



Minnesota Department of Transportation

395 John Ireland Boulevard - MS 650

Saint Paul, MN 55155

Date: _____

To: Kirsten Reyes, Labor Compliance Unit Supervisor

From: Project Engineer/Manager Name: _____

Contracting Agency Name: _____

Address: _____

Phone Number: _____

Subject: **INVESTIGATION REQUEST LETTER**

State Project/Contract Number: _____

Minnesota Project Number (If applicable): _____

Project Location/Name: _____

Prime Contractor: _____

Subject Contractor: _____

_____ has been unsuccessful in its attempts to compel _____ to comply with the contract labor provisions. Therefore, we are requesting that the MnDOT, Labor Compliance Unit (LCU), conduct an investigation into one or more of the alleged violations checked below:

- Missing or incomplete certified payroll reports
Overtime not paid after 8 hours per day or 40 hours per week
Trucking and/or off-site material or product issues
Fringe benefits are not defined or appear to be excessive
Apprentice(s) not registered, working out of ratio or not performing the work of the trade.
Administrative issues (i.e., poster board, request to sublet form, request for additional classification and wage rate form, classification clarification request form, request for rate assignment form, etc.)
Other issues:
Wages rate(s) reported are incorrect
Classification of labor assigned to worker(s) is incorrect
Deductions are not defined or appear to be excessive
Missing or incomplete month-end trucking reports

_____ has enclosed all relevant documentation and correspondence related to each of the issues identified above, along with the cover sheet from the proposal, any relevant contract specifications and contract wage and truck rental rate determinations.

We will place a labor hold on this contract and will continue to withhold \$_____ for these issues until we receive notification from the LCU that the issues have been resolved. All future inquiries from the contractor(s) will be directed to the LCU.

Sincerely,

Title: _____

Cc: Prime Contractor: _____

Subject Contractor: _

Kirsten Reyes, LCU Supervisor