Form DC-74 A 7/00

APPLICATION FEE $100.00

Enclosed: _____
Date

TO
NEW JERSEY DEPARTMENT OF TRANSPORTATION
BUREAU OF CONSTRUCTION SERVICES, PROCUREMENT
P.O BOX 605
TRENTON, NEW JERSEY 08625-0605

CONTRACTOR'S FINANCIAL AND EQUIPMENT STATEMENT
EXPERIENCE QUESTIONNAIRE AND PAST PERFORMANCE RECORD

TO BE USED ONLY FOR ORIGINAL CLASSIFICATION OR FOR RENEWAL OF CLASSIFICATION

The Financial information, as verified by the accompanying audited or reviewed Financial Statements, is accurate as of

_____ A combined financial statement is not acceptable.
(Use end of month date)

Submitted by _____ _____
(The Applicant for Classification) (Federal Employer Identification No.)

☐ AN INDIVIDUAL ☐ A COPARTNERSHIP ☐ A CORPORATION ☐ A LIMITED LIABILITY CORPORATION

Address _____
E-Mail Address _____ Fax number _____
Telephone Number (Area Code) _____ Exchange _____ Number _____
If the books and accounts of the organization are not at this address, show the location where they are kept.

_____

To be completed for a copartnership or limited liability corporation. Date of organization _____
State whether partnership is general, limited or association _____

NAMES OF PARTNERS & MANAGERS (FOR LLC) ADDRESS

_____
_____
_____
_____

To be completed for a corporation. Date incorporated _____
State _____ Capital paid in cash _____
If not incorporated in New Jersey – Date of Certificate of Authority to perform work in New Jersey _____
Present officers of the corporation:

TITLE	NAME	ADDRESS
President		
Vice President		
Secretary		
Treasurer		
Registered Agent in New Jersey		

The officers of a New Jersey corporation must include a President, a Secretary and a Treasurer, N.J.S.A. 14:6-15(1).
If the by-laws of the corporation provide for other officers, attach statement listing their names, titles and addresses.

This questionnaire is submitted for: ☐ ORIGINAL CLASSIFICATION ☐ RENEWAL OF CLASSIFICATION

Classification Requested _____
(Type of Work – See Attached)

For Electrical, Asbestos Removal or Blasting Contractors Only

Business Permit Number _____
Electrical, Asbestos Removal or Blasting License Number(s) _____ Expiring _____

NEW JERSEY DEPARTMENT OF TRANSPORTATION
REGULATIONS COVERING THE CLASSIFICATION OF BIDDERS
ISSUED IN ACCORDANCE WITH TITLE 27:7-35.1 ET. SEQ., REVISED STATUTES OF NEW JERSEY, 1937
AS AMENDED OR SUPPLEMENTED

SUBCHAPTER 1. CLASSIFICATION OF CONTRACTORS AND PROSPECTIVE BIDDERS

16:44-1.1 Definitions

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

"Aggregate Rating" means the dollar limit of contract work that a contractor will be allowed to have outstanding at any given time, and includes the dollar value of all work in progress.

"Current Bid Capacity" means the lesser of a contractor's Project Rating or Maximum Rating.

"Design/Build/Operate/Maintain (DBOM)" means a single contract where the contractor is responsible for the design and construction as well as the operation and maintenance of a project.

"Maximum Rating" means the dollar figure established by subtracting the contractor's current dollar amount of outstanding work from its Aggregate Rating.

"Project Rating" means the maximum dollar amount, which a contractor shall be allowed to bid on an individual project.

16:44-1.2 Statements under oath

(a) All contractors proposing to bid on NJDOT work shall furnish, on forms provided by the Commissioner of Transportation, a Prequalification Questionnaire including, at a minimum, the following statements:

1. A statement as to financial ability, which statement shall show current assets and current liabilities and shall include verifications of unsecured lines of credit extended by banks. The Prequalification Questionnaire must be accompanied by certified audited financial statements or a CPA review of financial statements. The financial statements shall be complete, with a balance sheet, related statements of income and retained earnings and cash flows. The financial statements shall be completed by a certified public accountant or public accountant, as established by N.J.S.A. 45:2B-29 et seq., who is independent of, and not an employee of, the contractor for which the financial statements are being provided;
   i. The certified audited financial statements should have an unqualified opinion. The CPA review of financial statements shall be in conformity with generally accepted accounting principles. Both the audited and CPA review financial statements shall be for a full one year accounting cycle;
   ii. Submission of a CPA review of financial statements will limit the contractor's maximum project rating to $2,000,000. In addition, the aggregate rating will be limited to the total uncompleted work on hand at the time of the classification, plus $2,000,000;
   iii. Submission of a consolidated financial statement is acceptable. It may be submitted with the Prequalification Questionnaire completed in the name of the parent corporation. A consolidated financial statement submitted with a Prequalification Questionnaire and completed in the name of the subsidiary corporation shall include a separate breakdown of the financial statements, and a separate unqualified opinion that includes balance sheet, income statement, statement of changes in financial position and cash flows, all in the name of the subsidiary corporation;
   iv. Submission of a combined financial statement is not acceptable.
2. A statement as to plant an equipment, which shall give complete details as to cost, age, condition and book value and outstanding loans;
3. A statement as to organization, which shall show the ability of such organization, including key personnel, to undertake a project in the classification desired;
4. A statement as to prior experience, which shall show the length of time in which the contractor has been engaged in the contracting business.
   It shall also disclose the nature of the contractor's experience during that period;
5. A statement which shall give an accurate and complete record of work completed in the previous four years and which shall identify the projects undertaken, type of work performed, location, contract price, name and telephone number of the owner's engineer in charge;
   i. The work record statement shall list, in detail, any liens, stop notices, default notices or claims filed with regard to any project within the previous four years. The work record statement shall also disclose labor troubles experienced, failures to complete contracts and all penalties imposed by reason of any contract undertaken within the previous four years. The contractor shall explain all such items;
6. A statement setting forth any other pertinent and material facts which will justify the classification and rating desired;
7. A statement disclosing any suspension, debarment, or disqualification of the contractor, its parent company or subsidiary and/or any owner, stockholder, officer, partner or employee of the contractor,
8. A statement that the contractor has adopted an Affirmative Action Program for Equal Employment Opportunity in accordance with State and Federal laws, rules, and regulations;
9. If the contractor is a corporation or partnership, a statement setting forth the names and addresses of all stockholders or partners owing 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 indicate the stockholders holding 10 percent or more of that corporation's stock or the individual partners owning a 10 percent or greater interest in that partnership. This disclosure shall be continued until the names and addresses of every noncorporate stockholder or partner exceeding the 10 percent ownership criterion has been listed;
10. A prequalification affidavit attesting that all statements contained in the Prequalification Questionnaire are true and accurate; and
11. A statement identifying the types of work for which the contractor is seeking classification.

16:44-1.3 Penalties for false statements

(a) Any person who makes, or causes to be made, a false, deceptive or fraudulent statement in the Prequalification Questionnaire required to be submitted, or in the course of any hearing pertaining to an application for prequalification, shall be guilty of a misdemeanor, and upon conviction shall be sentenced to pay a fine of not less than $100.00, nor more than $1000; or in the case of an individual or the officer or employee charged with the duty of making such questionnaire for a person, firm, copartnership, association or corporation, to pay such fine or undergo imprisonment, not to exceed six months, or both.

(b) All such persons and any copartnership, association, corporation, or joint stock company of which any such person is a partner or officer or director, and any corporation of which such person owns 25 percent of the stock, shall, for five years from the date of such conviction, be disqualified from bidding on all public work in this State.

16:44-1.4 Types of work

(a) Contractors will be classified according to the type of work and the amount of work on which they may bid.

(b) The types of work for which contractors may seek classification are on file at the Department of Transportation, Bureau of Construction Services, 1035 Parkway Avenue, PO Box 605, Trenton, New Jersey 08625-0605.

(c) Each contractor will be classified for one or more of the types of work requested by that contractor and will be rated in accordance with its financial ability, adequacy of plant and equipment, organization, record of construction and any other factors deemed pertinent by the NJDOT. The contractor will be assigned a classification, designating the types and dollar values of work upon which it shall be eligible to bid.

(d) The Commissioner of Transportation will notify a contractor of its classification by first class mail within 15 days of the Department's receipt of a complete Prequalification Questionnaire. If the Department requests from the contractor additional information needed to complete the Prequalification Questionnaire submitted or to clarify information contained in the Prequalification Questionnaire, the contractor will be notified of its classification by first class mail within 15 days of the Department's receipt of the specified information. Any contractor which fails to submit a complete Prequalification Questionnaire, as determined by the Department, will be denied classification.

(e) The dollar rating ranges within which contractors may be entitled to bid are as set forth in Table I below.

TABLE I
DOLLAR RATING RANGES

$	50,001 to 100,00	20,000,001 to 25,000,00
	100,001 to 150,00	25,000,001 to 30,000,00
	150,001 to 200,00	30,000,001 to 35,000,00
	200,001 to 300,00	35,000,001 to 40,000,00
	300,001 to 400,00	40,000,001 to 45,000,00
	400,001 to 500,00	45,000,001 to 50,000,00
	500,001 to 750,00	50,000,001 to 55,000,00
	750,001 to 1,000,00	55,000,001 to 60,000,00
	1,000,001 to 2,000,00	60,000,001 to 65,000,00
	2,000,001 to 3,000,00	65,000,001 to 70,000,00
	3,000,001 to 4,000,00	70,000,001 to 75,000,00
	4,000,001 to 6,000,00	75,000,001 to 80,000,00
	6,000,001 to 8,000,00	80,000,001 to 85,000,00
	8,000,001 to 10,000,00	85,000,001 to 90,000,00
	10,000,001 to 15,000,00	90,000,001 to 95,000,00
	15,000,001 to 20,000,00	95,000,001 to 99,999,99
		over 99,999,99

1. A contractor whose statements do not qualify the contractor to bid an amount in the $50,001 to $100,000 range will be classified with an Aggregate Rating equal to its calculated capacity.
2. A contractor, qualified to bid in excess of $99,999,999, will be notified when the Department of Transportation intends to put out for bid a project in the "unlimited" class. Each such contractor that desires to bid the "Unlimited" class project shall be required to specifically prequalify to bid upon that project, with regard to specific criteria established by the Department based upon factors including the dollar amount, nature of the project as set forth in the Plans and Specifications for the project. The contractor must apply for such specific classification at least 20 days before the date set for the receipt of bids on the "Unlimited" class project.

16:44-1.5 Classification rating system

(a) Each contractor will be assigned both an Aggregate Rating and a Project Rating. The dollar limits of these ratings will be related to the work type classifications for which the contractor, its officers and key personnel have demonstrated sufficient experience of acceptable quality to be granted a rating.

(b) Aggregate Ratings will be established as follows:

1. The Aggregate Rating will be based on the contractor's net working capital. Net working capital is represented by the excess of current assets over current liabilities and identifies the relatively liquid portion of total enterprise capital which constitutes a margin for meeting obligations within the ordinary operating cycle of the business. A contractor's net working capital can be supplemented by unsecured lines of credit and the net book value of construction equipment. The contractor's allowed assets will be multiplied in accordance with (b) 3 below.
2. The Department of Transportation reserves the right to use the contractor's net worth, as shown in the balance sheets, as the basis of the firm's net working capital whenever the contractor's net worth is less than its net working capital, as shown in the balance sheets.

3. The NJDOT will add dollar figures established by use of the multipliers indicated below. For contractors which have not had a NJDOT performance rating within the prior four year period, the resulting figure shall be the contractor's aggregate rated capacity. For contractors which have had a NJDOT performance rating within the prior four year period, the resulting figure will be multiplied by the contractor's average performance rating to establish the contractor's aggregate rated capacity.
   Contractors without NJDOT past performance
   Aggregate rated capacity = (Net working capital x 9) + (net book value of equipment x 9) + (unsecured lines of credit x 4).
   Contractors with NJDOT past performance
   Aggregate rated capacity = ((Net working capital x 15) + (net book value of equipment x 15) + (unsecured lines of credit x 7)) x the contractor's average past performance rating.
4. A contractor's aggregate rated capacity will be reduced by 15 percent if it neither owns nor leases, on a continuing basis, the equipment necessary to perform the work within its work category.
5. A contractor's Aggregate Rating will be established by application of its aggregate rated capacity to Table I at N.J.A.C. 16:44-1(e).
6. A contractor will not be permitted to bid beyond its aggregate rating.

(c) Project Ratings, based on an evaluation of contractor's verifiable work experience and the experience profile of its officers and other key personnel, will be established as follows:

1. When a contractor has performed work for the Department of Transportation and received a performance rating within the previous four years, its Project Rating will be based on its performance rating, as applied in N.J.A.C. 16:44-1.8, for the classification work types associated with the performance rating.
2. When a contractor has never been classified by the Department of Transportation or when a contractor has not received a performance rating from the Department within the previous four years, past work experience and experience of officers and key personnel will be evaluated through the use of work experience verification letters and/or personal contacts. Recently formed contractors, with limited or no work history will be evaluated by the use of detailed individual experience profiles.

16:44-1.6 Determination of Project Rating for contractors with verifiable work experience, but no Department of Transportation past performance rating

(a) In order to evaluate the work experience of a contractor, the Department of Transportation will obtain information from public and private owners for whom the contractor has performed work. The information will be reviewed and evaluated in the manner set forth in Table II, Quality Points, below.

TABLE II
QUALITY POINTS

Rating	Excellent	Good	Fair	Poor
QUALITY OF WORK (Grading, Paving, Bridge, etc.)	1.00	0.80	0.50	0
COMPLETION OF WORK PER REQUIRED SCHEDULE	0.50	0.40	0.25	0
SUPERVISION	USED FOR GENERAL INFORMATION			
ADEQUACY OF EQUIPMENT	USED FOR GENERAL INFORMATION			
SUPPLEMENTAL QUALITY POINTS (Only A or B Applies)				

A. For work experience determined to be equivalent to NJDOT work (Equivalent work is deemed to be work for other DOT's, U.S. Army Corps of Engineers, New Jersey Turnpike Authority, New Jersey Highway Authority, etc.): 1.00
B. For work experience determined to be similar to NJDOT work (similar work is deemed to be work for County, City, Township, Municipality, or Utility Authorities): 0.50

(b) The average, to the nearest 0.1 point, of the quality points calculated for each individual work evaluation will be multiplied by the dollar value of the largest successfully completed project for which an evaluation was performed and in which the contractor engaged in the work types for which classification is being sought. A contractor's Project Rating will be established by locating the resulting dollar figure on Table I at N.J.A.C. 16:44-1.4(e).

(c) If the contractor's major work program is evaluated to be equivalent in scope and expertise level to that of NJDOT projects and work quality is evaluated to be good or excellent, the contractor's Project Rating will be set equal to its Aggregate Rating, up to $99,999,999.

(d) In no event shall a contractor's Project Rating be allowed to exceed its Aggregate Rating.

16:44-1.7 Determination of Project Rating for newly formed contractors

(a) A contractor without any verifiable past contracting work experience or a contractor with limited or no work experience of the type required for the classification being sought will be evaluated on the basis of detailed individual experience resumes. Officers and key personnel must submit individual experience resumes detailing those experiences applicable to the work type classifications for which the contractor is applying.

(b) Upon verification of acceptable work experience, the Department of Transportation will grant a Project Rating corresponding to the level and quality of past experience demonstrated by the officers and key personnel of the contractor. If the key personnel to be evaluated are not officers or stockholders of the contractor, the contractor shall submit an affidavit, stating that these individuals are currently full-time employees of the contractor and that the contractor will immediately notify the NJDOT of any change in their employment status. Upon notification of a change in the employment of key personnel, the NJDOT may reevaluate the contractor's classification.

(c) In no event shall a contractor's Project Rating be allowed to exceed its Aggregate Rating.

16:44-1.8 Renewal of classification ratings

(a) Upon renewal of classification, a contractor's Aggregate Rating will be established in accordance with the procedure set forth in N.J.A.C. 16:44-1.5.

(b) Upon renewal of classification, contractors without a NJDOT past performance rating within the previous four years will be evaluated on the basis of the information and in accordance with the procedures described in N.J.A.C. 16:44-1.6 and/or 1.7.

(c) Upon renewal of classification, contractors with a NJDOT past performance rating within the previous four years will be evaluated on the basis of their average performance rating and a Project Rating will be established in the following manner:

1. If a contractor's average performance rating does not meet the criteria of ©2, 3, or 4 below, the contractor's average past performance rating will be multiplied by a dollar level equal to three times the largest successfully completed NJDOT or similar contract performed during the prior four years. The contractor's Project Rating will be determined by applying the resulting dollar figure to Table I at N.J.A.C. 16:44-1.4(e).
2. If a contractor's average performance rating is 15 points or more below the average performance rating of all contractors that have received a NJDOT performance rating within the previous four years, the Department of Transportation may, in the public interest, determine to deny the contractor classification or assign a limited Project Rating instead of assigning a Project Rating pursuant to N.J.A.C. 16:44-1.8. If denied classification or assigned a limited project rating, the contractor will be accorded a hearing pursuant to N.J.A.C. 16:44-1.16.
3. If the two most recent performance ratings assigned a contractor during the prior four year period average five points or more above the average performance rating of all contractors that have received a NJDOT performance rating within the previous four years, or if the contractor's average rating is 80 or above, the contractor will be entitled to a Project Rating equal to its Aggregate Rating, up to a limit of Over $99,999,999.
4. If the four most recent performance ratings assigned a contractor during the prior four years are at least equal to the average performance rating of all contractors that have received NJDOT performance ratings within the previous four years, or if the contractor's average rating is 80 or above, the contractor will be entitled to a Project Rating equal to its Aggregate Rating up to a limit of Over $99,999,999.

16:44-1.9 Effective date of classification

The effective date of a classification shall be 15 days after the Prequalification Questionnaire is received in the Bureau of Construction Services or 15 days after receipt of any additional information requested by the Bureau of Construction Services. The expiration date shall be 18 months after the date of the financial statement accompanying the Prequalification Questionnaire.

16:44-1.10 Bidding

(a) Any contractor assigned a classification by the Department of Transportation may submit a bid proposal on any project within its classification for a period of 18 months from the date of the close of business shown in its Prequalification Questionnaire. However, no bid will be received from any contractor on any given date unless a complete Prequalification Questionnaire showing a close of business date less than 18 months before the bid date has been filed with the Department at least fifteen days before such bid date.

(b) Contractors shall submit a Prequalification Questionnaire as required by N.J.A.C. 16:44-1.2 or this section, or on such other intermediate occasions as may be deemed necessary by the Commissioner of Transportation.

16:44-1.11 Exclusion of bids

(a) Bids will be accepted only from a contractor which has been assigned a classification by the Department of Transportation. In no event will a bid be accepted from a contractor which is not currently classified or for work different in type or greater in amount than that to which the contractor's classification applies.

(b) When there exists a doubt as to whether a bid is within the classification for which the contractor is qualified the bid will be opened provisionally and if the bid is, in fact, within a higher classification than that for which the prospective bidder is classified, the bid will be immediately excluded.

(c) Bids will be accepted only if an authorized agent, employee or officer of the contractor has acknowledged receipt of all applicable addenda.

16:44-1.12 Certification of current bid capacity

(a) A contractor submitting a bid proposal to the Department of Transportation must compute and certify its current bid capacity on a Form DC-74B, Contractor's Updated Financial Statement. A contractor's bid shall not be considered responsive if it does not include the required computation and certification.

(b) A contractor's Current Bid Capacity is the lesser of the contractor's Project Rating or its Maximum Rating. The contractor's Maximum Rating is the dollar figure established by subtracting the contractor's current dollar amount of outstanding work from its Aggregate Rating. In determining the maximum rating when the contractor's outstanding work includes DBOM contracts, the current dollar amount of outstanding DBOM work shall include only the dollar amount of the design/build portion of the DBOM contract.

(c) In the event that a contractor submits bid proposals on two or more Department of Transportation projects on the same date and is apparent low bidder on more than one project, the contractor must have current bid capacity greater than or equal to the combined amount of its successful bids. An unsecured line of credit, in addition to any unsecured line of credit provided at the time of prequalification, may be submitted with the contractor's bids and added into the computation of Current Bid Capacity.

(d) A contractor shall not bid more than its current bid capacity. Any bid in excess of the current bid capacity will be excluded.

16:44-1.13 Bidding by out-of-State corporations

(a) In the event a corporation not incorporated in the State of New Jersey is the lowest bidder on a project, it must be authorized to do business in New Jersey, pursuant to N.J.S.A. 14A:15-1 et seq., before the contract will be executed by the Commissioner of Transportation.

(b) Each corporation, partnership or individual residing in a state other than New Jersey shall designate a resident of New Jersey to accept service of any legal process before the Commissioner of Transportation will execute a contract with such corporation, partnership or individual.

16:44-1.14 Rejection of bids

(a) The Commissioner of Transportation may disqualify any contractor and reject its bid at any time prior to the actual award of a contract where there have been developments subsequent to qualification and classification which, in the opinion of the Commissioner, would affect the responsibility of the bidder. Before taking such action, the Commissioner will notify the bidder and give it an opportunity to present additional information in support of its responsibility.

(b) Proposals may be rejected for the following reasons:

1. If the proposal is on a form other than that furnished by the Department; or if the form is altered or any part thereof is detached or incomplete;
2. If the proposal is not properly signed;
3. If there are unauthorized additions, conditional or alternate bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning;
4. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award;
   i. The only exception permitted shall be a reservation limiting the maximum gross amount of awards acceptable to any one bidder at any one bid letting. However, the Commissioner will make the selection of which contract or contracts are to be awarded to such bidder within the maximum gross amount reserved;
5. If the bidder makes an alteration of the "Unit Prices" or "Amounts" that have been included by the Department, unless otherwise directed by Addendum received prior to receipt of bids;
6. If the proposal is not accompanied by an acceptable updated financial statement (Form DC-74B); or
7. If the Commissioner deems it advisable to do so in the interest of the State.

(c) Pursuant to N.J.S.A. 27:7-7.32, a proposal shall be rejected if it is not accompanied by a satisfactory Proposal Bond.

16:44-1.15 Information to accompany bid

(a) In order that the Commissioner of Transportation may have the information necessary to pass upon the ability of a bidder to satisfactorily complete a project, each contractor must submit with its bid on each proposal the status of contracts on hand as of the date specified in the Notice of Contractors, a certification of Current Bid Capacity and the proposal affidavit.

(b) Updated financial statements (Form DC-74B) submitted with bids originally advertised for receipt of bids between the 1st and 15th of the month must include information accurate as of the close of business at the end of the second month preceding that during which bids are being received.

(c) Updated financial statements (Form DC-74B) submitted with bids originally advertised for receipt of bids between the 16th and the end of the month must include information accurate as of the close of business at the end of the month preceding that during which bids are being received.

(d) A contractor may submit with its bid a new unsecured line of credit, in addition to the available unsecured line of credit submitted at the time of classification, in order to maintain a current bid capacity sufficient to cover the total amount bid.

16:44 1.16 Joint ventures

Two or three contractors holding valid classifications from the Department of Transportation may file a request to form a joint venture for the purpose of submitting a bid proposal on a specific project. The Aggregate Ratings of the contractors forming the joint venture will be combined. In order for the Project Ratings of the contractors to be combined, each contractor must have the eligible work type classification required for the specific project. A Joint Venture Statement must be filed with the Bureau of Construction Services at least five days prior to the date set for the receipt of bids on the project.

16:44-1.17 Appeals and enforcement

(a) A contractor dissatisfied with its classification may request a hearing before the Prequalification Committee and at the hearing may present further evidence to justify a different classification. A change in classification will only be effective for an advertised project if the contractor has provided to the Prequalification Committee all information necessary to support the change request at least 15 days prior to the date on which bids are received.

(b) Except where specifically and expressly permitted, no deviation from this subchapter will be allowed.

16:44-1.18 Requirements

(a) The Bureau of Construction Services will provide a Prequalification Questionnaire and Past Performance Record (Form DC-74A) to any contractor that desires to be classified to perform work for NJDOT under contract.

(b) Completed questionnaires shall be submitted to the Bureau of Construction Services.

16:44-1.19 Notice of classification

A "Notice of Classification" form shall be prepared in triplicate by the Bureau of Construction Services. The original shall be signed and mailed to the applicant by First Class mail.

WORK TYPE CLASSIFICATIONS

1. GRADING – Work involving earthwork and drainage as defined in 1a, 1b, 1c below:

   1a Clearing – This work shall consist of clearing the site of trees and vegetation, removal of bridges, structures, culverts, sidewalks, curbs and gutters, pipes, manholes, inlets, and other conflicting structures.

   1b Drainage – This work shall consist of the construction of storm drains for surface drainage, underdrains and subbase outlet drains, inlets, manholes, miscellaneous type chambers, and precast culverts.

   1c Earthwork – This classification shall consist of the necessary clearing, excavation, placement and grading of various materials for embankment. This classification shall also include the placement and grading, with a motor grader, of unbound roadway subbase materials.

2. PAVING – Work involving pavements as outlined in 2a, 2b, 2c, and 2d below:

   2a Apply Bituminous Material – This work shall consist of furnishing a placing of liquid bituminous and cover materials.

   2b Paving Bituminous – This work shall consist of construction of various courses of bituminous concrete, with automatic controls, and the final preparation of the underlying material.

   2c Paving Concrete – This work shall consist of constructing a surface course of a Portland concrete mix, with or without reinforcement, to include the installation of required expansion and or contraction joints, surface texture finish, and the final preparation of the underlying material. The underlying material can include concrete base course.

   2d Bituminous Concrete Curb – Work consists of using a self-propelled automatic machine or any paver with proper attachments to place bituminous concrete curb.

3. GRADING & PAVING – This work shall consist of a combination of grading, as defined in 1 above, and paving (Bituminous and Concrete) as defined in:

   3a Grading & Bituminous Paving – This work shall consist of a combination of grading, as defined in 1 above, and bituminous paving as defined in 2b above.

   3b Grading & Concrete Paving – This work shall consist of a combination of grading, as defined in 1 above, and concrete paving as defined in 2c above.

4. BRIDGE – This work shall consist of the construction of bridges with related demolition, viaducts, trestles, cast-in-place culverts, headwalls, retaining walls, abutments, piers, deck slabs and similar structures of steel, concrete, timber, etc. and the following:

   4a Bridge Fender Systems & Bulkheads – This work shall consist of construction and repair of timber, concrete and steel bulkheads, fender systems and dolphins.

   4b Bridge Repair – This work shall consist of the removal and disposal of loose and disintegrated concrete; scarification of existing concrete bridge decks prior to repair and demolition; injection of an epoxy adhesive for sealing cracks and any and all bridge related repair including concrete, timber, reinforcement steel, and structural steel.

   4c Caissons – This work shall consist of the construction of watertight chambers used in construction work under water or as a foundation.

   4d Erection of Bridge Railing – This work shall consist of the furnishing and erection of metal railing and fences on bridges.

4e Erection of Iron & Steel and/or Prestressed Concrete and/or Protective Coating of Structural Steel– This work shall consist of the furnishing, fabricating, erection and painting of structural members for bridges as well as miscellaneous structures.

4f Erection of Permanent Forms – This work shall consist of placing metal deck forms to remain in place.

4g Foundation Excavation – This work shall consist of excavation for the construction of piers, walls, abutments, box culverts and other structures.

4h Latex Modified Overlay – This work shall consist of the construction of latex modified concrete overlay.

4i Miscellaneous Structures – This work shall consist of construction of culverts of less than 5'-0" feet span; concrete headwalls and other similar structures.

4j Noise Barriers – This work shall consist of the erection of pre-fabricated panels and framing to form noise barriers.

4k Painting – This work shall consist of the cleaning and painting of structural steel and metal surfaces on existing bridges and other structures.

4l Pile Driving – This work shall consist of furnishing and driving of various types of piles.

4m Reinforcing Steel – This work shall consist of furnishing and placement of various types of reinforcing steel bars.

4n Sandblasting – This work shall consist of the use of approved methods and equipment in the sandblasting of various items; such as structural steel.

4o Sign Structures – This work shall consist of furnishing, assembling, and installing sign structures and supports.

4p Soil & Rock Anchors – This work shall consist of furnishing soil rock anchors and construction of structures utilizing these systems.

4q Welding – This work shall consist of the welding of shear connector studs and all related structural steel welding.

4r Bridge Approach and Transition Slabs – This work shall consist of placing reinforced concrete approach and transition slabs adjacent to bridge locations where designated.

4s Bridge Parapets – This work shall consist of placing reinforced concrete parapets and pylons on bridges or other structures.

4t Earth Retaining Structures – This work shall consist of installing earth retaining structures made of reinforced concrete or other earth systems.

4u Hydrodemolition – This work shall consist of utilizing high pressure water jets to clean and scarify concrete surfaces. Integral parts of this work type include obtaining written permission from the local water supply company, having supervision certified by the equipment manufacturer onsite, and filtering & processing or hauling runoff water and debris in accordance with local and state regulations.

5. HEAVY HIGHWAY – This work type classification shall consist of a combination of Grading, Paving and bridge as defined in classification 1, 2, 3, and 4. Firms holding Heavy Highway may do work in all work type classifications except Landscape and Precast Segmental Bridge Construction. Prior to the start of work, proof of licensing is needed for those work type classifications requiring special licensing.

6. LANDSCAPE – This classification shall consist of all work involving Landscape Architectural considerations as outlined in 6a, 6b, 6c, 6d, 6e and 6f below:

6a Chemical Vegetation Control – This work shall consist of using chemicals to remove unwanted growth or to regulate same.

6b Grubbing – This work shall consist of removing vegetation and roots from a prescribed area.

6c Mowing – This work shall consist of the cutting of grass to a prescribed length in a prescribed area.

6d Planting – This work shall consist of furnishing, delivering, and planting trees, shrubs, vines and ground cover plants.

6e Topsoiling and Seeding – This work shall consist of the preparation and placement of approved topsoil stripped from the site of the project and the furnishing, preparation and placement of topsoil required in excess of that obtained from stripping; furnishing and placing of seed mixtures and grain seed, fertilizing and mulching and furnishing and placement of slope boards as required.

6f Tree Trimming & Removal – This work shall consist of the selective removal of trees and the removal of all defective or undesirable limbs and repair of all injuries or wounds on existing trees.

7. ELECTRICAL – This classification consists of work involving traffic signals, highway lighting and sign lighting, as described in 7a and 7c below. Electrical licensing is required prior to start of work.

7a Highway Lighting & Sign Lighting – This work shall consist of furnishing and installing complete multiple type highway lighting and sign systems.

7b Moveable Bridge Installations – This work shall consist of furnishing and installing complete electrical and mechanical systems.

7c Traffic Signals – This work shall consist of furnishing and installing completely wired traffic signal systems.

8. GENERAL CONCRETE – Work involving placing concrete mixtures as outlined in 8a, 8b, 8c, 8d, and 8e below:

8a Concrete Median Barrier Curb – This work shall consist of the construction of concrete barrier curb.

8b Concrete Repairs – This work shall consist of concrete repairs to existing concrete construction items such as: curbs and headers, sidewalks, culverts under five feet, headwalls, etc.

8c Curbs, Sidewalks and Miscellaneous Concrete Work – This work shall consist of the construction of concrete curbs, sidewalks, islands, and other incidental concrete work.

8d Sawing, Sealing, and Curing – This work shall consist of sawing, cleaning, and sealing of joints and cracks on concrete and bituminous pavements.

8e Paving Concrete Base – This work shall consist of constructing a base of a Portland concrete mix, with or without reinforcement, and the final preparation of the underlying material.

9. MISCELLANEOUS – This classification encompasses various specialty categories of work generally associated with highway construction. Those classified under miscellaneous will be identified by their particular work specialty. Asbestos removal licensing is required prior to starting work in type 9i below.

a. Borings
b. Core Drilling
c. Engineering
d. Erection of steel plate pipe and drainage structures metal bin types retaining walls
e. Bus Shelters
f. Grouting
g. Natural Stone Masonry
h. Rigging
i. Asbestos Removal
j. Trenching

9k Erection of Ornamental and Light Structural Steel – This work shall consist of the furnishing and erection of ornamental and light structural steel.

9l Railroad Track Work

9m Large Diameter Cylinder Piles 3 or more feet in Diameter

9n Cathodic Protection – This work shall consist of the construction of Cathodic Protection System.

9o Diving – This work consists of the furnishing of a fully qualified and insured diver with the necessary diving equipment and support personnel.

9p Sewage Disposal – This work shall consist of the construction of piping and structures used for sewage disposal.

9q Tunneling – This work shall consist of using approved methods and equipment to tunnel through designated areas.

9r Mechanical Construction, Plumbing, and Heating, Ventilating and Air Conditioning

9s Subsurface Investigation and Test Borings

9t Rehabilitation repair of existing Pipeline and Conduits by inversion and curing of Resin impregnated tube, and/or structural repairs using inversion and curing of Resin impregnated materials.

9u Subsurface Investigation and Location by the Vacuum Excavation Method – Vacuum Excavation uses compressed air to dig a test hole to a required depth and uncover a utility line without damaging the line.

9v Cleaning Existing Drainage Pipe and Structures – This work shall consist of the removal and disposal of all dirt or other foreign materials encountered within existing storm drainage pipe and structures.

9w Truck Scale Installation – This work includes manufacturing, furnishing, and installing either static or dynamic truck weight scales with the associated electronic support equipment. Scale maintenance and the ability to train State personnel in scale maintenance are integral parts of the work under this work type.

9x Remote Controlled Pipe Jacking/Microtunneling
This work shall consist of the installation of pipes underground behind a remotely controlled, steerable, laser-guided, full-face controlled, articulated microtunnel-boring machine where the installed pipe has an internal pipe diameter of not less than 30 inches.

10. DEMOLITION – This work shall consist of demolition of buildings within the existing right-of-way.

11. DEWATERING – This work shall consist of the removal and disposal of water within existing pipe systems and the control of surface and ground water during construction.

12. DREDGING – This work shall consist of the removal of earth in wet areas

13. FENCING – This work shall consist of the construction of new fence and gates and the removal and resetting of fence.

14. REST & SERVICE BUILDINGS – This work shall consist of the construction of Buildings and Appurtences, Rest Areas and Service Buildings.

15. GUIDE RAIL – This work shall consist of the installation, resetting or rehabilitation of guide rail and end treatments.

16. IMPACT ATTENUATORS INSTALLATIONS – This work shall consist of furnishing, assembling and placement of both impact modules or cells to form a total barrier configuration. This classification shall also include the replacement, repair or rehabilitation of impact attenuators.

17. STANDARD PAVEMENT MARKINGS – This work shall consist of the placement and removal of standard pavement markings – paint, recessed or raised reflective markers, etc.

18. LONG LIFE PAVEMENT MARKINGS – This work shall consist of the placement and/or removal of pavement markings and stripes made of epoxy, thermoplastic, preformed tape, etc.

19. PNEUMATIC MORTAR OR GUNITE – This work shall consist of pneumatically applying a course of mortar or gunite on steel or concrete surfaces.

20. SAND DRAINS AND SAND FILL – This work shall consist of placing of sand drains by mandrel and hollow shaft auger methods and associated sand embankment.

21. PERMANENT SIGNS - This work shall consist of the furnishing, assembling, and erection of permanent signs and delineators.

22. UNDERGROUND UTILITIES – This work shall consist of furnishing, installing, replacement and relocation of various types of conduit and piping for underground utilities.

23. WATERPROOFING - This work shall consist of the preparation and application of a waterproofing compound.

24. MAINTENANCE & PROTECTION OF TRAFFIC - This work shall consist of furnishing, placing, cleaning, and maintaining construction signs and other traffic control devices in accordance with the plans and specifications.

25. MILLING – This work shall consist of the removal or cold milling and profiling of existing Portland cement concrete or bituminous pavement.

26. BLASTING - This work shall consist of furnishing of a fully qualified and licensed blaster using standard explosives and incidental materials to drill and blast in designated areas. Proof of licensing is required prior to starting work.

27. REMOVAL OF PETROLEUM PRODUCTS, DEBRIS, AND HAZARDOUS MATERIAL – This work consists of removal and disposal of petroleum products using pumping equipment that will provide maximum protection without endangerment to health, life or property; as well as the removal and disposal of debris and hazardous material.

28. HEALTH AND SAFETY PLAN - This work shall consist of submitting an acceptable health and safety plan for the removal of hazardous material from the job site in accordance with contract specifications and subsequent monitoring to assure compliance through the life of the contract.

29. SAMPLING AND ANALYSIS – This work shall include the sampling and analysis of soil, ground water, and stock piled material, to determine the degree and type of contamination in accordance with the rules and regulations of the New Jersey Department of Environmental Protection.

30. DESIGN SERVICES (FOR SUBCONTRACTING ONLY) —
This work shall include providing a detailed set of design drawings which conform in all respects to N.J.D.O.T. design manuals and standards based upon the criteria outlined in the contract documents. Design drawings must be developed and signed by a Professional Engineer licensed by the State of New Jersey. In addition, the firm must be cost basis approved by N.J.D.O.T. A copy of the cost basis approval letter must be submitted with application.

31. Modified Design Build – This classification shall consist of a combination of Grading, Paving, and Bridge as defined in work type codes 1, 2, 3, and 4, and Design of Highway & Bridge Projects. The contractor must: (1) be a Corporation authorized to do business in New Jersey; (2) hold a current certification of authorization to offer professional engineering services pursuant to N.J.S.A. 45:8-56 (a current copy of the certification together with the list of New Jersey Licensed Professional Engineer(s) and/or Corporation(s) who is (are) in responsible charge of the engineering to be performed by the contractor must be submitted to the Department for review prior to prequalification approval, (3) have an approved Title Block which shall be affixed to all plans prepared; (4) the professional design engineer may be an employee of the contractor and (5) be prequalified with the Bureau of Professional Services of the N.J.D.O.T.

32. Computerized Arterial Traffic Control Systems – This work shall consist of furnishing and installing a complete computerized arterial or multi-arterial traffic signal control system, which will be interconnected to a traffic operations center through a fiber optic or other communications media. Previous experience on projects of equal magnitude will be required for the entire fiber optic installation including equipment interconnections, (multiplexers/demultiplexers, splicing, termination, etc. The interconnection and installation of other system components (Variable Message Signs, Highway Advisory Radio, Vehicle Detectors, and Closed Circuit Television), will require expertise in those subsystems and communication techniques other than fiber optics: including spread spectrum radio microwave, or leased lines including T1 installation, Video Systems work will require expertise with CODECS, Slow Scan and Real Time installations as well as, switching and monitoring devices.

33. Intelligent Transportation Systems – This work shall consist of furnishing and installing a complete and operational intelligent Transportation System which will utilize computer software, through, fiber optic communication, or other communication media, to analyze traffic conditions and activate on demand intelligent traffic surveillance, incident detection and incident management subsystems. Software expertise will be required to provide complete working systems between the Traffic Operation Center computers and all subsystem components, interfacing equipment and all other required components to provide a fully operational "Intelligent" system. Expertise will also be required for installing a complete fiber optic communications system (multiplexers/demultiplexers, splicing, termination, and SONET hubs) and all interconnects required for the installation of and communications with Closed Circuit Television Cameras (CODEC), Slow Scan and Real Time Video) electronic Variable Message Signs (LED) Vehicle Detectors (radar, loop and video cameras), Highway Advisory Radio and Ramp Meters.

34. System Integrator – This work shall consist of the successful installation, completion, testing and integration of the various systems and subsystems of computerized traffic signal control project or an intelligent transportation systems project as outlined in other computerized/Intelligent Transportation System Classifications and various system components. In addition to the work outlined in these sections, the Systems Integrator will assume full responsibility to ensure that all of its subsystems will achieve and maintain interoperability, this shall include software, hardware, and firmware, as outlined in the project.

35. Rumble Strips – This work shall consist of making transverse saw cut grooves perpendicular or radial to the existing lane striping in accordance with the contract documents.

36. Rehabilitation of Movable Bridge Houses – This work shall consist of the complete renovation and related demolition for the exterior and interior of the operator's and machinery houses. This work includes, but is not limited to the installation of doors, windows, insulation, floor tiling, partitions, metal lockers, electrical wiring, plumbing and electrical fixtures, siding, roof repair, painting, safety railing, walkways and ladder enclosures.

37. Machine Sweeping. – This work shall consist of the removal of dirt, debris, and other road waste from the roadway surface, in areas where the pavement meets curb, barrier curb, or berm by use of a mechanical sweeper.

38. Corrective Action Work – This work will include all work on Resident Engineer's corrective action inspection punch list to prepare the project for final acceptance.

39. Precast Segmental Bridge Construction – This work shall consist of construction of a precast segmental box girder superstructure and associated bridge work. The construction shall be performed by cantilever construction and/or span-by-span construction methods. The contractor must demonstrate experience in having constructed at least one segmental bridge within the last fifteen years or have on their payroll two individuals with the following requirements:

    - Project Manager or Assistant Project Manager who has constructed segmental box superstructure in the past fifteen years.

    AND

    - Erection Superintendent or Assistant Erection Superintendent who has erected precast segmental box superstructure in the past fifteen years.

    This new work type will be used on a future project. You may apply for the new work type at any time.

40. Environmental Dredging - This work shall consist of removal of contaminated sediment from a body of water using precision equipment and material handling technique with minimal resuspension. The equipment may include mechanical, hydraulic, pneumatic, and hybrid dredges and methods with sufficient operational control to meet requirements.

STATUS OF CONTRACTS SCHEDULE

1	Accounts receivable from Construction Contracts and Status of Contracts on Hand (Omit Cents) The accounts receivable schedule must be for the same date as the CPA statements

NAME OF OWNER & COMPLETE ADDRESS STREET, TOWN, STATE, ZIP CODE & PHONE NUMBER	NAME & LOCATION OF PROJECT-TYPE OF WORK PERFORMED BY YOUR ORGANIZATION (see pg 7 for work desc.)	Prime or Sub-Contr.		(A) ADJUSTED CONTRACT AMOUNT	(B) AMOUNT EARNED & BILLED	(C) AMOUNT RECEIVED	(D) RETAINAGE		(E) AMOUNT NOW DUE EXCLUDING RETAINAGE	(F) EARNED SINCE LAST ESTIMATE	(G) BALANCE TO BE COMPLETED	(H) ESTIMA-TED COMP-LETION DATE
		Pr.	Sub.				DATE DUE	AMOUNT				

CONSTRUCTION EQUIPMENT SCHEDULE

THE FINANCIAL INFORMATION TO BE PROVIDED MUST BE FOR THE SAME DATE AS THE CPA STATEMENTS

2	STATEMENT OF CONSTRUCTION EQUIPMENT OWNED BY APPLICANT – (LIST INDIVIDUALLY)									
Your ID NUMBER	MAKE	DESCRIPTION	SIZE	MODEL NUMBER	SERIAL NUMBER	YEAR MFG.	Purchase Price Yr. Purchased	Accumulated Depreciation	NET BOOK VALUE	Unpaid Balance-Long-term Loan

List below or attach schedule showing equipment leased for more than twelve (12) months from date of application to perform types of work for which eligibility is requested.

Please attach a copy of the lease agreement.

3	LEASED EQUIPMENT SCHEDULE			
Quantity	Description and Capacity of Items	Age of Items	Lease Expiration Date	Lessor

IMPORTANT NOTE'S

4

Letters from your banks, certifying to the establishment of lines of credit, may be submitted for the purpose of augmenting your financial qualifications. Such letters must be specific as to the amount of the line of credit established. Letters previously submitted or already on file will not be considered in determining new classification.
This page, properly completed, may be used as a letter certifying to such a line of credit.
If more than one letter is being submitted, the second or subsequent letters must be in this form or regular bank letterhead and should be attached to this page.

NAME OF BANK _____ TELEPHONE NO. _____

ADDRESS _____

NEW JERSEY DEPARTMENT OF TRANSPORTATION
1035 Parkway Avenue, CN 605
Trenton, New Jersey 08625-0605

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

_____ , subject to the usual conditions, including the requirement that their financial and
(Not prior to that of the Financial Statement)

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 full knowledge of the following lines of credit extended by other banks:

During the past two years 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 _____ }
COUNTY OF _____ } **SS:**

_____ being duly sworn, deposes and says

that he is _____ of the _____

The bank named in and which executed the foregoing statement.

Sworn to before me this _____ day of _____ 19 ____

_____
Notary Public

5

RECAPITULATION OF NET WORKING CAPITAL, NET BOOK VALUE OF CONSTRUCTION EQUIPMENT AND AVAILABLE LINE OF CREDIT

(As presented in the accompanying CPA Audited or Reviewed Financial Statements and Letter (s) of Line of Credit from the Bank (s)

1.	Total Current Assets	$ _____	
2.	Less: Total Current Liabilities	$ _____	
3.	Net Working Capital		$ _____
4.	Net Book Value of Construction Equipment Owned (Each Piece of Construction Equipment must be Listed in the Foregoing Equipment Schedule Excluding Automobiles, Office Equipment, Etc.)		$ _____
5.	Approved, Unsecured Line of Credit (Must not be dated prior to Financial Statement Date)	$ _____	
6.	Less: Portion of Line of Credit in Use	$ _____	
7.	Available Line of Credit		$ _____
8.	Potential Working Capital Determined by Addition of Item Nos. 3, 4 and 7 above)		$ _____

6	Performance Record for the past 4 years. List all contracts completed by you during the past 4 years. Include proportionate share of joint venture contracts and identify other firms in joint venture.								WAS TIME EXTENSION NECESSARY	WERE ANY PENALTIES IMPOSED	WERE LIENS, CLAIMS OR STOP NOTICES FILED
NAME OF OWNER & COMPLETE ADDRESS STREET, TOWN, STATE, ZIP CODE	NAME & LOCATION OF PROJECT – TYPE OF WORK PERFORMED BY YOUR ORGANIZATION (See pg. 7 for work desc.)	Prime or Sub-Contr.		CONTRACT PRICE (OMIT CENTS)			DATE COMP-LETED	ENGINEER IN CHARGE FOR OWNER & PHONE NOS.	EXPLAIN "YES" ANSWERS UNDER NO. 10		
		Pr.	Sub.				Mo. Yr.				
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7. How many years has your organization been in business under your present business name? _____

8. How many years experience in _____ construction work has your organization had (a) As a Prime Contractor: _____

(b) As a Sub-Contractor: _____

9. What is the construction experience of the principal individuals of your organization?

Individual Name	Present Position	Length of time Employed by your Organization	Years of Construction Experience	Magnitude & Type of Work	In What Capacity

10. Have you ever failed to complete any work awarded to you? _____ If so, where and why? _____

_____

_____

11. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? _____ if so, state name of individual, name of owner, location and type of project, and reason for the failure to complete. _____

_____

_____

_____

12. Has this organization, its parent or subsidiary ever been suspended or debarred by this state or any other state or the federal government? _____ If yes, provide complete details, including when, where, and why.

_____

_____

_____

13. Has any owner, stockholder, officer, partner, or employee of this organization been suspended or debarred from doing business by this state or any other state or federal government? _____ If yes, provide complete details including, when, where, and why. _____

_____

_____

14. Our Equal Employment Opportunity Officer is _____ located at _____

Disadvantaged Business Certification

The Federal Highway Administration, under the authority of the Civil Rights Act of 1964 and Executive Order 11246, and implementing regulations 49 CFR, Part 23 and 26, requires the Department of Transportation to submit a report of the number of contracts awarded to Disadvantaged contractors (DBE's).

To obtain and maintain the necessary statistical base, this sheet is added to Form DC-74A, our classification questionnaire. Upon receipt of the form, this page will be removed before processing the application for classification.

Definitions:

1. "Disadvantaged Business Enterprise" means a Small Business Concern:

   (a) Which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and

   (b) Whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

2. "Small Business Concern" means a small business as defined pursuant to section 3 of the Federal Small Business Act and relevant regulations promulgated pursuant thereto, except that a small business concern shall not include any concern or group of concerns controlled by the same socially and economically disadvantaged individual or individuals which company has annual average gross receipts in excess of $16.6 million averaged over the most current three-year tax period.

3. "Socially and Economically Disadvantaged Individuals" means those individuals who are citizens of the United States (or lawfully admitted permanent residents) and who are women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, or Subcontinent Asian Americans and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to section 8 (a) of the Small Business Act.

Disadvantaged Groups Participants are defined as follows: CHECK AS APPLICABLE:

a. An individual who is a citizen or lawfully admitted permanent resident of the United States and who is:

   1. ( ) "Black Americans," which includes persons having origins in any of the Black racial groups of Africa.
   2. ( ) "Hispanic American," which includes persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin, regardless of race.
   3. ( ) "Native Americans," which includes persons who are American Indians, Eskimos, Aleuts, or Native Hawaiians.
   4. ( ) "Asian-Pacific Americans," which includes persons whose origins are from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kirbati, Juvalu, Nauru, Federated States of Micronesia, or Hong Kong.
   5. ( ) "Subcontinent Asian Americans," which includes persons whose origins are from India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka.
   6. ( ) Women.
   7. ( ) Any additional groups whose members are designated as socially and economically disadvantaged by the SBA, at such time as the SBA designation becomes effective.
   8. ( ) None of the above.

To be considered a participant in the DBE Program a mandatory process for verifying that DBE's are owned and controlled in both form and substance by one or more disadvantaged individuals must be made by the Division of Civil Rights.

_____
Name of Organization

_____
(Signature)

_____
(Title)

STOCKHOLDER LIST

The list below contains the names and home addresses of all stockholders holding 10 percent or more of the issued and outstanding stock of the undersigned corporation. If one or more stockholder or partner is itself a corporation or partnership, the stockholder holding 10 percent or more of that corporation's stock, or the individual partners owning 10 percent or greater interest in that partnership, as the case may be, are also listed.

_____
Corporate Name

STOCKHOLDERS:

NAME _____

ADDRESS _____

NAME _____

ADDRESS _____

NAME _____

ADDRESS _____

NAME _____

ADDRESS _____

NAME _____

ADDRESS _____

NAME _____

ADDRESS _____

Is the corporation applying for classification a subsidiary of a parent corporation? _____

_____
(Name of Parent Corporation)

_____
(Address)

_____
(Date Incorporated – State Incorporated)

_____
(Name and Address of Registered Agent)

Is parent corporation owner of all assets of subsidiary? _____

If not, what is the division? _____

_____

_____

Provide The Names Addresses of Stockholders of Parent Corporation

Name _____

Home Address _____

_____

Name _____

Home Address _____

_____

Name _____

Home Address _____

_____

Name _____

Home Address _____

_____

Name _____

Home Address _____

_____

Name _____

Home Address _____

_____

Provide the names and addresses of all subsidiaries owned by the parent corporation or the applicant	Percent Owned
Name _____	_____
Address _____	_____
Name _____	_____
Address _____	_____
Name _____	_____
Address _____	_____
Name _____	_____
Address _____	_____
Name _____	_____
Address _____	_____
Name _____	_____
Address _____	_____

CORPORATION INFORMATION SHEET
this questionnaire must be completed

As adopted by the Board of Directors, the officers and employees listed below are appointed and authorized to approve and execute on the Corporation's behalf, the following documents:

*1 – Contractor's Statement of Experience, Equipment and Financial Condition
*2 – Contracts and Bonds
*3 – Addenda/Change Order/Supplemental Agreement
*4 – Force Account Agreement
*Specify the appropriate number(s) and TITLE(s) of each officer in designated column below

If any changes are made in the appointee list by the action of the Board of Directors during the eighteen month period from the date of the Financial information forwarded with this form, it SHALL be the sole responsibility and WILL be required of the corporation to submit an original Certified document advising of such action to Bureau of Construction Services, Procurement, New jersey Department of Transportation.

Name	Title	*Number(s)

AFFIDAVIT

STATE of _____ }
} **SS**
COUNTY of _____ }

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

1. I sign the foregoing Contractor's Financial and Equipment Statement, Experience Questionnaire and Past Performance Record for and on behalf of the individual, partnership or corporation submitting this application for a classification by the New Jersey Department of Transportation and I am duly authorized to do so;

2. The information set forth and statements made in the foregoing Contractor's Financial and Equipment Statement, Experience Questionnaire, Past Performance Record, Stockholder List and Corporate Information Sheet are true, accurate and consistent with the records maintained by the individual, partnership or corporation submitting this application.

3. Any depository, vendor or other agency named in this application is hereby authorized to provide to the Commissioner Department of Transportation, or his duly 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. Said 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 individual, partnership or corporation submitting this application.

6. The individual, partnership or corporation submitting this application acknowledges that active compliance with the aforesaid Affirmative Action Program of Equal Opportunity is necessary to its continued "responsibility" as a bidder.

7. Neither the individual, partnership or corporation applying for classification 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 _____

19 _____

_____
Notary Public

_____
(Name of Organization)

_____
(Signature)

_____
(Title)

AFFIX
CORPORATE SEAL
HERE

"CHECKLIST"

Applicant have you?

* Included a cover letter signed by the individual who can respond to inquiries for additional information.

* Do not submit an Accountant's Compilation Report.

Page 1
- Included date of close of business and used end of month date.
- Listed by number those classifications you desire.
- Listed Corporate Officers, especially President, Secretary and Treasurer, with their full addresses.
- The date of the financial information provided in the questionnaire must be the same date as the CPA financial statements.

Page 2 – 12 – Please RETAIN for your information and records.

Page 13 – Schedule 1 – Responded to all information requested by column headings. Be guided by the following legends: Columns "A" minus "B" minus "F" equals column "G". Also columns "B" minus "C" minus "D" equals "E". Any attachments should follow exactly the format of schedule 1.

Page 14 – Schedule 2 – Listed the net book value as cost minus accumulated depreciation, for each piece of equipment. Included only those items used directly on construction projects. Did not include real estate, buildings, boats (pleasure craft), automobiles, airplanes, furniture and fixtures, and expense items such as small tools or shop equipment. Responded to all column headings. (Any attachments should be a reproduction of original schedule). Special attention should be paid to accumulated depreciation.

Page 15 – Schedule 3 – Listed leased construction equipment and included copies of the lease agreement.

Page 16 – Schedule 4 – The Department would prefer that this schedule be completed by your banking institution, as there is specific information needed to determine acceptance.

Page 17 – Schedule 5 – Provided all the required information.

Page 18 – Schedule 6 – Included information in this schedule which has a direct relationship with those traded classifications you desire. Completed all columns and provided complete addresses and phone numbers of those engineers or persons who can give an evaluation of your performance.

Page 19 – Completed all lines, paying particular attention to questions 10, 11, 12, 13, and 14.

Page 20 – Completed all sections.

Page 21 – Responded to all sections.

Page 22 – Responded to all sections, where applicable.

Page 23 – Read carefully and responded where appropriate.

Page 24 – Read carefully and responded where appropriate, affixing corporate seal and completed the Notary Public section.

In summary, adherence to the above checks will reduce many delays and correspondence between this Department and the applicant.