

# **New Jersey City University**

**OFFICE OF PROCUREMENT SERVICES  
2039 KENNEDY BOULEVARD  
HEPBURN HALL, ROOM 111  
JERSEY CITY, NEW JERSEY 07305  
TELEPHONE NO. (201) 200-3159  
FAX NO. (201) 200-3238**

**RFP #A-2041  
INVITATION FOR SUBMISSION OF  
QUALIFICATION STATEMENTS FOR  
PAINTING CONTRACT BIDDERS ON AS-NEEDED-BASIS  
(PART 1 IN 2-PART BIDDING PROCESS)**

**FOR LUMP SUM BID CONSTRUCTION PROJECTS  
BIDDER QUALIFICATION STATEMENT  
DUE DATE: MAY 2, 2008**

**CONTRACT VALUE NOT TO EXCEED: \$250,000  
PROPOSED CONSTRUCTION START DATE: JUNE, 2008**

## INTRODUCTION OF PROJECT

New Jersey City University is seeking qualified painting contractors to competitively bid on projects on an as-needed basis. **Only pre-qualified contractors will be allowed to bid.** Projects will include office renovations, general improvements, and new construction within existing buildings. Qualified contractors will be invited to bid on several distinct painting projects that are estimated below \$250,000.

## REQUEST FOR QUALIFICATIONS PROCESS

The University intends to (1) pre-qualify painting contract bidders before invitations for bids are issued, (2) request lump sum bids from single prime contractors based on performance specification documents, and (3) require contractor review and acceptance of the final plans and specifications for the project.

The University will require submissions from bidders in two stages. First, the University will require bidders to submit qualification statements (Part I) so that the University will have a reasonable time to identify responsible and qualified bidders which are eligible to submit bids before bids are requested for the painting scope of work. The University will then invite the qualified bidders to submit bids on capital projects on an **on-call basis**. The University reserves the right to request a price quote from any of the pre-qualified contractors. The University reserves the right to assign a project, at its discretion, to any of the pre-qualified firms. It is important for prospective bidders for the project to understand that **only bidders determined to be responsible and qualified** will be invited to submit bids (Part 2) that will be based on plans and specifications. The contractor awarded the contract will be required under the contract to: comply with all procedural instructions that may be issued from time to time by the University or Owner Representative.

1. During the period of Contract, no change is permitted in any of its conditions and specifications unless the Contractor receives written approval from the University or Owner Representative.
2. Only the University or Owner Representative can authorize modifications in the bidding specifications. Any changes will always be confirmed, in writing, by an addendum to the bid proposal, or in writing after bid submittal.
3. Should the Contractor find at any time that existing conditions make modification in requirements desirable, he shall promptly report such matter to the University or Owners Representative for consideration and decision.
4. During the period of Contract the University reserves the right to add or delete specific services and/or locations at the prevailing Contract prices. Contractor will be given seven (7) days notice, in writing, to effect the requested change(s).

5. The Contractor, or his authorized representatives, may be required to meet periodically with the University or his representatives, to discuss all services.
6. There will be a kick-off meeting with the successful Contractor and University prior to the start of the Contract.
7. The Contractor shall comply with any and all federal, state, or local laws, now in effect or hereafter promulgated, which apply to services and materials related to this Contract.
8. By submitting a proposal, the bidder covenants and agrees that he has satisfied himself, from his own investigation of the conditions to be met, that he fully understands his obligation and that he will not make any claim for, or have right to cancellation or relief without penalty of the Contract because of any misunderstanding or lack of information.

### **SCOPE OF OPERATION**

All provisions of "Instruction to Bidders" and General Conditions" form a part of these specifications.

No allowances will subsequently be made in behalf of the Contractor for errors or negligence of his part.

The Contractors shall provide all training, supervision, labor, material, and equipment necessary to complete the work described below all in accordance with these specifications.

Contractor and his employees must be cognizant of other Contractors performing work, and must confer with the University and Owner's Representative for any logistical or coordination questions which might arise involving other Contractors.

It is the intent of the University, in requiring the Contractor to adopt the points noted above, to eliminate problems and disputes during the project which lead to claims, cost overruns and delays, and to realize savings which contractors as opposed to design professionals are in a position to identify.

The Owner, or University Representative, will inspect the work during the project and at completion to insure that the work conforms to the spirit of the project. The form of contract which the University will utilize for the project is attached. Applicants should review it so that they know what the University is seeking, what it requires, and its terms and conditions.

The pre-qualification of bidders (Part I) for the project will be based on evidence of qualifications and experience for the type of projects planned by the University. Applicants will be pre-qualified based on the University's qualification criteria, a copy of which is attached.

The University will notify any bidders determined not to be responsible or qualified for the project by mail on or about **May 19, 2008**.

The University will publish a list of the bidders found to be responsible and qualified on or about **May 29, 2008**, and will mail a copy to each applicant.

Contractor qualification statements must be submitted to: Ms. Dorene Williams, Contract Administrator, New Jersey City University, 2039 Kennedy Boulevard, Procurement Services, Hepburn Hall, Room 111, Jersey City, New Jersey 07305 no later than **4:00 pm May 2, 2008**. All envelopes should be marked **RFP-#A-2041 Painting**. The University presently anticipates that it will invite the pre-qualified contractors to submit bids for projects on or about June, 2008.

Questions about the qualification process can be addressed to Ms. Dorene Williams, via email at [dwilliams@njcu.edu](mailto:dwilliams@njcu.edu) or fax to (201) 200-3238 at the office and address listed above.

**NEW JERSEY CITY UNIVERSITY**  
**BIDDER RESPONSIBILITY AND**  
**QUALIFICATION PROCEDURES AND CRITERIA**

**Qualification Statements required from prospective bidders.** Any contractor proposing to submit bids for University projects shall first submit a qualification statement under oath on the form attached. The form shall describe the financial ability, responsibility, plant and equipment, organization, ownership, relationships and prior experience of the prospective bidder and shall be used by the University (Owner) in identifying prospective bidders qualified to submit bids for the project.

**1. Qualification Form – Contents.** Each qualification statement shall include:

1. All of the information required in the form.
2. Information as to organization, which shall demonstrate the adequacy of the organization (officers and key management personnel and the project manager or superintendent which would be assigned to the University project).
3. Information as to prior experience, which shall show the number of years the prospective bidder has been in business and the experience of the bidder and the project manager or Superintendent to be assigned to the University project. Resumes for the individuals to be assigned to these positions shall be included with the qualification statement. The experience of officers, managers and the key personnel prior to their affiliation with the contractor will be considered.
4. Information as to past experience and performance, which shall include an accurate record of work completed in the past Three (3) years by the contractor which includes the types of work, locations, contract prices and the names of the owners and, if used, the project architect. The statement shall also include any labor problems, any failure to complete a contract on schedule, any failure to meet contractual affirmative action requirements, any penalties or damages imposed by reason of any contract undertaken within the three (3) year period.
5. A statement that the applicant has adopted and will comply with New Jersey and Federal laws, rules and regulations regarding discrimination in employment;
6. For a contractor which is a corporation or partnership, a statement listing the names and addresses of all stockholders or partners owning a 10 percent or greater interest in the contractor. If one or more stockholders or partners is itself a corporation or partnership, the statement shall also list the stockholders holding 10 percent or more of the corporation's stock or the individual partners owning a 10 percent or greater interest in the partnership.

7. All foreign corporations shall include a current “certificate of authority to perform work in New Jersey” issued by the New Jersey Department of State pursuant to N.J.S.A. 14A: 13-4 et seq.

**Bank Affidavit of Loan Availability.** If the contractor relies upon the availability of bank lending as a component of its financial capacity, it must include with its application an affidavit from a bank lending officer confirming lending capacity, including the amount, the terms and the current status.

**Insurance Certification.** The contractor must include with its statement a certification from an insurance company or insurance agent which confirms that the contractor can provide the insurance required in the contract form attached, and the name of the insurance company which will provide it.

**Causes for disqualification.** The University shall disqualify a contractor for any of the following causes:

1. Commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

2. Violation of the Federal Organized Crime Control Act of 1970, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, perjury, false swearing, receiving stolen property, obstruction of justice.

3. Violations of Federal or State antitrust statutes, or of the Federal Anti-Kickback Act (18 U.S.C. 874, 40 U.S.C. 276b).

4. Violations of any laws governing the conduct of elections of the Federal government, the State of New Jersey or any of its political subdivisions or other governmental entities.

5. Violation of the “Law Against Discrimination” (N.J.S.A. 10:5-1 et seq.), or the act banning discrimination in public works employment (N.J.S.A. 10:2-1 et seq.).

6. Violations of any laws governing hours of labor, minimum wage standards, prevailing wage standards, discrimination in wages or child labor.

7. Violations of any laws governing the conduct of occupations or professions or regulated industries.

8. Violations of any other laws which may bear upon a lack of responsibility or moral integrity;

9. Willful failure to perform in accordance with contract specifications or within contractual time limits.

10. A record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts on other projects.
11. Violations of contractual or statutory provisions prohibiting contingent fees in connection with public contracts.
12. Debarment or suspension by any public entity.
13. A pre-qualification rating by any public agency not sufficient for the University's project.
14. Any other cause affecting responsibility as a contractor.
15. Making any offer or agreement to pay or to make payment of, either directly or indirectly, any fee, commission, compensation, gift, gratuity, or other thing of value of any kind to any New Jersey City University official, or any firm or individual associated with the University.
16. Influencing or attempting to influence or cause to be influenced, any University officer or employee in his or her official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.

**Responsibility or Qualification Criteria.** In addition to the disqualification criteria set forth above, the University will utilize the following criteria in making determinations of the responsibility and qualification of contractors to bid for the project identified in this notice:

1. **APPLICATION.** The submission of a properly and fully completed qualification form signed by the chief executive officer of the bidder with all required attachments. Omissions or any false or misleading statements in the form or the attachments will result in the automatic disqualification of an applicant.
2. **PRE-CLASSIFICATION.** Contractors must possess a classification to bid on public works from the New Jersey State Treasury Department's Division of Property Management and Construction ("DPMC"). Qualified contractors will be required during Part 2 of the bidding process to submit a list of subcontractors for the project with the following specialized DPMC classifications if the general contractor does not have the DPMC classification noted above. Contractors/Subcontractors must provide proof of registration with the New Jersey Department of Labor in accordance with the Public Works Contractor Registration Act (P.L. 199.c.238) effective April 11, 2000 and New Jersey Department of Treasury Business Registration Certificate.
3. **EXPERIENCE, TRAINING, EDUCATION.** Adequate training, education and experience of the contractor and the individuals who would be assigned to the University project as the project executive, project manager, superintendent, scheduler, and other professionals including experience with similar projects and construction

management. The contractor must satisfy the per-project limit criteria described below. The individuals to be assigned to the University projects as project executive, project manager, superintendent, scheduler and other professionals should have such experience on successful projects with a construction cost of at least 80 percent of the construction cost budgeted for the University's projects. Resumes for each of the individuals must be attached.

4. MORAL INTEGRITY. Absence of violations of law by the contractor and its employees, including but not limited to laws regarding public procurement, anti-trust laws, employee rights, and safety, civil rights, tax laws, and environmental laws, professional licensing laws, insurance laws and criminal laws.

5. GOOD TRACK RECORD. Verifiable record of satisfactory work on other projects and absence of defects and deficiencies, time or cost overruns, and litigation or other disputes, and absence of debarments, suspensions or adverse qualification decisions by other agencies.

6. SUBCONTRACTORS. Subcontractors must possess current DPMC classifications to the extent required in paragraph 2. If the University determines that any particular type of subcontractor should meet any special qualification criteria, the qualification statement will include a request for the required information and the criteria. All subcontractors to be used on the University project must not be subject to any of the causes for disqualification set forth above. Subcontractor identification is required only in Phase 2 of the bidding process.

11. PREVAILING WAGES. Contractors and all proposed subcontractors must be registered with the New Jersey Department of Labor as required by the Prevailing Wage Act.

POST-QUALIFICATION STATEMENT INFORMATION. If a contractor is determined to be qualified to submit a bid for the project and does so, and is selected as the apparent successful bidder, it shall on the date scheduled for the contract signing submit a sworn statement which discloses any new information regarding any of the information requested in this qualification statement, and the University may reconsider its decision to qualify the contractor for the contract based on new information up through the time of contract execution, and may decline to sign the contract if it concludes that the new information renders the contractor unqualified.

**THE UNIVERSITY'S RIGHT NOT TO CONTRACT.** Nothing in the qualification process and no determination that a contractor is qualified to bid shall affect the University's authority under law to decide not to proceed with the contract.

PROTESTS. Any bidder which the University decides is not qualified to submit a bid for the project may file a written protest within five (5) days after notice of the University's decision is sent to it. The University will conduct an informal hearing and render a final decision after the hearing is concluded.

**NEW JERSEY CITY UNIVERSITY  
CONTRACTOR'S QUALIFICATION STATEMENT**

<p><b>1. NAME &amp; ADDRESS:</b> _____ <b>SBE</b></p>   <p><b>FEDERAL ID NUMBER:</b></p>	
<p><b>2. CONTACT PERSON:</b></p> <p><b>TITLE:</b></p> <p><b>PHONE NUMBER:</b> (    )</p> <p><b>FAX NUMBER:</b> (    )</p> <p><b>EMAIL ADDRESS:</b></p>	<p><b>3. IF JOINT VENTURE, NAME OF ADDITIONAL CONTRACTOR(S). ONE OF THE JOINT VENTURE CONTRACTORS MUST POSSESS THE REQUIRED DPMC RATING CRITERIA:</b></p>  <p><b>CONTRACTOR NAME:</b></p>   <p style="text-align: right;">_____ <b>SBE</b></p>

**4. ORGANIZATIONAL CHART OF PROPOSED PROJECT TEAM (Include contractor's name, team member names, and titles)**

Blank area for organizational chart.

**5. LIST OF APPLICANT CONTRACTOR'S KEY PERSONNEL TO BE ASSIGNED TO THIS PROJECT**

<b>CONTRACTOR NAME:</b>	<b>NAME:</b>	<b>TITLE:</b>	<b>DISCIPLINE/RESPONSIBILITY:</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**6. WORK BY APPLICANT CONTRACTOR(S) WHICH BEST ILLUSTRATE CURRENT QUALIFICATIONS RELEVANT TO THIS PROJECT. ALL PROJECTS MUST HAVE BEEN COMPLETED WITHIN THE LAST TEN YEARS (Maximum 10 projects)**

1. Project Name, Location, and Cost:  
Nature of Contractor's Responsibility:  
Work for which Contractor was Responsible:  
Owner's Name and Address:  
Completion Date or % Completed:  
Anticipated Completion Date:

2. Project Name, Location, and Cost:  
Nature of Contractor's Responsibility:  
Work for which Contractor was Responsible:  
Owner's Name and Address:  
Completion Date or % Completed:  
Anticipated Completion Date:

3. Project Name, Location, and Cost:  
Nature of Contractor's Responsibility:  
Work for which Contractor was Responsible:  
Owner's Name and Address:  
Completion Date or % Completed:  
Anticipated Completion Date:

4. Project Name, Location, and Cost:  
Nature of Contractor's Responsibility:  
Work for which Contractor was Responsible:  
Owner's Name and Address:  
Completion Date or % Completed:  
Anticipated Completion Date:

5. Project Name, Location, and Cost:  
Nature of Contractor's Responsibility:  
Work for which Contractor as Responsible:  
Owner's Name and Address:  
Completion Date or % Completed:  
Anticipated Completion Date:

6. Project Name, Location, and Cost:  
Nature of Contractor's Responsibility:  
Work for which Contractor was Responsible:  
Owner's Name and Address:  
Completion Date or % Completed:  
Anticipated Completion Date:

7. Project Name, Location, and Cost:  
Nature of Contractor's Responsibility:  
Work for which Contractor was Responsible:  
Owner's Name and Address:  
Completion Date or % Completed:  
Anticipated Completion Date:

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<p>8. Project Name, Location, and Cost:          Nature of Contractor's Responsibility:          Work for which Contractor was Responsible:          Owner's Name and Address:          Completion Date or % Completed:          Anticipated Completion Date:</p>
<p>9. Project Name, Location, and Cost:          Nature of Contractor's Responsibility:          Work for which Contractor was Responsible:          Owner's Name and Address:          Completion Date or % Completed:          Anticipated Completion Date:</p>
<p>10. Project Name, Location, and Cost:          Nature of Contractor's Responsibility:          Work for which Contractor was Responsible:          Owner's Name and Address:          Completion Date or % Completed:          Anticipated Completion Date:</p>

**7. PROVIDE ANY ADDITIONAL INFORMATION SUCH AS PROJECT APPROACH, SPECIAL RESOURCES OR OTHER RELEVANT QUALIFICATIONS OF THE CONTRACTOR, PROJECT TEAM OR JOINT VENTURE. IF BROCHURES OR PHOTOS OF PROJECTS ITEMIZED IN BOXES 9 AND 10 ARE INCLUDED, THEY MUST BE CLEARLY NOTED AS TO WHICH CONTRACTOR WAS RESPONSIBLE FOR THE WORK.**

11. **CORPORATE OWNERS.** FOR CORPORATIONS, IDENTIFY BY NAME, ADDRESS AND POSITION IN THE CORPORATION ALL SHAREHOLDERS WHICH OWN AN INTEREST OF 10% OR MORE OF THE CORPORATION, AND FOR EACH STATE THE PERCENTAGE AND NUMBER OF SHARES WHICH THEY OWN, HOW LONG THEY HAVE BEEN A SHAREHOLDER, THEIR NAME, ADDRESS, BIRTH DATE AND SOCIAL SECURITY NUMBER.

12. **CORPORATE STATUS, OFFICERS.** TO BE COMPLETED FOR A CORPORATION.

DATE INCORPORATED: \_\_\_\_\_.  
STATE: \_\_\_\_\_.

IF NOT INCORPORATED IN NEW JERSEY – DATE OF CERTIFICATE OF AUTHORITY TO PERFORM WORK IN NEW JERSEY:

\_\_\_\_\_.

TITLE	NAME	ADDRESS
PRESIDENT	_____	_____
VICE PRESIDENT	_____	_____
SECRETARY	_____	_____
TREASURER	_____	_____
REGISTERED AGENT IN NEW JERSEY	_____	_____

13. **PARTNERSHIP/LLC STATUS, PRINCIPLES.** TO BE COMPLETED FOR A PARTNERSHIP OR LIMITED LIABILITY CORPORATION.

DATE OF ORGANIZATION: \_\_\_\_\_

WHETHER PARTNERSHIP IS GENERAL, LIMITED OR ASSOCIATION \_\_\_\_\_.

NAMES OF PARTNERS & MANAGERS (FOR LLC)	ADDRESS
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14. **PARENT OWNERS.** FOR ALL APPLICANTS, STATE WHETHER THERE IS A SEPARATE CONTRACTOR OR CORPORATION WHICH OWNS 10% OR MORE OF THE CONTRACTOR, SUCH AS A PARENT. IF SO, IDENTIFY THAT ENTITY BY NAME AND ADDRESS, DESCRIBE ITS INTEREST IN THE CONTRACTOR, AND LIST ITS STOCKHOLDERS AND OTHER SUBSIDIARIES.

15. **OWNERSHIP CHANGES.** DESCRIBE ANY CHANGES IN THE OWNERSHIP OF THE CONTRACTOR IN THE LAST 5 YEARS.

16. **CONTRACTOR OFFICES.** LIST AND PROVIDE ADDRESS FOR ALL OFFICES WHICH THE CONTRACTOR MAINTAINS, INCLUDING SATELLITE OFFICES.

17. **OTHER PUBLIC ENTITY CLIENTS.** LIST ALL GOVERNMENTAL AND OTHER PUBLIC ENTITIES WHICH HAVE LISTED THE CONTRACTOR AS QUALIFIED TO BE AWARDED CONTRACTS OR WHICH HAS ISSUED CONTRACTS TO THE CONTRACTOR. LIST ALL PRE-QUALIFICATION RATINGS ISSUED, AND ALL DISQUALIFICATIONS, SUSPENSIONS OR DEBARMENTS, OR QUALIFICATION APPLICATIONS WHICH WERE DENIED. FOR EACH GOVERNMENTAL OR PUBLIC ENTITY LISTED, PROVIDE THE ADDRESS AND TELEPHONE NUMBER OF A CONTACT PERSON.

18. **DEBARMENTS, ETC.** HAS THE CONTRACTOR OR ANY PARENT OR SUBSIDIARY OR ANY STOCKHOLDER, OFFICER, PARTNER OR EMPLOYEE EVER BEEN SUSPENDED, DEBARRED, DISQUALIFIED OR DECLARED INELIGIBLE BY THIS STATE, ANY OTHER STATE, THE FEDERAL GOVERNMENT OR ANY PUBLIC ENTITY. IF YES, PROVIDE COMPLETE DETAILS, INCLUDING WHEN, WHERE AND WHY, AND ATTACH A COPY OF THE DECISION.

19. **CONVICTIONS, ETC.** HAS THE CONTRACTOR OR ANY OWNERS, PARTNERS, DIRECTORS, OFFICERS, MANAGERS, SUPERVISORS OR EMPLOYEES BEEN CHARGED WITH ANY VIOLATIONS OF LAW IN THE LAST 5 YEARS (IN EITHER CRIMINAL, CIVIL OR ADMINISTRATIVE PROCEEDING), INCLUDING BUT NOT LIMITED TO PREVAILING WAGE LAWS, CRIMINAL LAWS, TAX LAWS, CIVIL RIGHTS LAWS, PUBLIC PROCUREMENT LAWS, ANTI-TRUST LAWS, PROFESSIONAL LICENSING LAWS, EMPLOYEE SAFETY LAWS OR ENVIRONMENTAL LAWS. IF SO, IDENTIFY THE AGENCY WHICH FILED THE CHARGES, AND DESCRIBE THE CHARGES AND THE DISPOSITION OR CURRENT STATUS OF THE CHARGES.

20. **YEARS IN BUSINESS.** CONTRACTOR INFORMATION. HOW MANY YEARS HAS THE COMPANY BEEN IN BUSINESS \_\_\_\_\_.

21. **CONTRACTOR NAME.** HOW MANY YEARS HAS THE CONTRACTOR BEEN IN BUSINESS UNDER ITS PRESENT BUSINESS NAME?  
\_\_\_\_\_.

22. **PRIOR CONTRACTOR NAMES.** LIST ANY OTHER FORMER BUSINESS NAMES THE CONTRACTOR HAS OPERATED UNDER.  
\_\_\_\_\_.

23. **PROFESSIONAL LICENSES.**

A. **CONTRACTOR LICENSES.** LIST STATES AND TRADE CATEGORIES IN WHICH THE CONTRACTOR IS LEGALLY QUALIFIED TO DO BUSINESS, AND INDICATE REGISTRATION OR LICENSE NUMBER, IF APPLICABLE.

B. **LICENSE REVOCATIONS, ETC.** STATE WHETHER ANY FEDERAL, STATE OR LOCAL GOVERNMENT LICENSE, PERMIT OR SIMILAR AUTHORIZATION HAS BEEN SUSPENDED OR REVOKED FOR THE CONTRACTOR OR ITS EMPLOYEES, OR IS THE SUBJECT OF ANY PENDING PROCEEDINGS SEEKING SUCH RELIEF. IF SO, PROVIDE DETAILS.

24. **SCHEDULE EXPERIENCE, SAMPLE.** DESCRIBE THE SCHEDULING AND UPDATE CAPABILITY OF THE CONTRACTOR.

25. **CONTRACTOR CONSTRUCTION EXPERIENCE.**

A. CATEGORIES OF WORK FOR WHICH THE CONTRACTOR HAS PERFORMED WORK.

26. **FIVE YEAR PROJECT RECORD.** LIST EACH PROJECT WHICH THE CONTRACTOR HAS COMPLETED DURING THE LAST 5 YEARS. FOR EACH PROJECT DESCRIBE THE TYPE OF WORK PERFORMED, THE LOCATION, THE CONTRACT PRICE, THE DATE COMPLETED, ANY EXTENSIONS, PENALTIES, LIENS, CLAIMS OR STOP NOTICES, THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE OWNER'S REPRESENTATIVE.

27. **FIVE YEAR DISPUTE RECORD.** LIST ALL CLAIMS, ARBITRATIONS, SUITS, ADMINISTRATIVE PROCEEDINGS AND OTHER DISPUTES INVOLVING THE CONTRACTOR DURING THE PAST 5 YEARS INCLUDING DISPUTES NOW PENDING. PROVIDE DETAILS FOR EACH INCLUDING THE CLAIMS AND THE OUTCOME, AND THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THE PROJECT OWNERS' REPRESENTATIVES.

28. **PROJECT PROBLEM HISTORY.** HAS THE CONTRACTOR OR ANY OFFICERS OR PARTNERS EVER FAILED TO COMPLETE CONSTRUCTION CONTRACT OR BEEN TERMINATED OR HAD ANY CLAIMS, PENALTIES OR LIQUIDATED DAMAGES OR DEFAULT NOTICES AND IF SO, PROVIDE DETAILS INCLUDING THE LOCATION AND TYPE OF PROJECT, THE REASONS FOR THE FAILURE TO COMPLETE, AND THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE OWNER'S REPRESENTATIVE.

29. **INSURANCE CAPACITY.** IDENTIFY THE CONTRACTOR'S INSURANCE PROVIDER, AND LIST THE TYPES AND AMOUNTS OF COVERAGE MAINTAINED BY THE CONTRACTOR.

30. **EEOC OFFICER.** IT HAS LONG BEEN THE POLICY OF THE UNIVERSITY TO PROMOTE EQUAL EMPLOYMENT OPPORTUNITY BY PROHIBITING DISCRIMINATION IN EMPLOYMENT AND REQUIRING ACTIVE PARTICIPATION IN THE PERFORMANCE OF CONTRACTS FUNDED BY THE UNIVERSITY CONSISTENT WITH THE UNIVERSITY'S COMMITMENT TO PARTICIPATION BY UNDER REPRESENTED GROUPS OF OUR COMMUNITY. THE UNIVERSITY, IN ACCORDANCE WITH STANDING NEW JERSEY STATE PUBLIC LAW STATUTES, REQUIRES EACH CONTACTOR TO PROVIDE THE NAME, TITLE, ADDRESS, AND TELEPHONE NUMBER OF THE FIRM'S EQUAL EMPLOYMENT OPPORTUNITY OFFICER OR PRINCIPAL PERSON RESPONSIBLE FOR THESE DUTIES.

31. **ATTACHMENTS.** INCLUDE AS ATTACHMENTS TO THIS FORM COPIES OF THE FOLLOWING DOCUMENTS.

- A. AFFIDAVIT OF BIDDER IN SUPPORT OF APPLICATION (pp 28-29).
- B. INSURANCE PROVIDERS AFFIDAVIT (REGARDING INSURANCE AVAILABILITY) (p 30).
- C. BANK AFFIDAVIT REGARDING UNSECURED LINES OF CREDIT (p 31).
- D. PER PROJECT LIMIT INFORMATION FORM (p 33).
- E. OWNERSHIP DISCLOSURE STATEMENT (p 34-35)

- F. DPMC CLASSIFICATION FOR CONTRACTOR. SUBCONTRACTOR CLASSIFICATION IS TO BE SUBMITTED DURING PART 2 OF THE BIDDING PROCESS (please attach).
- G. FIRM BROCHURES, PAMPHLETS AND OTHER LITERATURE (please attach).
- H. FINANCIAL STATEMENT. ATTACH A PROPERLY CPA CERTIFIED CURRENT, ACCURATE AND COMPLETE AUDITED FINANCIAL STATEMENT FOR THE FIRM WHICH INCLUDES A BALANCE SHEET, CURRENT ASSETS AND LIABILITIES, NET WORKING CAPITAL, BANK VERIFIED UNSECURED LINES OF CREDIT, INCOME, RETAINED EARNINGS, CASH FLOWS, EXPENSES, SUBSIDIARY AND PARENT FACTORS, AND CHANGES IN FINANCIAL POSITION DURING THE PAST YEAR (please attach).
- I. FOR CORPORATIONS, THE CERTIFICATE OF INCORPORATION (please attach).
- L. NEW JERSEY DEPARTMENT OF TREASURY PROOF OF BUSINESS REGISTRATION CERTIFICATE, AND FOR NON-NEW JERSEY FIRMS, CERTIFICATE OF AUTHORIZATION TO DO BUSINESS IN NEW JERSEY (please attach).
- M. RESUMES FOR PROFESSIONAL PERSONNEL WHICH WOULD BE ASSIGNED TO THE UNIVERSITY'S PROJECT FOR PROJECT EXECUTIVE, PROJECT MANAGER, SUPERINTENDENT, SCHEDULER AND OTHER PROFESSIONAL WHICH INCLUDE EDUCATION, LICENSES, EXPERIENCE, EXPERTISE (please attach).
- N. STATUS OF CURRENT CONTRACTS SCHEDULE SHOWING TOTAL CONTRACT AMOUNTS AND UNBILLED AMOUNTS (please attach).

SIGNATURE AND CERTIFICATION

I CERTIFY THAT I HOLD THE TITLE LISTED BELOW, AND THAT I AM AUTHORIZED TO SIGN AND SUBMIT THIS QUALIFICATION STATEMENT AND ATTACHED DOCUMENTS TO THE UNIVERSITY OF NEW JERSEY ON BEHALF OF THE CONTRACTOR IN SUPPORT OF THE CONTRACTOR'S APPLICATION TO BE PRE-QUALIFIED TO BID FOR THE AWARD OF A CONSTRUCTION CONTRACT BY THE UNIVERSITY. I ALSO CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ATTACHMENTS INCLUDED WITH IT ARE TRUE, ACCURATE AND COMPLETE.

DATED: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

BY: \_\_\_\_\_  
(NAME, TITLE)

AFFIDAVIT

STATE of \_\_\_\_\_)

ss

COUNTY of \_\_\_\_\_)

\_\_\_\_\_ being duly sworn according to law, upon his or her oath  
deposes and says:

1. I hereby sign the foregoing Contractor's Qualification Statement and Financial Statement for and on behalf of the contractor submitting this application for a pre-qualification by New Jersey City University, and I am duly authorized to do so;
2. The information set forth and statements made in the foregoing documents are true, accurate and consistent with the records maintained by the contractor submitting this application.
3. Any depository, vendor or other agency named in this application is hereby authorized to provide to the University or its authorized representative, all the information necessary to verify any statement made in the application.
4. An Affirmative Action Program of Equal Opportunity, in support of P. L 1975, C 127, the New Jersey "Law Against Discrimination" as supplemented and amended, as well as in accordance with Executive Order No. 11246 promulgated by the President of the United States, September 24, 1965 and Executive Order No. 11625, promulgated by the President of the United States, October 13, 1971, has been adopted by this organization to ensure that applicants are employed, and employees are treated without regard to their race, creed, color, national origin, nationality, gender, affectional or sexual orientation, age, ancestry, marital status, handicap or disability and that the selection and utilization of contractors, subcontractors, consultants, material suppliers and equipment lessors shall be done without regard to their race, creed, color, national origin, nationality, gender, affectional or sexual orientation, age, ancestry, marital status, handicap or disability. The Affirmative Action Program addresses both the internal recruitment, employment and utilization of minorities and the external recruitment policy regarding minority contractors, subcontractors, consultants, material suppliers and equipment lessors.
5. All documentation required by the Affirmative Action Program of Equal Opportunity, as evidence of compliance, may be inspected at the office of the contractor submitting this application.
6. The contractor submitting this application acknowledges that active compliance with the Affirmative Action Program of Equal Opportunity is necessary to its continued "responsibility" as a bidder.

7. Neither the contractor applying for qualification nor its corporate officers, stockholders or partners are collectively or individually suspended or debarred from doing business by this or any state or the federal government.

Sworn and subscribed  
to before me on this \_\_\_\_\_  
day of \_\_\_\_\_ 200\_\_

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Title)

AFFIX  
CORPORATE SEAL  
HERE

(TO BE COMPLETED BY INSURANCE COMPANY AGENT)

**NEW JERSEY CITY UNIVERSITY  
INSURANCE PROVIDER'S AFFIDAVIT**

BIDDER'S NAME: \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_  
(Name and address)

\_\_\_\_\_  
\_\_\_\_\_

INSURANCE AGENT: \_\_\_\_\_  
(Name and address)

\_\_\_\_\_  
\_\_\_\_\_

Reserving our rights to practice our normal underwriting functions, the above named insurance company is prepared to provide the insurance which would be required if the above named bidder is awarded the construction contract for the project identified in the Bidder's Qualification Statement, and the insurance required in the University's proposed contract which is attached to the qualification statement, including the types and amounts of coverage required, the terms required, and the evidence of insurance required.

**INSURANCE COMPANY OR  
AUTHORIZED AGENT**

Sworn and subscribed  
before me on the \_\_\_\_\_ day of  
\_\_\_\_\_ 200\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(Notary Seal)

(If signed by an individual other than an authorized  
Officer, include properly executed power of attorney.)

**BANK AFFIDAVIT REGARDING UNSECURED LINES OF CREDIT**

Letter from bidder's bank, certifying to the establishment of lines of credit, may be submitted for the purpose of augmenting the bidder's financial qualifications. Such letters must be specific as to the amount of the line of credit established. This page, properly completed, may be used as a letter certifying to such a line of credit.

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

New Jersey City University  
Office of Facilities and Construction Management  
2039 Kennedy Boulevard  
Jersey City, New Jersey 07305-1597

Date \_\_\_\_\_  
(Not prior to that of the Financial Statement)

Gentlemen:

A line of credit, in the amount of \$ \_\_\_\_\_ has been placed at the disposal of \_\_\_\_\_ for use when, as and if needed during the twelve month period beginning \_\_\_\_\_, (not prior to that of the Financial Statement) subject to the usual conditions, including the requirement that their financial and other conditions remain satisfactory. We have loans in the total amount of \$ \_\_\_\_\_ outstanding to this firm at the present time against this line of credit.

The line of Credit is not secured by any current assets and construction equipment.  
(If secured, list the assets used as collateral.)

This line of credit has been given with the full knowledge of the following lines of credit extended by other banks:

During the past two year the maximum use made of lines of credit extended by this bank has been:

Should any termination, reduction or increase in this line of credit occur, we shall notify you within 10 business days thereafter.

\_\_\_\_\_  
(Signature of Bank Officer)

State of \_\_\_\_\_ )

SS.

County of \_\_\_\_\_ )

\_\_\_\_\_ being duly sworn, deposes and says that he is \_\_\_\_\_ of the \_\_\_\_\_ bank named in and which executed the foregoing statement.

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
(Notary Public)

**PER-PROJECT LIMIT INFORMATION FORM**

PROJECT NAME AND DESCRIPTION	CONTRACTOR SERVED AS	PROJECT TEAM	PROJECT SIZE Dollar Amount	CONTRACT VALUE Dollar Amount	YEAR OCCUPIED	PROJECT CONTACT
1)	Prime: _____ Sub: _____					
	If prime, was there a CM on the project? Yes _____ No _____	Project Manager				Name
		Superintendent				Title
						Telephone

PROJECT NAME AND DESCRIPTION	CONTRACTOR SERVED AS	PROJECT TEAM	PROJECT SIZE Dollar Amount	CONTRACT VALUE Dollar Amount	YEAR OCCUPIED	PROJECT CONTACT
2)	Prime: _____ Sub: _____					
	If prime, was there a CM on the project? Yes _____ No _____	Project Manager				Name
		Superintendent				Title
						Telephone

PROJECT NAME AND DESCRIPTION	CONTRACTOR SERVED AS	PROJECT TEAM	PROJECT SIZE Dollar Amount	CONTRACT VALUE Dollar Amount	YEAR OCCUPIED	PROJECT CONTACT
3)	Prime: _____ Sub: _____					
	If prime, was there a CM on the project? Yes _____ No _____	Project Manager				Name
		Superintendent				Title
						Telephone

PROJECT NAME AND DESCRIPTION	CONTRACTOR SERVED AS	PROJECT TEAM	PROJECT SIZE Dollar Amount	CONTRACT VALUE Dollar Amount	YEAR OCCUPIED	PROJECT CONTACT
4)	Prime: _____ Sub: _____					
	If prime, was there a CM on the project? Yes _____ No _____	Project Manager				Name
		Superintendent				Title
						Telephone

**OWNERSHIP DISCLOSURE**

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

NJCU Project Name: \_\_\_\_\_

New Jersey City University  
Office of Facilities and Construction Management  
2039 Kennedy Boulevard  
Jersey City, New Jersey 07305-1597

Gentlemen:

In compliance with Chapter 33, Laws of 1977 (NJSA 52:25-24.2), the following declaration is submitted:

- \_\_\_\_\_ Firm is a sole proprietorship.
- \_\_\_\_\_ No stockholder or partner of the corporation or partnership holds 10% or more ownership.
- \_\_\_\_\_ Stockholder or partner disclosure statement (list below name(s) of shareholder or partner owning 10% or greater interest):

<u>Name</u>	<u>Address</u>	<u>% Interest</u>
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Seal if bid is from a corporation \_\_\_\_\_

Firm Name \_\_\_\_\_

By \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_

Attest by Secretary \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_

My commission expires \_\_\_\_\_

Notary Public \_\_\_\_\_