

DEPARTMENT OF ENVIRONMENTAL PROTECTION
OFFICE OF ENGINEERING AND CONSTRUCTION
BUREAU OF COASTAL ENGINEERING
1510 HOOPER AVENUE
TOMS RIVER, NEW JERSEY 08753

**CONTRACTOR'S FINANCIAL AND
EQUIPMENT STATEMENT**

Contractor _____

Address _____

Date Submitted _____

Classification Sought _____

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STATE OF NEW JERSEY
DEPARTMENT OF ENVIRONMENTAL PROTECTION
NATURAL AND HISTORIC RESOURCES
OFFICE OF ENGINEERING AND CONSTRUCTION
BUREAU OF COASTAL ENGINEERING
TOMS RIVER, NEW JERSEY

**REGULATIONS COVERING THE CLASSIFICATION OF PROSPECTIVE BIDDERS
ISSUED IN ACCORDANCE WITH TITLE 52:35, REVISED STATUTES OF NEW JERSEY, 1937**

REVISED TO JULY 1, 1980

All persons proposing to bid on work of the Department of Environmental Protection, Natural and Historic Resources, Office of Engineering and Construction, Bureau of Coastal Engineering, must furnish a statement under oath in response to this questionnaire. Such statement shall fully develop the financial ability, adequacy of plant and equipment, organization, prior experience and such other pertinent and material facts as may be desirable.

(1) Prospective Bidders will be classified according to the type of work and amount of work on which they are entitled to bid as follows:

A. As to type of work:

1. **GENERAL CONSTRUCTION WORK**
Any class of work ordinarily undertaken by the Bureau of Coastal Engineering.
2. **DREDGING WORK**
Work involving waterway dredging and dredged material disposal.
3. **BULKHEAD AND DOCK WORK**
Work involving bulkhead and dock construction and including all pertinent features such as mooring piles, rip rap placement earth back fill placement and finish grading.
4. **JETTY AND BREAKWATER WORK**
Work involving the construction of jetties or breakwaters composed of stone, steel wood or a combination of these materials.
5. **SPECIAL MISCELLANEOUS WORK**
All other types of work not regularly undertaken by the Bureau of Coastal Engineering such as painting , landscaping, paving , test borings and the like.

B As to the amount of work:

CLASS	AMOUNT	CLASS	AMOUNT	CLASS	AMOUNT
A-----	\$10,000.00	F-----	\$150,000.00	K-----	\$500,000.00
B-----	\$25,000.00	G-----	\$200,000.00	L-----	\$600,000.00
C-----	\$50,000.00	H-----	\$250,000.00	M-----	\$700,000.00
D-----	\$75,000.00	I-----	\$300,000.00	N-----	\$800,000.00
E-----	\$100,000.00	J-----	\$400,000.00	O-----	\$1,000,000.00
				P-----	Unlimited Class

“Class O” involves work in excess of \$1,000,000.00 and a prospective bidder on this type of work, whose rating qualifies him to bid on amounts in excess of \$1,000,000.00 will be notified of the intention to undertake a project in the unlimited class. Such prospective bidder shall be required to specially qualify to bid upon the work in question at least twenty (20) days before the date set for the receiving of bids.

A prospective bidder, whose statements do not qualify him to bid in an amount that will be sufficient to place him in “Class A” will be graded and classed according to his actual ability to undertake a project as shown by his statements.

(2) Each prospective bidder must furnish UNDER OATH the following statements:

- a. A statement as to financial ability, which shall show quick assets and current liabilities, which shall include verification of lines of credit extended by banks.
- b. A statement as to plant and equipment which shall give complete details as to cost, age, condition and present value.
- c. A statement as to organization which shall develop the adequacy of such organization to undertake a project in the classification desired.
- d. A statement as to prior experience which shall show the number of years the prospective bidder has been engaged in the contracting business and shall further disclose generally his experience of that period.
- e. A statement which shall give an accurate and complete record of work done in the past two years, giving the name of projects undertaken, the type of work, the location the contract price and the name of the engineer in charge for the owner.
- f. A statement, which shall list in detail, any liens, stop notices or claims filed against any project within the past two years. The statement shall also disclose any labor troubles experienced, any failure or failures to complete a contract or contracts and any penalties imposed by reason of any contract undertaken within the said two year period. The prospective bidder shall explain all such items.
- g. A statement setting forth any other pertinent and material facts that will justify the rating desired.

- (3) Each prospective bidder may be classified for one or more types of work for which he seeks to be classified
- (4) Each prospective bidder may be classified for one or more types of work and will be graded in accordance with this financial ability, adequacy of plant and equipment, organization, prior experience a, record of construction and many other pertinent and material facts and quantity of work upon which he will be eligible to bid, The Bureau of Coastal Engineering will give notice of each classification by mail within (20) days after receipt of such fully executed prequalification questionnaire
- (5) A prospective bidder dissatisfied with his CLASSIFICATION may request a hearing before the bureau of Coastal Engineering and at the hearing may present further evidence to justify a different CLASSIFICATION.
- (6) Any prospective bidder dissatisfied with the ruling of the Bureau of Coastal Engineering may request a hearing before the Commissioner of the Department of Environmental Protection when a project has been advertised. This request must be filed not less than ten (10) days prior to the final day for the submission of bids.
- (7) When a prospective bidder has been assigned a CLASSIFICATION, he shall be entitled to bid on any proposal within his class for a period not exceeding twelve (12) month from the date shown upon his prequalification questionnaire. However, no bid will be received from any prospective bidder on any given date unless such prospective bidder shall have filed with the Bureau of Coastal Engineering before such date a prequalification questionnaire which will not be more than twelve (12) months old on the date such prospective bidder submits is bid. Prospective bidders shall submit prequalification questionnaires, as provided herein, every twelve (12) months or on such other intermediate occasions as may be deemed necessary b the Bureau of Coastal Engineering.
- (8) Bids will be accepted only from prospective bidders who have been assigned a CLASSIFICIATION in accordance with Title 52:35R.S.35 1937 and the Regulations adopted herein and under no circumstances will bids be accepted from bidders who have not been CLASSIFIED, nor for work different in type or greater in amount that to which the CLASSIFICATION of the bidder entitles him. When it appears that a b id is above the class to which the prospective bidder is qualified the bid will be opened provisionally, and if the bid is in fact within a higher class than that which the prospective bidder is CLASSIFIED. The bid will be immediately referred to the Commissioner.
- (9) The Department may reject any bidder at any time prior to the actual awarding of a contract where there have been developments subsequent to qualification and CLASSIFICATION, which in the opinion of the Department would affect the responsibility of the bidder. Before taking such action the Department will notify the bidder and give him opportunity to present additional information.
- (10) Each bidder must submit with is bid on each proposal a statement under oath. Statements submitted with bids by contractors must be as of the close of business at the end of the month immediately preceding that during which bids are being received and shall certify the financial equipment and personnel condition is in good or better than that upon which the contractor was last classified or reclassified. Contractor will also certify that there are no contracts in force that will effect the completion of the contract in which the completion of the contract on which bid is submitted in full accordance with plans and specifications. The Department reserves the right to require specific details.

Attention is called to excerpt from Title 52:35, Recised Statuetes of New Jersey 1937

“Any person who makes, or causes to be made, any false , deceptive or fraudulent statement in the questionnaire required to be submitted, or in the course of any hearing under this act, shasll be guilty of a misdemeanor , an upon conviction shall be sentenced to pay a fine of not less than one hundred dollars(\$100.00), not more than one thousand dollars(\$1,000.00)and shall be permanently disqualified from bidding on all public work of the State of New Jersey, or in the case of an individual or the officer oremployee charged with the duty of making such questionnaire for a person, firm, copartnership, association or corporation, to pay such fine or undergo imprisonment , not exceeding six (6) months or both.”

DEPARTMENT OF ENVIRONMENTAL PROTECTION

COMMISSIONER

FILED WITH THE SECRETARY OF STATE

Submitted by

- An Individual
- A Co-Partnership
- A Corporation

With principal office at:.....

To the D.E.P – Office of Engineering & Construction
 1510 Hooper Avenue, Toms River, N.J. 08753

Condition of quick assets and liabilities at close of business _____ \$ _____

1	Cash (a) On hand _____	\$ _____
	Cash (b) Deposited in banks names below _____	\$ _____
	Cash (c) Elsewhere – (state where) _____	\$ _____

NAME OF BANK	LOCATION	DEPOSIT IN NAME OF	AMOUNT
.....
.....
.....
.....
.....
.....
.....

2 Deposits with bids or otherwise as guarantees (Due within 90 days) _____ \$ _____

DEPOSITED WITH: NAME AND ADDRESS	FOR WHAT	WHEN RECOVERABLE	AMOUNT
.....
.....
.....
.....
.....
.....
.....

3 Notes receivable discounted _____ \$ _____

RECEIVABLE FROM: NAME AND ADDRESS	FOR WHAT	DATE OF MATURITY	HOW SECURED	AMOUNT
.....
.....
.....
.....
.....

4 Accounts receivable from completed contracts exclusive of claims not approved for payment (Due within 90 days) _____ \$ _____

NAME AND ADDRESS OF OWNER	NATURE OF CONTACT	AMOUNT OF CONTRACT	AMOUNT RECEIVABLE
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Have any of the above been assigned, sold, or pledged? _____ If so, state amount, to whom, and reason: _____

5 Sums earned on uncompleted contracts (due on monthly estimates) as shown by Engineer's or Architect's estimate:
 (a) Amount receivable after deducting retainage (Due within 90 days) _____ \$ _____
 (b) Retainage to date due upon completion of contract (State exactly when due) _____ \$ _____

DESIGNATION OF CONTRACT AND NAME & ADDRESS OF OWNER	AMOUNT OF CONTRACT	AMOUNT EARNED AS PER LAST APPROVED ESTIMATE	AMOUNT PREVIOUSLY RECEIVED	RETAINAGE DATE / DUE	AMOUNT NOW DUE EXCLUSIVE OF RETAINAGE
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6 Uncompleted contracts: Sums earned since last approved estimate to date of this questionnaire. \$ _____

DESIGNATION OF CONTRACT AND NAME & ADDRESS OR OWNER	AMOUNT OF CONTRACT	AMOUNT EARNED AS PER LATEST ESTIMATE, INCLUDING RETAINAGE	AMOUNT EARNED SINCE LAST ESTIMATE	DATE NEXT ESTIMATE IS DUE
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Have any of the above been sold, assigned or pledged? _____ If so, state amount, to whom, and reason _____

7	Accounts receivable not from construction contracts (Due within 90 days) _____ \$ _____		
RECEIVABLE FROM: NAME AND ADDRESS	FOR WHAT	WHEN DUE	AMOUNT
.....
.....
.....
.....
.....
.....
What amount, if any, is past due? \$ _____			\$ _____

GIVE COMPLETE DETAILS INCLUDING PRESENT MARKET VALUE AND QUANTITY OF EACH ITEM

8	Stocks and Bonds (a) At present market value (listed securities only) _____ \$ _____					
	Building & Loan (b) At present withdrawal value, as verified _____ \$ _____					
	Life Insurance (c) At cash surrender value, as verified _____ \$ _____					
DESCRIPTION	ISSUING COMPANY	LAST INT. OR DIV. PAID DATE %	PER VALUE	PRESENT MARKET VALUE	QUANTITY	AMOUNT
1.....
2.....
3.....
4.....
5.....
6.....
7.....
8.....
9.....
10.....
11.....
12.....
13.....
14.....
15.....
WHO HAS POSSESSION		IF ANY ARE PLEDGED OR IN ESCROW, STATE FOR WHOM AND REASON				AMOUNT PLEDGED OR IN ESCROW
.....	
.....	
.....	
.....	

9

Other quick assets (Due within 90 Days) - (Describe fully) _____ \$ _____

Do not list any of the following: Real Estate, Loans, Furniture, Fixtures, Equipment, Mortgages, Receivable, Stock or Materials.

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TOTAL QUICK ASSETS \$ _____

DETAILS RELATIVE TO CURRENT LIABILITIES

1	Notes Payable	(a) To banks, regular _____ \$ _____ (b) To banks for certified checks _____ \$ _____ (c) To others for equipment obligations _____ \$ _____ (d) To others exclusive of equipment obligations _____ \$ _____	
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TO WHOM: NAME AND ADDRESS	WHAT SECURITY	WHEN DUE	AMOUNT
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2	Accounts Payable	(a) Not past due _____ \$ _____ (b) Past due _____ \$ _____	
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TO WHOM: NAME AND ADDRESS	FOR WHAT	DATE PAYABLE	AMOUNT
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3	Other liabilities _____	\$ _____
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DESCRIPTION	AMOUNT
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TOTAL CURRENT LIABILITIES \$ _____

**STATEMENT OF EQUIPMENT OWNED
(GIVE COMPLETE DETAILS)**

QTY	DESCRIPTION AND CAPACITY OF ITEMS	AGE	PURCHASE PRICE	UNPAID BALANCE	PRESENT VALUE	CONDITION

Are there any liens against the above? _____ If so, state total amount _____ \$ _____

Like items of like capacity should be lumped. In this instance give the sum total of the age of the items.

RECAPITULATION OF QUICK ASSETS AND LIABILITIES
(As stated in the foregoing questionnaire)

Assets:

1.	Cash on Hand	\$ _____
	Cash on Deposit	\$ _____
	Cash Elsewhere	\$ _____
	Total Cash	\$ _____
2.	Deposits with Bids	\$ _____
3.	Notes Receivable Discounted	\$ _____
4.	Due from Completed Contracts	\$ _____
5.	Earned and Billed – Uncompleted Contracts	\$ _____
	Retainage – Uncompleted Contracts	\$ _____
6.	Earned but not Billed – Uncompleted Contracts	\$ _____
7.	Ordinary Accounts Receivable	\$ _____
8.	Listed Stocks and bonds at Present Market Value	\$ _____
	Building & Loan at Present Withdrawal Value (as verified)	\$ _____
	Life Insurance at Cash Surrender Value (as verified)	\$ _____
9.	Other Quick Assets (Due in 90 Days)	\$ _____
	Total Quick Assets	\$ _____

Liabilities

1.	Notes Payable (All Kinds)	\$ _____
2.	Accounts Payable	\$ _____
3.	Other Current Liabilities	\$ _____
	Total Current Liabilities	\$ _____
	NET QUICK ASSETS	\$ _____
	Total Lines of Credit (as verified)	\$ _____
	Total Net Quick Assets	\$ _____

NOTE

Credit letters may be submitted from your banks for the purpose of establishing your financial qualifications in determining your classification and rating. Such letters must, however, be specific as to amount. Letters previously submitted or already on file will not be considered in determining a new classification.

This page, properly executed, may be used as a bank credit letter.

If more than one bank credit letter is being submitted, the second or subsequent letters must be in this form on regular bank letterheads. They should be attached to this page.

Name of Bank _____

Address _____

Date _____
(To be at least as recent as that shown on Part 1)

Department of Environmental Protection
Office of Engineering & Construction
1510 Hooper Avenue; Ste. 140
Toms River, N.J. 08753

Dear Sir:

A line of credit in the Maximum amount of \$ _____ has been placed at the disposal of _____ for use when, as, and if needed throughout the one year period beginning _____.

None of the items listed as liquid assets in Part No. 1 of this questionnaire now being submitted by _____ have been pledged to secure the line of credit mentioned above except as follows:

The line of credit mentioned above has been given with full knowledge of accommodations extended by other banks in amounts as follows:

AFFIDAVIT

STATE OF _____

COUNTY OF _____

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

(Bank Officer Sign Here)

Sworn to before me this _____ day of _____, _____

(Notary Public)

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NUMBER 1. AND EITHER NUMBER 2. NUMBER 3. OR NUMBER 4. MUST BE EXECUTED

If a corporation, answer this:

Capital paid in cash, \$ _____

When incorporated _____

In what state _____

President's name _____

Vice-President's name _____

Secretary's name _____

Treasurer's name _____

If a co-partnership, answer this:

Date of organization _____

State whether partnership is general, limited or association _____

Name and address of partners:

_____	Age
_____	Age
_____	Age
_____	Age

1. The undersigned hereby declares: that the foregoing is a true statement of the financial condition of the individual, co-partnership or corporation herein first named, as of the date herein first given; that this statement is in response to a questionnaire and that any depository, vendor, or other agency herein named is hereby authorized to supply such party with an information necessary to verify this statement.

Note: A co-partnership must give name and signatures of all partners. A corporation must give full corporate name, signature of official and affix corporate seal.

2.

AFFIDAVIT FOR INDIVIDUAL

STATE OF _____
COUNTY OF _____

_____ being duly sworn, deposes and says that the foregoing financial statement, taken from his books, is a true and accurate statement of his financial condition as of the date thereof and that the answers to the foregoing interrogatories are true.

Sworn to before me this _____ day of _____, 20_____

Signature of Applicant

Notary Public

3.

AFFIDAVIT FOR CO-PARTNERSHIP

STATE OF _____
COUNTY OF _____

_____ being duly sworn, deposes and says that he is a member of the firm of _____; that he is familiar with the books of the said firm showing its financial condition; that the foregoing financial statement, taken from the books of the said firm, is a true and accurate statement of the financial condition of the said firm as of the date thereof and that the answers to the foregoing interrogatories are true.

Sworn to before me this _____ day of _____, 20_____

Members of the firm must also sign here

Notary Public

4.

AFFIDAVIT FOR CORPORATION

STATE OF _____
COUNTY OF _____

_____ being duly sworn, deposes and says that he is _____ of the _____ the corporation described in and which executed the foregoing statement; that he is familiar with the books of the said corporation showing its financial condition; that the foregoing financial statement, taken for the books of the said corporation, is a true and accurate statement of the financial condition of said corporation as of the date thereof and that the answers to the foregoing interrogatories are true.

Sworn to before me this _____ day of _____, 20_____

Officer must also sign here

Notary Public

Submitted to:

Department of Environmental Protection – Bureau of Engineering and Construction

1510 Hooper Avenue; Toms River, N.J. 08753

Telephone: _____

_____ A Corporation

Fax: _____

_____ A Co-partnership

_____ An Individual

By: _____

Federal I.D. No.: _____

Principal Office: _____

The signatory of this questionnaire guarantees the truth and accuracy of all statements and of all answers to interrogatories herein after made.

1. How many years has your organization been in business as a contractor under your present business name? _____

2. How many years experience in _____ construction work has your organization had:

(a) As a general Contractor? _____

(b) As a Sub-Contractor? _____

What is the construction experience of the principal individuals of your organization? _____

INDIVIDUAL'S NAME	PRESENT POSITION OR OFFICE	YEARS OF CONSTRUCTION EXPERIENCE	MAGNITUDE AND TYPE OF WORK	IN WHAT CAPACITY
.....
.....
.....
.....
.....
.....
.....
.....

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

5. Has any officer or partner of your organization ever been and officer or partner of some other organization that failed to complete a construction contract? _____ If so, state name of individual, other organization and reason therefore

6. 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 and reason therefore

7. In what other lines of business are your financially interested? _____

STOCKHOLDER LIST CERTIFICATION

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

Corporate or Partnership Name _____

Total Number of Corporate Shares _____

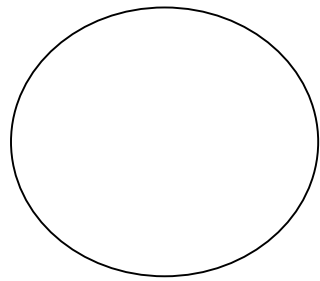
Date _____

Officer or Partner's Signature

Name Printed or Typed

Attested: Sworn and subscribed to before me on this _____ day of _____, 20____

Notary Public



STOCKHOLDERS OR PARTNERS:

PERCENTAGE OF SHARES OWNED OR PARTNERS

	Percentage
NAME _____ ADDRESS _____	
NAME _____ ADDRESS _____	
NAME _____ ADDRESS _____	
NAME _____ ADDRESS _____	
NAME _____ ADDRESS _____	

ATTACH SHEET FOR ADDITIONAL NAMES