



# Aliano Brothers General Contractors Inc.

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Bids@alianoconstruction.com

## **Required Sub-Contractor Paperwork for Addition & Alterations Burlington County Department of Public Works**

**Bids due to Aliano: 4/8/25**

\*Paperwork requested as soon as possible

**Sub-Contractor:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_

- ☐ **NJ Business Registration**
- ☐ **NJ Public Works Contractors Reg Cert.** Expires: \_\_\_\_\_
- ☐ **Trade License – Needed HVACR, Plumbing, Electric:**
  - (Elec, HVACR, Plumbing) Trade: \_\_\_\_\_ Exp: \_\_\_\_\_
  - (Elec, HVACR, Plumbing) Trade: \_\_\_\_\_ Exp: \_\_\_\_\_
  - (Elec, HVACR, Plumbing) Trade: \_\_\_\_\_ Exp: \_\_\_\_\_
  - (Elec, HVACR, Plumbing) Trade: \_\_\_\_\_ Exp: \_\_\_\_\_
- ☐ **SAM Registration**
- ☐ **Apprentice Certificate**
- ☐ **Responsible Contractor/Subcontractor Policy Form**

## SECTION 00560 RESPONSIBLE CONTRACTOR POLICY

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Bidder shall complete the Responsible Contractor and Subcontractor Policy Certification (Section 00560) and submit the Certification with the bid. Failure to submit the executed Certification with the bid is a material deviation and shall result in rejection of the bid. Bidders shall complete the Responsible Contractor and Subcontractor Policy Certifications and submit them under the Response Attachments tab within the solicitation at <https://burlcobids.ionwave.net/>.

The Subcontractors required to be listed in the bid by operation of N.J.S.A. 40A:11-16 \* shall complete the Responsible Contractor and Subcontractor Policy Certification. The Bidder shall submit these executed Responsible Contractor and Subcontractor Policy Certifications with his bid. Failure to submit said executed Responsible Contractor and Subcontractor Policy Certifications with his bid is a material deviation and shall result in rejection of the bid.

All other Subcontractors hired by either 1) the Contractor or 2) the Subcontractors who are required to be listed by operation of N.J.S.A. 40A:11-16 shall complete a Responsible Contractor and Subcontractor Policy Certification and submit it to the Contractor before providing any work on the Project. The Contractor shall have the responsibility to collect the Responsible Contractor and Subcontractor Policy Certifications and to submit them to the Burlington County Purchasing Agent, 49 Rancocas Road, Mount Holly, New Jersey 08060. Failure of the Contractor to submit each Certification to the Purchasing Agent within ten days of receipt will be subject the Contractor to a penalty of five hundred dollars (\$500.00). Please see attached matrix for a complete listing of all penalties.

\* The Subcontractors required to be listed in the bid by operation of N.J.S.A. 40A:11-16 are:

1. Plumbing
2. Heating, Ventilating, and Air Conditioning
3. Electrical
4. Structural Steel

**\*\*\* END OF SECTION 00560 – RESPONSIBLE CONTRACTOR POLICY \*\*\***

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Department of Public Works  
10 Hartford Road  
Delran, NJ

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March 12, 2025

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Section 00560

**BURLINGTON COUNTY**

**RESPONSIBLE CONTRACTOR AND SUBCONTRACTOR POLICY CERTIFICATION**

Contract titled: \_\_\_\_\_ (CPU-25-0009)

I, \_\_\_\_\_, certify that the following statements made by me are true:  
(name)

1. I am the \_\_\_\_\_ of \_\_\_\_\_ and as such have authority to  
(title) (name of company)

to bind my firm to compliance with the Burlington County Responsible Contractor Policy and  
the Burlington County Responsible Subcontractor Policy.

2. My firm and all subcontractors hired by my firm providing work on this contract shall be responsible  
contractors or subcontractors with sufficient capabilities in all respects to successfully perform contracts on which  
they are engaged, including the necessary experience, equipment, technical skills and qualifications and  
organizational, financial and personnel resources. My firm has a satisfactory past performance record and a  
satisfactory record of law compliance, integrity and business ethics.

3. As a condition of performing work on public works contracts in excess of \$2,000.00 but less than  
\$499,999.00 total cost of project, my firm and each subcontractor hired by my firm when performing work on the  
project shall have at least one (1) employee who has successfully completed OSHA 10-hour construction safety  
and health course onsite. As a condition of performing work on public works contracts of \$500,000.00 or more total  
cost of project, my firm and each subcontractor when performing work on the project shall have at least one (1)  
employee who has successfully completed OSHA 30-hour construction safety and health course onsite.

4. Prior to the award of contract, I shall for my firm and for subcontractors hired by my firm that will perform  
significant work on this project provide evidence of and confirm compliance with proof of participation in an  
Apprenticeship Program currently registered and approved by the United States Department of Labor (USDOL) or  
the New Jersey Department of Labor or certify below a statement of agreement not to employ any worker of less  
than journeyman status on the project.

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I certify that my firm will not employ any worker of less than journeyman status on the project.

\_\_\_\_\_  
(signature)

5. All Apprenticeship Programs shall meet the criteria set forth in Paragraph 6i below.
6. I further certify to the following facts regarding my firm's past performance and work history and its current qualifications and performance capabilities:
  - a. My firm has all valid, effective licenses, registrations or certificates required by federal, state, county, or local law, including, but not limited to, licenses, registrations, or certificates required to: (1) do business in the designated locale; and (2) perform the contract work it seeks to perform. These shall include, but not be limited to, licenses, registrations or certificates for any type of trade work or specialty work which the firm proposes to self-perform.
  - b. My firm meets the bonding requirements for the contract, as required by applicable law or contract specifications and any insurance requirements, as required by applicable law or contract specifications, including, but not limited to, general liability insurance, workers compensation insurance and unemployment insurance requirements.
  - c. My firm has not been debarred by any federal, state or local government agency or authority in the past three years.
  - d. My firm has not defaulted on any project in the past three years.
  - e. My firm has not had any type of business, contracting or trade license, registration, or other certification suspended or revoked in the past three years.
  - f. My firm has not been cited for a willful violation of federal or state safety laws in the past three years.
  - g. My firm and/or its owners have not been convicted of any crime relating to the contracting business by a final decision of a court or government agency in the past three years.
  - h. My firm will pay all craft employees that it employs on the project the current wage rates and

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benefits as required under applicable Federal or State prevailing wage laws.

i. My firm participates in an Apprenticeship Program that is currently registered with the United States Department of Labor or a state apprenticeship agency for each craft or trade in which it hires apprentices. Proof of this participation is attached to this Certification. My firm shall continue to participate in applicable apprenticeship programs for the full duration of the contract work.

The Apprenticeship Program in which my firm participates meets the following criteria:

1) The program has graduated at least one (1) enrollee in each of the past three years. If the Program has not been in existence for three years, this requirement shall not apply until the Program has been in existence for three years. At that time, compliance with this criteria is required.

2) The program has graduated at least seventy-five (75) percent of program enrollees in each of the past three years.\*

\* Graduation rates for any particular year shall be calculated based on the number of enrollees who graduated in a given year divided by the total number of enrollees (and former enrollees) who could have been eligible to graduate in that year had they remained enrolled and timely completed the program. The term "total number of enrollees" shall be computed by counting the total number of persons enrolled in approved Apprenticeship Programs for each separate trade or craft approved by the State of New Jersey. For example, the total number of enrollees in the electrical trade would consist of all persons currently enrolled in an approved Apprenticeship Program for electricians in the State of New Jersey. If the New Jersey based trade or craft, conducts education classes outside the State, those attendees shall count as enrollees for purposes of this subparagraph. Enrollees who withdraw for reasons of military service, residence relocation, death, sickness, or hardship as approved by the teaching staff shall not be counted as enrollees for the purposes of calculating the graduation rate.

j. All workers and employees hired by my firm is provided with health and hospital insurance plans and an ERISA compliant retirement plan to its employees.

I, \_\_\_\_\_, certify that the foregoing statements made by me are  
(name)  
true. I am aware that if any of the foregoing statements made by me are willfully false, I am  
subject to punishment.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(title)

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