
CONTRACTOR CLASSIFICATION



WHAT IS THE DPMC?

Division of Property Management & Construction

- A division of the NJ Department of Treasury
- Responsible for:
 - ✓ Procurement of design & construction contracts for NJ state agencies & the New Jersey Building Authority
 - ✓ State leases on behalf of all state agencies
 - ✓ State-owned facilities in the Capitol Complex & various locations throughout the state
 - ✓ Oversight of the acquisition of real property & the sale of surplus property

www.nj.gov/treasury/dpmc




WHAT IS “CONTRACTOR CLASSIFICATION”?

The process of opening up more opportunities for your business.

- Allows you to bid on:
 - ✓ State public works contracts in certain trades
 - Countless opportunities
 - ✓ Municipal public works contracts
 - Even more opportunities
- Prerequisite for SDA prequalification
 - ✓ Bid on school work contracts
 - ✓ 600+ school districts = more opportunities
- A signal to the outside world that you’re qualified!

YOUR COMPANY NAME
YOUR COMPANY ADDRESS
CITY, STATE ZIP CODE

State of New Jersey
DEPARTMENT OF THE TREASURY
DIVISION OF PROPERTY MANAGEMENT AND
CONSTRUCTION
33 WEST STATE STREET - P.O. BOX 034
TRENTON, NEW JERSEY 08625-0034



NOTICE OF CLASSIFICATION

In accordance with N.J.S.A. 18A:18A-27 et seq (Department of Education) and N.J.S.A. 52:35-1 (Department of the Treasury) and any rules and regulations issued pursuant hereto, you are hereby notified of your classification to do State work for the Department (s) as previously noted.

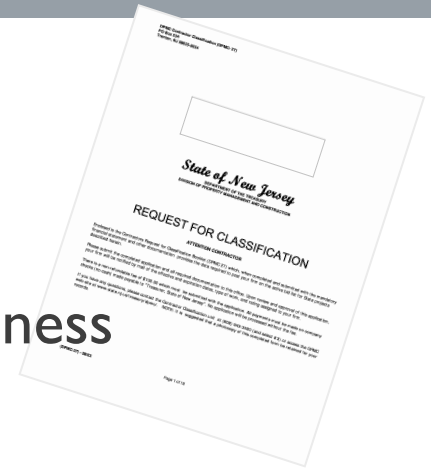
| Aggregate Amount | Trade(s) & License(s) | Effective Date | Expiration Date |
|------------------|---|----------------|-----------------|
| \$1,000,000 | C009-GENERAL CONSTRUCTION, ALTER. & ADDITIONS | 01/02/2017 | 01/01/2019 |

- Licenses associated with certain trades are on file with the Division of Property Management & Construction (DPMC).
- Current license information must be verified prior to bid award.
- A copy of the DPMC 701 Form (Total Amount of Uncompleted Projects) may be accessed from the DPMC website at http://www.state.nj.us/treasury/dpmc/Assets/Files/dpmc-27_03_07.pdf.

ANY ATTEMPT BY A CONTRACTOR TO ALTER OR MISREPRESENT ANY INFORMATION CONTAINED IN THIS FORM MAY RESULT IN PROSECUTION AND/OR DEBARMENT, SUSPENSION OR DISQUALIFICATION. INFORMATION ON AGGREGATE AMOUNTS CAN BE VERIFIED ON THE [DPMC WEB SITE](#).

WHAT'S REQUIRED?

- \$100 fee
- Completed DPMC-27
 - ✓ Ownership, experience, bonding capacity, work force...
- Certificate of formation
- GAAP financial report
 - ✓ At least 6 month period
- Applicable licensing
- Valid NJ business registration
- Valid DOL Public Works Contractor Registration
- Contracts
 - ✓ At least two per trade
- If ESCO/Telecomm:
 - ✓ Addendum found on our website



WHAT IS THE DOL PUBLIC WORKS CONTRACTOR REGISTRATION?

- Required for:
 - ✓ DPMC Classification
 - ✓ Any construction-related public works projects in NJ
- Takes 30 days online/by mail
- \$300 for 1 year
- Must be verifiable online for DPMC Classification

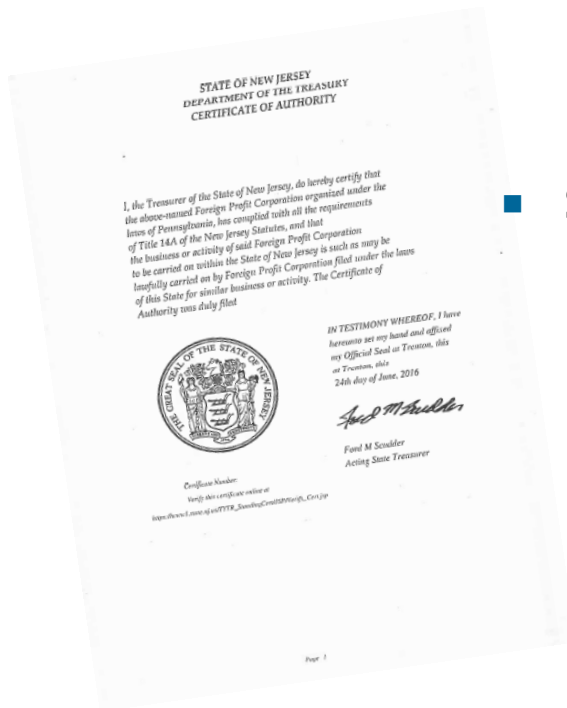


STATE OF NEW JERSEY
DEPARTMENT OF LABOR
AND WORKFORCE DEVELOPMENT

lwd.dol.state.nj.us

WHAT IF MY COMPANY WAS FORMED IN ANOTHER STATE?

- Welcome!
- Certificate of Authority
 - ✓ Initial classification only
- Short Form Standing certificate
 - ✓ All renewal classifications
 - ✓ May not be older than 1 year



Division of Revenue
(609) 292-9292

WHEN DO I NEED A LICENSE?

- Plumbing (C030)
 - HVACR (C032)
 - Fire Suppression Systems (C042)
 - Sprinkler Systems (C045)
 - Electrical (C047)
 - Fire Alarm/Signal Systems (C049)
 - Landscape Irrigation (C065)
 - Asbestos (C092, C093)
 - Lead Paint Abatement (C096)
 - Well Drilling (C102)
 - Underground Storage Tank (C113-C115, C117)
 - Telecommunications (C120, C121, C122)
- Must be a valid NJ license at time of classification
 - Roofing Trades must provide a current manufacturer applicator agreement
 - Waste Removal Toxic/Hazardous (C094) and Site Remediation (C119) require current OSHA HAZWOPER training completion certificates
-

WHAT'S AN AGGREGATE RATING?

| Aggregate Amount | Trade(s) & License(s) | Effective Date | Expiration Date |
|------------------|--|----------------|-----------------|
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- Your company's "limit"
 - ✓ Includes all uncompleted work – public and private
 - ✓ Includes only 15% of your subcontractors' portion
- Calculated based on what **you** provide
 - ✓ Financials
 - Net Working Capital
 - Current assets – current liabilities + available lines of credit
 - NOT your revenue
 - ✓ Types of financials
 - Compiled/reviewed/audited
 - ✓ Amount of bonding
 - May obtain a rating of up to \$200,000 without bonding

WHAT TRADE IS RIGHT FOR ME?

| Aggregate Amount | Trade(s) & License(s) | Effective Date | Expiration Date |
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- What kind of work do you **typically** do?
 - What kind of work can you show for?
 - ✓ Contracts, references, experience

- C008 – General Construction
 - ✓ New, out-of-ground buildings
- C009 – General Construction/Alterations & Additions
 - ✓ New, out-of-ground additions to/renovations of existing buildings

HOW LONG DOES THIS TAKE?

- It depends on two things:
 - ✓ When you get all of the necessary information to us
 - ✓ When your contract contacts get back to us
 - Effective Date = the day we receive the last required document or the day after your expiration
- *Your classification must be effective on the day of the bid.*

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RENEWAL INFORMATION

How long is my classification good for?

- Your classification is good for up two years.
- You will be sent a reminder the month prior to expiration to the email address on file

What happens if I forget to renew?

- If you do not renew within 6 months of expiring you will be considered a new firm and need to fully reapply

MAKING CHANGES TO YOUR CLASSIFICATION

AGGREGATE

- SURETY AFFIDAVIT
- MATCHING FINANCIALS
- LINE OF CREDIT

TRADES

- TWO CONTRACTS

ADDRESS/CONTACT INFO

- MUST EMAIL OR SEND A REQUEST WITH THE CORRECT CHANGED INFORMATION

OWNERSHIP

- VERIFICATION OF CHANGE IN OWNERSHIP
-

LIST OF ESSENTIAL CONTACTS

- DPMC Contractor Classification Unit

- ✓ Katie Karr (609) 633-2725 Katie.Karr@treas.nj.gov
- ✓ Ashleigh Jones (609) 943-5098 Ashleigh.Jones@treas.nj.gov
- ✓ Kyle Hannon (609) 292-7282 Kyle.Hannon@treas.nj.gov

- DPMC Website: www.nj.gov/treasury/dpmc/

- ✓ DPMC-27 Form & Project Advertisements

- Division of Revenue (609) 292-9292
- Department of Labor (609) 292-0607
- DPMC Consultant Prequalification (609) 777-4561