



# Township of Monroe

County of Middlesex

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## Affordable Housing Rehabilitation Program Contractor Requirements and Qualifications

Monroe Township wishes to maintain a list of general contractors who have met minimum qualification standards for participation in the Monroe Township Affordable Housing Rehabilitation Program.

Township staff will hold open houses for all qualified contractors as rehabilitation units qualify for the program. Staff will provide the scope of work and timeframe for completion, and contractors will have a limited period of time to submit proposals. Staff will review the bids and make a recommendation to the Affordable Housing Board. Once approved, the Township will execute an agreement with the low, responsible bidder for each property.

All rehabilitation work shall comply with the State Uniform Construction Code Regulations N.J.A.C. 5:23-2.18. All finishes are to be of moderate quality, luxury finishes will not be acceptable. All specifications shall meet the requirements to obtain building permits as necessary. Township staff will work closely with contractors to ensure all work is completed pursuant to all specifications.

### **All general contractors participating in the program shall meet the following minimum standards:**

- Hold and provide a copy of a current NJ Contractors' Registration Certification.
- Hold and provide a copy of a current NJ Business Certificate.
- Be lien free from any other work performed, by contract or otherwise.
- Provide proof of current contractor liability coverage for protection of personal injury, property damage, and medical coverage.
- Submit three verifiable references for other work completed. References must be for completed projects involving repair and restoration work that encompassed several different trades (e.g. plumbing, roofing, wiring, masonry, structural repair, etc.).
- Provide a Contractor's warranty against defective workmanship for a period of one (1) year from the date of final acceptance of the work. Additional manufacturers' warranties shall also be provided as they apply.
- If you hold a certificate for Mold Remediation or Lead Abatement, provide a copy.

### **Selected Contractors will be responsible for providing services including, but not limited to:**

- General contracting services to ensure projects are completed within the timeframe and budget, including progress reports, detailed budget.
- Overseeing subcontractors to ensure all work is completed pursuant to all relevant standards.
- Abating hazardous materials in compliance with relevant standards and regulations, and providing necessary certificates and/or licenses of the contractor or subcontractor to substantiate capacity to perform such work.
- Working closely with Township staff to ensure work is completed consistent with proposals and budget.

- Complying with all relevant standards and regulations under the State Uniform Construction Code Regulations N.J.A.C. 5:23-2.1.
- Knowledge of local requirements for building permits to ensure that all appropriate permits and inspections are obtained.

**If a Contractor's performance under the program is unsatisfactory, the contractor may be removed from the eligible bidders list for one or more of the following reasons:**

- Termination of a Construction Contract under the program.
- Contractor persistently or repeatedly fails to complete projects on time as per the time of completion specified in the construction contracts.
- Contractor fails or refuses to complete actions necessary to satisfy a correction notice issued by the Monroe Township Engineer or Construction Official. This shall apply to correction notices issued before and after a final acceptance on the project has been issued.
- Contractor fails to obey, or persistently disregards laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction.
- Bankruptcy or insolvency of Contractor, including failure to supply enough payment to subcontractor(s) of material suppliers.
- Pattern of inferior work performed by Contractor, including work that has not been performed in a good and workmanlike manner that is consistent with standard trade procedures. This section shall also include the failure of a Contractor to provide proper quality control and supervision of all subcontractors.
- Pattern of complaints from homeowners regarding the conduct of the Contractor, its employees and/or subcontractors.

**Monroe Township shall provide Contractors with written notification of violations that threaten the eligibility of the Contractor to participate in the program.**

## Housing Rehabilitation Program Contractors Qualifications Statement

Name of Business \_\_\_\_\_

d/b/a \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Business Fax Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Cell Number \_\_\_\_\_

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Number of Years in Business \_\_\_\_\_

Number of Employees \_\_\_\_\_

Tax ID Number \_\_\_\_\_

NJ Contractor's Registration Number \_\_\_\_\_

Contractor's Insurance Company \_\_\_\_\_

Contractor's Policy Number \_\_\_\_\_

**STATEMENT OF QUALIFICATIONS**

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

1. Name of Contractor/Business?
2. Permanent main office address?
3. When organized?
4. If a corporation, when incorporated?
5. How many years have you been engaged in work under your present firm or trade name?
6. General character of work performed by you?
7. Have you ever failed to complete any work? If so, where and why?
8. Have you ever defaulted on a contract? If so, where and why?
9. Background and experience of the principal members of your organization including all officers.
10. Give bank reference.
11. Attach a copy of proof of current contractor liability insurance.
12. Attach a copy of NJ Business Certification.
13. Attach a copy of NJ Contractor's Registration Certificate
14. List of Subcontractors
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_

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**CONTRACTOR CERTIFICATE OF EXPERIENCE**

I, \_\_\_\_\_ hereby certify that  
(Contractor Name)

\_\_\_\_\_ has performed the following construction work within the  
(Corporate Name)

last two (2) years:

**Year                      Type of Work                      Name, Address & Phone of Owner**

\_\_\_\_\_

**Date Started              Date Completed              Total Construction Costs**

\_\_\_\_\_

**Year                      Type of Work                      Name, Address & Phone of Owner**

\_\_\_\_\_

**Date Started              Date Completed              Total Construction Costs**

\_\_\_\_\_

**Year                      Type of Work                      Name, Address & Phone of Owner**

\_\_\_\_\_

**Date Started              Date Completed              Total Construction Costs**

\_\_\_\_\_

**Year                      Type of Work                      Name, Address & Phone of Owner**

\_\_\_\_\_

**Date Started              Date Completed              Total Construction Costs**

\_\_\_\_\_