LOWER TIER SUBCONTRACTOR INFORMATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SUBCONTRACTOR |  | | | | |
| SUBCONTRACT NO. |  | LIVERMORE |  | SITE 300 |  |
| PROJECT TITLE |  | | | | |

Subcontractor Payroll Administrator

|  |  |
| --- | --- |
| Name: |  |
| Email: |  |
| Phone: |  |

**LABOR STANDARDS ACKNOWLEDGMENT (CONSTRUCTION ONLY)**

The Subcontractor hereby acknowledges its obligations under the clause of the General Provisions for Fixed Price Construction entitled *Subcontracts (Labor Standards)*, it will insert the clauses specified therein in all lower tier subcontracts, it will obtain acknowledgments from all lower tier subcontractors the clauses have been included in their lower tier subcontracts and it will complete and deliver to Lawrence Livermore National Security, LLC this Lower Tier Subcontractor Information form within 14 days of award of each lower tier subcontract.

**LCP TRACKER**© **SYSTEM REGISTRATION**

Unless otherwise authorized by the LLNS Contract Analyst, the Subcontractor shall submit all required weekly certified payroll information electronically utilizing the web-based LCPtracker© System which is available at http://www.lcptracker.com/. The Subcontractor shall ensure all applicable lower-tier subcontractors also submit weekly certified payrolls through LCPtracker©. The Subcontractor shall coordinate LCPtracker© registration and set up with the LLNS Contract Analyst by providing the required information below.

**REPORTING OF LOWER TIER SUBCONTRACTORS**

1. Complete the attached LOWER TIER SUBCONTRACTOR LIST, providing complete information for each lower tier subcontractor, regardless of tier: 1) lower tier subcontract dollar amount; 2) approximate schedule of activities; 3) payroll administrator contact information; and 4) LCPtracker© User ID number. **DO NOT** **include suppliers of materials**.

2. Email this cover page and the LIST to the Contract Analyst (CA).

Check here if reporting **NO** lower tier subcontractors.

|  |  |
| --- | --- |
| **Subcontractor Acknowledgement** | |
| Name |  |
|  |  |
| Signature: |  |
| Title |  |
|  |  |
| Date |  |
| LCPtracker© User ID number: |  |

**LOWER TIER SUBCONTRACTOR LIST**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SUBCONTRACT NO.** | |  | | LIVERMORE | | |  | | | SITE 300 | | | |  | |
|  |  | | | | |  | |  | | | |  |  | |
| Lower tier subcontractor: |  | | | | |  | | Trades Employed: | | | |  |  | |
| Address: |  | | | | |  | |  | | | |  |  | |
| City, State, Zip: |  | | | | |  | |  | | | |  |  | |
| Payroll Administrator: |  | | | | |  | |  | | | |  |  | |
| Payroll Admin Telephone: |  | | | | |  | | Payroll Admin Email: | | | |  |  | |
| LCPtracker© User ID: |  | | | | | | | | | | | | | |
| Subcontracting to: |  | | | | | | | | | | | | | |
| Dollar Amount of Lower Tier's Subcontract: | | | | | $ | | | | | | | | | |
| Scheduled from       to | | | **OR** | Entire duration of project | | | | | **OR** | | No Onsite Work | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lower tier subcontractor: |  | | | |  | Trades Employed: | | |  |  |
| Address: |  | | | |  |  | | |  |  |
| City, State, Zip: |  | | | |  |  | | |  |  |
| Payroll Administrator: |  | | | |  |  | | |  |  |
| Payroll Admin Telephone: |  | | | |  | Payroll Admin Email: | | |  |  |
| LCPtracker© User ID: |  | | | | | | | | | |
| Subcontracting to: |  | | | | | | | | | |
| Dollar Amount of Lower Tier's Subcontract: | | | | $ | | | | | | |
| Scheduled from       to | | **OR** | Entire duration of project | | | | **OR** | No Onsite Work | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lower tier subcontractor: |  | | | |  | Trades Employed: | | |  |  |
| Address: |  | | | |  |  | | |  |  |
| City, State, Zip: |  | | | |  |  | | |  |  |
| Payroll Administrator: |  | | | |  |  | | |  |  |
| Payroll Admin Telephone: |  | | | |  | Payroll Admin Email: | | |  |  |
| LCPtracker© User ID: |  | | | | | | | | | |
| Subcontracting to: |  | | | | | | | | | |
| Dollar Amount of Lower Tier's Subcontract: | | | | $ | | | | | | |
| Scheduled from       to | | **OR** | Entire duration of project | | | | **OR** | No Onsite Work | | | |

**LOWER TIER SUBCONTRACTOR LIST (CONTINUED)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SUBCONTRACT NO.** | |  | | LIVERMORE | | |  | | | SITE 300 | | | |  | |
|  |  | | | | |  | |  | | | |  |  | |
| Lower tier subcontractor: |  | | | | |  | | Trades Employed: | | | |  |  | |
| Address: |  | | | | |  | |  | | | |  |  | |
| City, State, Zip: |  | | | | |  | |  | | | |  |  | |
| Payroll Administrator: |  | | | | |  | |  | | | |  |  | |
| Payroll Admin Telephone: |  | | | | |  | | Payroll Admin Email: | | | |  |  | |
| LCPtracker© User ID: |  | | | | | | | | | | | | | |
| Subcontracting to: |  | | | | | | | | | | | | | |
| Dollar Amount of Lower Tier's Subcontract: | | | | | $ | | | | | | | | | |
| Scheduled from       to | | | **OR** | Entire duration of project | | | | | **OR** | | No Onsite Work | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lower tier subcontractor: |  | | | |  | Trades Employed: | | |  |  |
| Address: |  | | | |  |  | | |  |  |
| City, State, Zip: |  | | | |  |  | | |  |  |
| Payroll Administrator: |  | | | |  |  | | |  |  |
| Payroll Admin Telephone: |  | | | |  | Payroll Admin Email: | | |  |  |
| LCPtracker© User ID: |  | | | | | | | | | |
| Subcontracting to: |  | | | | | | | | | |
| Dollar Amount of Lower Tier's Subcontract: | | | | $ | | | | | | |
| Scheduled from       to | | **OR** | Entire duration of project | | | | **OR** | No Onsite Work | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lower tier subcontractor: |  | | | |  | Trades Employed: | | |  |  |
| Address: |  | | | |  |  | | |  |  |
| City, State, Zip: |  | | | |  |  | | |  |  |
| Payroll Administrator: |  | | | |  |  | | |  |  |
| Payroll Admin Telephone: |  | | | |  | Payroll Admin Email: | | |  |  |
| LCPtracker© User ID: |  | | | | | | | | | |
| Subcontracting to: |  | | | | | | | | | |
| Dollar Amount of Lower Tier's Subcontract: | | | | $ | | | | | | |
| Scheduled from       to | | **OR** | Entire duration of project | | | | **OR** | No Onsite Work | | | |

**[NOTE: Additional Lower Tier Subcontractor sections may be added as needed.]**