

# **LESSEE HIRING AGREEMENT**

Contract Details:

Let Date:	Total \$ Value to Subcontractor:
Project ID:	Project Location:
Name of Subcontractor/Broker Firm:	
Name of Lessee:	
Type of Material Hauled:	
Hire \$ Value to Lessee:	# of trucks:
➤ Cost per unit payment: _____ (Hourly/Tonnage)	

## **Subcontractor/Broker Firm:**

<b>In Signing</b> I certify that I made arrangements with the participating DBE firm to perform the transport of the material indicated above for the Hire Value listed above. <input type="checkbox"/> DBE Firm <input type="checkbox"/> Non - DBE Firm	<b><u>Firm Name:</u></b>	
	<b><u>Firm's Representative:</u></b>	
	<b><u>Address:</u></b>	
	<b><u>Phone #:</u></b>	<b><u>Fax #:</u></b>
	<b><u>Representative's Signature:</u></b>	
	<b><u>Preferred Method of Contact:</u></b>	

**Subcontractor/Broker Firm notifies the DBE Office of when Lessees are scheduled via email to [paul.ndon@dot.wi.gov](mailto:paul.ndon@dot.wi.gov)**

- Copies of load tickets are due \_\_\_\_\_.
- Certified Payroll Required/Not Required. Due \_\_\_\_\_.  
{Lessee is responsible for all Load Tickets and Certified Payroll}

## **Lessee:**

<b>In Signing</b> I certify that I made arrangements with the Subcontractor/DBE Firm to perform the transport of the material indicated above for the Hire Value listed above. <input type="checkbox"/> DBE Firm <input type="checkbox"/> Non - DBE Firm	<b><u>Firm Name:</u></b>	
	<b><u>Firm's Representative:</u></b>	
	<b><u>Address:</u></b>	
	<b><u>Phone #:</u></b>	<b><u>Fax #:</u></b>
	<b><u>Representative's Signature:</u></b>	
	<b><u>Fleet Number(s)</u></b>	

### **Attachments:**

- Proposed project schedule:
  - Project trucking Start date & Project trucking end date
  - Day and/or Night trucking?
- Crediting:
  - # of owned trucks used on the project
  - # of leased trucks used on the project (DBE & Non-DBE)

\* Lessees are to contact Subcontractor/DBE Firm for schedule and work related issues and use the DBE Office Paul Ndon, as resource for contractual requirements.

\*All Lessees to be utilized on the project must be listed as a subcontractor in the Civil Rights & Compliance System

\*A "Lessee Hiring Agreement" form must be submitted for each lessee used on the project.

Contact the Trucking Utilization Specialist via phone at (414) 438-4588 or email to [paul.ndon@dot.wi.gov](mailto:paul.ndon@dot.wi.gov), with any questions.

(Section A)