, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 6th day of September, 2013.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 6th day of September, 2013, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.



[Signature]
Marie C. Tetreault, Notary Public

# BID PROPOSAL

**BID # 1415-063**

**BID TITLE: "JohnD Winters Centennial Park ADA Improvements"**

**NOTICE:** No substitution or revision to this Bid Proposal form will be accepted. Carson City will reject any Bid that is received that has changes or alterations to this document. Although the Prevailing Wages are provided in this bid document, the bidder is responsible to verify with the Labor Commissioner if any addendums have been issued. The successful bidder will be required to provide the current Prevailing Wages used in preparation of their bid within 24 hours of bid submission.

**PRICES** will be valid for sixty (60) calendar days after the bid opening which is indicated in the Notice to Contractors.

**A COPY OF CONTRACTOR'S "CERTIFICATE"** of eligibility issued by the State of Nevada Contractors' Board as proof of Bidder's compliance with the provisions of N.R.S. 338.147 must be submitted with his/her bid for the preference to be considered. This Statute does not apply to projects expected to cost less than \$250,000.

**COMPLETION** of this project is expected **PURSUANT TO THE BID DOCUMENTS.**

**BIDDER** acknowledges receipt of   0   Addendums.

**SUMMARY**

	Description	Scheduled Value	Unit	Unit Price	Total Price
	<b>Schedule A:</b>				
BP. 1	Mobilization, Demobilization and Clean-Up (SC 5.1.2)	1	LS	2,000.00	2,000.00
BP.2	Erosion Control (SC 5.1.3)	1	LS	800.00	800.00
BP.3	Site Grading (SC 5.1.4)	1	LS	17,000.00	17,000.00
BP.4	PCC Type 1 Curb and Gutter on 6" Agg. Base (SC 5.1.5)	170	LF	44.05	7,488.50
BP.5	PCC Retaining Curb (SC 5.1.6)	175	LF	37.25	6,518.75
BP.6	PCC Valley Gutter on 6" Agg. Base (SC 5.1.7)	190	SF	20.95	3,980.50
BP.7	PCC Flatwork (6" Concrete on 6" Agg. Base) (SC 5.1.8)	2515	SF	7.25	18,233.75
BP.8	3" Plantmix Bituminous Pavement Type 2 Agg., NV 64-28 W/ 6" Type 2 Ag. Base (SC 5.1.9)	5600	SF	3.55	19,880.00
BP.9	4" Plantmix Bituminous Pavement Type 2 Agg., NV 64-28 W/ 8" Type 2 Ag. Base (SC 5.1.10)	4005	SF	4.25	17,021.25
BP.10	Permanent AC Pavement Patch (4" AC on 6" Agg. Base) (SC 5.1.11)	565	SF	9.95	5,621.75
BP.11	Drainage Swale (6" Minus Drain Rock) (SC 5.1.12)	215	SF	7.00	1,505.00
BP.12	4" PVC Irrigation Sleeve (SC 5.1.13)	110	LF	6.00	660.00
BP.13	Relocate Existing Sign (SC 5.1.14)	7	EA	425.00	2,975.00
BP.14	Install New Sign (SC 5.1.15)	5	EA	1,100.00	5,500.00
BP.15	Concrete Wheel Stop (SC 5.1.16)	7	EA	395.00	2,765.00
BP.16	Adjust Existing Utility/Irrigation Box to Grade (SC 5.1.17)	8	EA	450.00	3,600.00
BP.17	All Striping (SC 5.1.18)	1	LS	1,496.00	1,496.00
BP.18	<b>Subtotal Schedule A:</b>				117,045.50

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Additive Alternates: Schedule B:					
BP.19	Alternate 1: 8' Chainlink Fence Including Gates (No Barb Wire) (SC 5.1.19)	320	LF	25.00	8,000.00
BP.20	Alternate 2: PCC Flatwork (4" Concrete on 4" Agg. Base) (SC 5.1.20)	2400	SF	6.15	14,760.00
BP.21	Alternate 3: PCC Flatwork (4" Concrete on 4" Agg. Base) (SC 5.1.21)	1090	SF	6.20	6,758.00
BP.22	Alternate 4: 4" Plantmix Bituminous Pavement Type 2 Agg., NV 64-28 W/ 8" Type 2 Ag. Base (SC 5.1.22)	3880	SF	4.60	17,848.00
Subtotal Schedule B:					47,366.00
BP.23	Total Base Bid Price (Schedule A)				117,045.50
BP.24	Total Bid (Schedule A + Schedule B)				164,411.50

BP.25 Total Base (Schedule A) Bid Price Written in Words:

ONE Hundred Sixty Four Thousand Four Hundred Eleven  
dollars and fifty cents.

# BID PROPOSAL

## BP.26 BIDDER INFORMATION:

**Company Name:** Coons Construction LLC

Federal ID No.: 26-4176472
Mailing Address: P.O. Box 1460
City, State, Zip Code: Dayton NV 89403
Complete Telephone Number: 775-246-1660
Complete Fax Number: 775-246-1669
Fax Number including area code: 775-246-1669
E-mail: Wes@coons.biz

**Contact Person / Title:** Daniel F Coons

Mailing Address: P.O. Box 1460
City, State, Zip Code: Dayton NV 89403
Complete Telephone Number: 775-721-8822
Complete Fax Number: 775-246-1669
E-mail Address: Danny@coons.biz

## BP.27 LICENSING INFORMATION:

<b>Nevada State Contractor's License Number:</b> 38006A & 39195A
License Classification(s): B-2, A-7, A-19, A-15
Limitation(s) of License: 6,400,000 & 6,400,000
Date Issued: 4-1-2009 & 4-1-2009
Date of Expiration: 3-31-2015, 3-31-2015
Name of Licensee: Coons Construction LLC
<b>Carson City Business License Number:</b> 14-00009422
Date Issued: 11-27-2013
Date of Expiration: 12-31-2014
Name of Licensee: Coons Construction LLC

# BID PROPOSAL

**BP.28 DISCLOSURE OF PRINCIPALS:**

**Individual and/or Partnership:**

Owner 1) Name:
Address:
City, State, Zip Code:
Telephone Number:
Owner 2) Name:
Address:
City, State, Zip Code:
Telephone Number:
Other 1) Title:
Name
Other 2) Title:
Name:

**Corporation: Coons Construction is a LLC**

State in which Company is Incorporated: Nevada
Date Incorporated: 4-1-2009
Name of Corporation: Coons Construction LLC
Mailing Address P.O. Box 1460
City, State, Zip Code: Dayton NV 89403
Telephone Number: 775-246-1660
President's Name: Daniel F Coons - Managing Member
Vice-President's Name: Kelly L Coons - Managing Member
Other 1) Name & Title:

# BID PROPOSAL

## BP.29 MANAGEMENT AND SUPERVISORY PERSONNEL:

Persons and Positions	Years With Firm
Name 1) Daniel F Coons	17 Years

Title 1) Managing Member - Overall Supervisor

Name 2) Leonel Gutierrez	14 Years
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Title 2) Lead Foreman

Name 3)	
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Title 3)

Name 4)	
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Title 4)

Name 5)	
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Title 5)

Name 6)	
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Title 6)

(If additional space is needed, attach a separate page)



# BID PROPOSAL

## BP.30 REFERENCES:

### Instructions:

List at least three (3) contracts of a similar nature performed by your firm in the last three (3) years. If **NONE**, use your Company' s letterhead (and submit with your bid proposal) to list what your qualifications are for this contract. Carson City reserves the right to contact and verify, with any and all references listed, the quality of and the degree of satisfaction for such performance.

Clients: (if additional space is needed attach a separate page)

<b>Company Name 1): Please See Attached List</b>
Contract Person:
Mailing Address:
City, State, Zip Code:
Complete Telephone Number:
E-Mail Address:
Project Title:
Amount of Contract:
Scope of Work:
<b>Company Name 2):</b>
Contract Person:
Mailing Address:
City, State, Zip Code:
Complete Telephone Number:
E-Mail Address:
Project Title:
Amount of Contract:
Scope of Work:

# BID PROPOSAL

<b>Company Name 3):</b>
Contract Person:
Mailing Address:
City, State, Zip Code:
Complete Telephone Number:
E-Mail Address:
Project Title:
Amount of Contract
Scope of Work:
<b>Company Name 4):</b>
Contract Person:
Mailing Address:
City, State, Zip Code:
Complete Telephone Number:
E-Mail Address:
Project Title:
Amount of Contract:
Scope of Work:


Description of project	Owner	Engineer	Date Completed	Contract Price	Contact
Fuji Park Maintenance Building	Carson City Public Works	Carson City Engineering	6/20/14	74,976.00	Rick Cooley Carson City Construction Manager 3505 Butti Wy Carson City NV775-887-2355
Virginia City Siphon Line Improvements	Storey County Public Works	Farr-West Engineering	11/29/13	\$ 177,043.00	Chuck Reno Farr-West Engineering 5442 Longly Ln. Suite A Reno NV 89511
Dayton Valley Church	Church of the Nazarene	Peek Engineering	9/1/13	\$ 107,600.00	F&G Construction Gary Gladwill 289 River Boat Rd Dayton NV 89403 775-246-9950
50 Fortune Dr	50 Fortune LLC	Manhard Consulting	6/18/13	\$ 731,660.00	Manhard Consulting Rebecca Bernier 3476 Executive Point Way Carson City NV 89706 775-
VC Pool ADA Building	Storey County Public Works	Berger-Haffigan	6/21/13	\$ 135,573.00	Miles Construction Mike Barrett 61 Industrial Parkway Mound House NV 89706 775-246-3722
2012 River Stabilization	Dayton Valley Conservation District	RO Anderson	1/14/13	\$ 333,632.00	Rich Wilkinson Dayton Valley Conservation District PO Box 3053 Carson City NV 89702 775-883-3525

Station #37 Storage	Dayton Valley Fire District	Big Horn	8/7/12	\$ 191,118.00	Miles Construction Stacy Reid 61 Industrial Pkwy Mound House NV 89706 775-246-3722
Owens Residence	Gary Owens	Berger- Haffigan	8/31/12	\$ 131,676.00	Miles Construction Stacy Reid 61 Industrial Pkwy Mound House NV 89706 775-246-3722
El Centro Market	Herbert Muro	Peek Engineering	8/10/12	\$ 185,957.00	Miles Construction Stacy Reid 61 Industrial Pkwy Mound House NV 89706 775-246-3722
Virginia City StreetScape	Virginia City Public Works	Stantec Engineering	4/27/12	\$ 529,087.00	Storey County Public Works Shannon Gardner 110 Toll Rd. Virginia City NV 89440 775-847-
F&M Mafco	F&M Mafco	Como Engineering	6/29/11	\$ 296,231.00	Miles Construction Stacy Reid 61 Industrial Pkwy Mound House NV 89706 775-246-3722

# BID PROPOSAL

## BP. 31 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or Local department or agency.
  - b) Have not within a three-year period preceding this bid been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
  - c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d) Have not within a three-year period preceding this bid had one or more public transactions (Federal, State or Local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

  
 \_\_\_\_\_  
 Signature of Authorized Certifying Official  
**Daniel F Coons**  
 \_\_\_\_\_  
 Printed Name

**Managing Member**  
 \_\_\_\_\_  
 Title  
**10-6-14**  
 \_\_\_\_\_  
 Date

I am unable to certify to the above statement. My explanation is attached.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### BIDDER'S SAFETY INFORMATION

#### Bidder's Safety Factors:

Year	"E-Mod" Factor <sup>1</sup>	OSHA Incident Rate <sup>2</sup>
2013	.93 <sup>EE</sup>	Ø
2012	.96	Ø

<sup>1</sup> E-Mod (Experience Modification) Factors are issued by the Employer's Insurance Company of Nevada.

<sup>2</sup> OSHA Incident Rate is the number of OSHA Recordable Accidents per 100 employees and is calculated as the number of accidents divided by 208,000.

# BID PROPOSAL

## SUBCONTRACTORS

**BP.32 INSTRUCTIONS:** for Subcontractors and General Contractors who self-perform in amounts exceeding five (5) percent of bid amount. This information must be submitted with your bid proposal. The bidder shall enter NONE under Name of Subcontractor if not utilizing subcontractors exceeding this amount and per revised NRS 338.141 (as amended by SB268), the prime contractor shall list itself on the subcontractor's list if it will be providing any of the work on the project. (This form must be complete in all respects. If, additional space is needed, attach a separate page).

Name of Subcontractor Coons Construction	Address 13 Affonso Dr. Suite B Carson City NV 89706	
Phone 775-246-1660	Nevada Contractor License # 38006A, 39195A	Limit of License 6,400,000, 6,400,000
Description of work General Contractor, All Earthwork Involved		
Name of Subcontractor Newt Concrete Construction	Address P.O. Box 20104 Carson City NV 89721	
Phone 775-246-9026	Nevada Contractor License # 41646	Limit of License 1,000,000
Description of work All Concrete Work		
Name of Subcontractor Apex Grading & Paving	Address P.O. Box 19045 Reno NV 89511	
Phone 775-852-9701	Nevada Contractor License # 52001	Limit of License 800,000
Description of work All Asphalt Concrete		
Name of Subcontractor Artistic Fence Co. Inc	Address 5740 Highway 50 East Carson City NV 89701	
Phone 775-882-4665	Nevada Contractor License # 7798A	Limit of License Unlimited
Description of work Fencing		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		

# BID PROPOSAL

## SUBCONTRACTORS

**BP.33 INSTRUCTIONS:** for Subcontractors **exceeding one (1) percent of bid amount or \$50,000 whichever is greater.** This information must be submitted by the three lowest bidders within two (2) hours after the completion of the opening of the bids. The bidder may elect to submit this information with the bid proposal and, in that case, the bidder will be considered as having submitted this information within the above two hours.

Name of Subcontractor Coons Construction	Address 13 Affonso Dr. Suite B Carson City NV 89706	
Phone 775-246-1660	Nevada Contractor License # 38006A, 39195A	Limit of License 6,400,000, 6,400,000
Description of work General Contractor, All Earthwork		
Name of Subcontractor New Concrete Construction	Address P.O. Box 20104 Carson City NV 89721	
Phone 775-246-9026	Nevada Contractor License # 41646	Limit of License 1,000,000
Description of work All Concrete Work		
Name of Subcontractor APEX Grading & Paving	Address P.O. Box 19045 Reno NV 89511	
Phone 775-852-9701	Nevada Contractor License # 52001	Limit of License 800,000
Description of work All Asphalt Concrete		
Name of Subcontractor Artistic Fence Co. Inc	Address 5740 Highway 50 East Carson City NV 89701	
Phone 775-882-4665	Nevada Contractor License # 7798A	Limit of License Unlimited
Description of work Fencing		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		

# BID PROPOSAL

## SUBCONTRACTORS

**BP. 34 INSTRUCTIONS:** for **all Subcontractors not previously listed** on the 5% and 1% pages. This information must be submitted by the three lowest bidders within twenty four (24) hours after the completion of the opening of the bids. The bidder may elect to submit this information with the bid proposal and, in that case, the bidder will be considered as having submitted this information within the above twenty four hours.

Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		
Name of Subcontractor	Address	
Phone	Nevada Contractor License #	Limit of License
Description of work		



# BID PROPOSAL

BP. 35

## WORKERS EMPLOYED REPORT INSTRUCTIONS FOR COMPLETION

Effective July 1, 2013, contractors who receive a preference in bidding on a public work must submit an affidavit to the public body certifying that 50 percent of all workers employed on the public work, including any employees of the contractor and of any subcontractor, will hold a valid driver's license or identification card issued by the Nevada Department of Motor Vehicles. Pursuant to NRS 338.070(4), a contractor and each subcontractor engaged on a public work shall keep an accurate record showing, for each worker employed by the contractor or subcontractor in connection with the public work who has a driver's license or identification card, the name of the worker, the driver's license number or identification card number of the worker, and the state or other jurisdiction that issued the license or card. A copy of this record must be received by the public body no later than 15 days after the end of the month. Additionally, the contractor and any subcontractor will maintain and make available for inspection within Nevada his or her records concerning payroll relating to the public work.

- EACH contractor and subcontractor must complete the Workers Employed Report.
- You may make additional copies of the report as necessary.
- A copy of this report must be submitted with the monthly certified payroll report.
- For the first report submitted, each contractor and subcontractor should list every worker employed in connection with the public work. The workers listed should be the same as those reported on the certified payroll report.
- For each subsequent month, add only those workers not previously reported to the Workers Employed Report and submit the newly-revised report. If no additional workers have been added, you may submit the previous month's report.
- If a worker has been reported on a previous month's report, but does not work during a subsequent month or is no longer employed by the contractor, his or her name should remain on the report. **DO NOT DELETE ANY NAMES.** This report is intended to serve as a cumulative list of all workers employed by the contractor and subcontractor over the duration of the project to verify compliance with the minimum requirements of the affidavit.







