



Minnesota Department of Transportation
 395 John Ireland Boulevard - MS 650
 Saint Paul, MN 55155

Date: _____
 To: Charles Groshens, 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
(Contracting Agency Name) (Subject Contractor)
 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
(Contracting Agency Name)
 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: _____

Clancy Finnegan, MnDOT, LCU Team Leader