

30 April 2021

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

DOCUMENT 00 41 13  
BID FORM – STIPULATED SUM (SINGLE-PRIME CONTRACT)

To: Mr. Michael Rinderknecht, Business Administrator / Board Secretary  
Glen Rock Board of Education  
620 Harristown Road  
Glen Rock, NJ 07452

Project: **Restroom Alterations at Alexander Hamilton Elementary School**  
Glen Rock Board of Education  
PSA No. **8656**

Date: 05/18/2021

Submitted by: B. Puntasecca Contractors, Inc.  
(full name of Bidder)

(full address) 210 Willow Avenue  
Hackensack, NJ 07601

(phone number) 201-489-5433



Submit one (1) original and two (2) copies of the executed Bid Proposal and all required documentation on Bid Forms provided, signed and sealed with required security deposit and required attachments in a closed opaque envelope, clearly identified with Bidder's Name, Project Name and number, and Owner's Name on the outside.

1. BID PROPOSAL

Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Contract Documents prepared by Parette Somjen Architects L.L.C. for the above referenced project, we, the undersigned, hereby offer to enter into a Contract to perform the Work on the Base Bid for the Sum of:

TOTAL BASE BID PRICE

**\$168,640.00**

\$.....dollars, lawful money of the USA  
(In Numerical Figures)

One Hundred Sixty Eight Thousand, Six Hundred Forty

\$.....dollars, lawful money of the USA  
(Written in Words)

The Base Bid is for all work (labor and material) outlined in the drawings, project manual, and specifications.

**Notes:**

If written amounts above differ from the Numerical Figures for each entry, only the written amount will be accepted as the Bid or Alternate Bid Sum.

All applicable federal taxes, State of New Jersey taxes and Local taxes are included in the Bid Sum except those that must not be included in the bid in accordance with the Instructions to Bidders.

The **GENERAL PROJECT ALLOWANCE** amount of 

<b>\$ 20,000.00</b>
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 MUST be included in the Base Bid total Price entered above.

2. **ACCEPTANCE**

This offer shall be open to acceptance for sixty (60) days from the bid opening date.

If this bid is accepted within the time stated, or such additional time to which we have agreed, and we fail to commence the Work by the date required in the Contract Documents or to execute the Contract and provide the required bonds and certificates of insurance within the time required by the Contract Documents, the security deposit shall be forfeited to the Owner by reason of our failure. If the difference between this bid and the bid upon which a Contract is signed, plus any additional expenses related to the default exceeds the amount of the forfeited security deposit, we shall be liable to the Owner for the difference.

In the event our bid is not accepted within the time stated above, the required security deposit will be returned to the undersigned, in accordance with the provisions of the Instructions to Bidders; unless a mutually satisfactory arrangement is made for its retention and validity for an extended period of time.

3. **CONTRACT TIME**

The bidder hereby affirms that all work embodied within this Contract for the base bid and any accepted alternates will be completed by the schedule outlined in Document 00 21 13 Instructions to Bidders. Bidder agrees to commence work no later than two (2) days after the Notice to Proceed. Furthermore, each Bidder agrees to provide sufficient staff and as many work crews as necessary to meet the specified completion date including the use of multiple crews working simultaneously.

TIME IS OF THE ESSENCE for this project and each contractor shall be liable to pay to the Owner liquidated damages if the project is not substantially complete by the date referenced in Document 00 21 13 Instructions to Bidders, section entitled "Contract Time".

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4. ADDENDA

We have verified the status of any issued Addenda. If none were issued, check here. ☐

Where Addenda were issued, list below:

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered, and all costs are included in the Bid Sum.

Addendum # 01 Dated 05/10/2021 .....

Addendum # ..... Dated .....

Addendum # ..... Dated .....

QUALIFICATION OF BIDDERS:

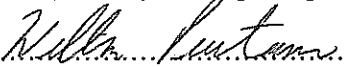
Each Bidder shall submit with his / her bid the following documents:

**Bid Security:** Each Bidder's proposal must be accompanied by a Certified Check, Cashier's Check or Bid Bond in the amount of 10% of the bid, but not in excess of \$20,000.00. The bid must also be accompanied by a certificate from a Surety Company authorized to do business in the State of New Jersey, certifying that said Company will provide the Bidder with a Performance Bond in the full amount of the Contract Price and in the form prescribed by the Specifications, in the event that the Bidder is awarded the Contract.

Those forms and affidavits referenced in Section 00 43 00 Procurement Form Supplements are attached and included herewith in the bid submittal.

5. BID FORM SIGNATURES

Respectfully submitted for: ..... B. Puntasecca Contractors, Inc.  
(Name of Bidding Company)

By:  .....  
(Authorized Signature)

William Puntasecca  
.....  
(Printed Name of Signatory)

President  
.....  
(Title)

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The Bidder is a(n) –

☐

Individual

☐

Partnership

☒

Corporation organized under the laws of the State of New Jersey  
*(insert name of State)*

☐

Joint Venture

If a joint venture, submit copy of joint venture agreement and state the name of and type  
(Individual, Partnership, Corporation) of each entity comprising the venture:

.....

☐

Other business entity, such as Limited Liability Company – please specify here:

.....

*(Corporate Seal)*

END OF DOCUMENT 00 41 13

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DOCUMENT 00 43 00  
PROCUREMENT FORM SUPPLEMENTS

To: Mr. Michael Rinderknecht, Business Administrator / Board Secretary  
Glen Rock Board of Education  
620 Harristown Road  
Glen Rock, NJ 07452

Project: Restroom Alterations at Alexander Hamilton Elementary School  
Glen Rock Board of Education  
PSA No. 8656

Date: 05/18/2021

Submitted by: B. Puntasecca Contractors, Inc.  
(full name)

210 Willow Avenue  
(full address)

Hackensack, NJ 07601

201-489-5433  
(phone number)

In accordance with Document 00 21 13 "Instructions to Bidders" and Document 00 41 13 "Bid Form - Stipulated Sum (Single-Prime Contract)," we include the Appendices to Procurement Form Supplements listed below. The information provided shall be considered an integral part of the Bid Form.

The following Appendices are attached to this document:

Summary – Bidder's checklist of bid form requirements and supplemental forms.

Appendix A – List of Subcontractors: In accordance with N.J.S.A. 18A:18A-18, include names and branch of work of each subcontractor to whom the bidder will subcontract the general construction, plumbing/gas, HVAC, electric and structural steel work, each of whom must be prequalified by the DPMC.

Appendix B – Unit Prices [Not required].

Appendix C – Allowances: Include all allowances in the stipulated lump sum price submitted on Document 00 41 13 "Bid Form - Stipulated Sum (Single Prime Contract)."

Appendix D – List of Alternates [Not Required].

Appendix E – Certificate of Bidder Showing Ability to Perform Contract (N.J.S.A. 18A:18A-23)

Appendix F – Bid Security (N.J.S.A. 18A:18A-24) Sample Bid Bond enclosed. Provide original document as part of bid submission.

Appendix G – Certificate of Surety (N.J.S.A. 18A:18A-25) Sample certificate enclosed. Provide

original document as part of bid submission.

- Appendix H – Prequalification/Notice of Classification Certificates (Department of Treasury Form, DPMC - N.J.S.A. 18A:18A-26) Sample Certificates enclosed. Provide copies of original documents as part of bid submission for **both Bidder and Major Subcontractors**.
- Appendix I – Amount of Uncompleted Contracts Certification (Department of Treasury Form, DPMC) Sample certification enclosed. Provide original documents as part of bid submission for **both Bidder and Major Subcontractors**.
- Appendix J – No Material Adverse Change in Qualification Certification (N.J.S.A. 18A:18A-32). Provide original documents as part of bid submission for **both Bidder and ALL Subcontractors for which classification is required**.
- Appendix K – New Jersey Schools Development Authority, Certificate of Prequalification.  
[Not required]
- Appendix L – Non-Collusion Affidavit.
- Appendix M – Statement of Ownership Form.
- Appendix N1 – Contractor Registration Certificate (Department of Labor, Division of Wage and Hour Compliance) Sample certificate enclosed. Contractor may provide copy of originals with bid submission (**for both Bidder and ALL Subcontractors**), but must be submitted prior to the award of contract.
- Appendix N2 – Business Registration Certificate. Sample certificate enclosed. Contractor may provide copies of original documents as part of bid submission **for both Bidder and ALL Subcontractors**, but must be submitted prior to the award of contract.
- Appendix O – Prevailing Wage Affidavit.
- Appendix P – Equal Opportunity Mandatory Bid Statement.
- Appendix Q – Affirmative Action Mandatory Bid Statement.
- Appendix R – Disclosure Form.
- Appendix S – Certified Sworn Statement on Non-Disbarment/Disqualification/Suspension.
- Appendix T – Asbestos Acknowledgment Form.
- Appendix U – Political Contribution Disclosure Affidavit.
- Appendix V – N/A.
- Appendix W – Disclosure of Investment Activities in Iran.
- Appendix X – Sworn Contractor Certification Requirements **for both Bidder and Major Subcontractors**.

Appendix Y – Exhibit E-2: Form of Contractor Certification and Consent [Not required].

Appendix Z – Supplemental Conditions: Educational Facilities Construction [Not required].

Note:

Bidders are advised to review the Bidder's Checklist above carefully to ensure that the Bid Submission package includes all mandatory attachments, and that those forms, documents and affidavits requiring signature have been signed, and further, that those documents requiring a Notarized Signature have been duly executed with the Notary's signature and seal.

Many attachments are mandated by law to be included with the bid submission, and failure to include certain ones of them cannot be repaired after bids have been opened. This is why the Bidder's Checklist should be checked with care.

However, please note that some appendices may be requested to accompany the bid, but are not mandated by law to be attached to the bid at time of submission. In such cases listed below, the requested documents still must be provided to the Owner prior to award of contract. Since the Bidder may not be fully aware of the Owner's intended date for resolving to award the contract, The Board of Education is requesting the provision of such documents with the Bid, so that Bidders can assure themselves that they have complied with the legal deadline for sure. Bids may not be rejected solely for lack of those exhibits listed below:

Appendix N1 – Contractor Registration Certificate (Department of Labor, Division of Wage and Hour Compliance) Sample certificate enclosed. Contractor may provide copy of originals with bid submission (**for both Bidder and ALL Subcontractors**), but must submit the Certificate prior to the date of contract award, confirming that the Registration was in effect on the date of the bid submission.

Appendix N2 – Business Registration Certificate. Sample certificate enclosed. Contractor may provide copies of original documents as part of bid submission **for both Bidder and ALL Subcontractors**, but must submit the Certificate prior to the date of contract award, confirming that the Registration was in effect on the date of the bid submission.

Post bid submittals:

In addition to Appendices N1 and N2 listed above, which may be submitted post bid, but still prior to award of contract, the successful bidder must submit, prior to award of contract, a Certification of Non-Debarment for Federal Government Contracts per N.J.S.A. 52:32-44.1 (P/L/ 2019, c.406). The required Certification form may be obtained from the District's Business Administrator. It must be completed, signed, and submitted prior to award of contract.

This Certification of Non-Debarment for Federal Government Contracts is not the same as Appendix S in this Section, which is to be submitted with the bid by all bidders. This post-bid Certification of Non-Debarment by the successful bidder discloses information on those persons or entities having a controlling interest (more than 50% ownership) in the bidder. It also contains controlling ownership information on any affiliated companies owned or controlled by the bidder or its owning or controlling entities. Submittal by the successful bidder, and review of the completed Certification by the District are both required prior to award of contract to the successful bidder.

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### SUMMARY – BIDDER’S CHECKLIST OF REQUIREMENTS

In compliance with New Jersey Public Law 1999 Chapter 39, the following is the list of supplemental required information referenced in the bid submitted by:

(Bidder) B. Puntasecca Contractors, Inc.

To (Owner) Mr. Michael Rinderknecht, Business Administrator / Board Secretary  
Glen Rock Board of Education

Dated 05/18/2021 and which is an integral part of the Bid Form.

Please Initial

DESCRIPTION	REQUIRED		PROVIDED	
	Contr.	Sub(s)	Contr.	Sub(s)
Appendix A – List of Subcontractors	X		BP /	
Appendix B – List of Unit Prices	N/A	N/A	N/A	N/A
Appendix C – List of Contract Allowances	X			
Appendix D – List of Alternates	N/A	N/A	N/A	N/A
Appendix E – Certificate of Bidder Showing Ability to Perform Contract	X		BP /	
Appendix F – Bid Security / Bid Bond	X		BP /	
Appendix G – Certificate of Surety, Performance Bond and Surety Disclosure Statement and Certification	X		BP /	
Appendix H – Prequalification/Notice of Classification Certificates (DPMC) for <b>Bidder and Major Subcontractors</b> .	X	X	BP /	
Appendix I – Amount of Uncompleted Contracts Certification (Dpt. of Treasury Form, DPMC) for <b>Bidder and Major Subcontractors</b> .	X	X	BP /	
Appendix J – No Material Adverse Change in Qualification Certification for <b>Bidder and ALL Subcontractors</b> .	X	X	BP /	
Appendix K – N/A	N/A	N/A	N/A	N/A
Appendix L – Non Collusion Affidavit	X		BP /	
Appendix M – Statement of Ownership Form	X		BP /	
Appendix N 1– Contractor Registration Certificate may be submitted for <b>Bidder and ALL Subcontractors</b> (DOL, Div. of Wage and Hour Compliance)	X	X	BP /	
Appendix N 2– Business Registration Certificate may be submitted for <b>Bidder and ALL Subcontractors</b>	X	X	BP /	
Appendix O – Prevailing Wage Affidavit	X		BP /	
Appendix P – Equal Opportunity Mandatory Bid Statement	X		BP /	
Appendix Q – Affirmative Action Mandatory Bid Statement	X		BP /	
Appendix R – Disclosure Form	X		BP /	
Appendix S – Statement on Non-Disbarment/Disqualification/Suspension	X		BP /	
Appendix T – Asbestos Acknowledgement Form	X		BP /	
Appendix U – Political Contribution Disclosure Affidavit	X		BP /	
Appendix V – N/A	N/A	N/A	N/A	N/A
Appendix W – Disclosure of Investment Activities in Iran	X		BP	
Appendix X – Sworn Contractor Certification Requirements for <b>Bidder and ALL Subcontractors</b>	X	X	BP /	
Appendix Y - N/A	N/A	N/A	N/A	N/A
Appendix Z - N/A	N/A	N/A	N/A	N/A



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APPENDIX A - LIST OF SUBCONTRACTORS

Herewith is the list of subcontractors referenced in the bid submitted by:

(Bidder) B. Puntasecca Contractors, Inc.

To (Owner) Mr. Michael Rinderknecht, Business Administrator / Board Secretary  
Glen Rock Board of Education

Dated 05/18/2021  
..... and which is an integral part of the Bid Form.

Identify each major subcontractor **for each of the major trades and the specialty trade(s) indicated below**, if shown. By indicating the subcontractors below, the Contractor certifies that if awarded the bid, the Subcontractors listed below will be awarded subcontracts provided they are approved by the Architect. **All prequalification documentation required for the Bidder shall also be submitted for each Subcontractor as indicated on the Bidder's Checklist above, for each of the major trades and the specialty trade(s), with other selected documents as listed in the Instructions to Bidders.**

The Bidder shall be classified by the New Jersey Department of the Treasury, Division of Property Management and Construction in at least **one (1)** of the following trades:

(C008) General Construction

(C009) General Construction / Alterations / Additions

In addition, for each trade listed below in which the Bidder is not so classified, the Bidder shall engage a properly classified subcontractor. All subcontractors shall be named in the spaces provided below, under the section entitled, "Major Subcontractors" or "Specialty Trade" as applicable. The Bidder shall provide with the bid the requisite documentation listed in the Bidder Checklist for each named subcontractor as required in these specifications.

All Subcontractors (**irrespective of trade**) must be registered by the State of New Jersey pursuant to the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq. to work on school construction projects at the time of the bid. Bidders are requested to include the Public Works Contractor Registration Act Certificate and a Business Registration Certificate pursuant to P.L. 2004 c. 57 for each subcontractor listed.

WORK SUBJECT

NAME

(C030) Plumbing

Wickersheim and Sons, Inc.

(C032) HVACR

Reiner Group Inc

(C047) Electrical

Aber Electric LLC

(C092) Asbestos Removal/Treatment

.....

(C096) Lead Paint Abatement

.....

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#### APPENDIX C – ALLOWANCES

Allowances shall be included in the bidders base bid (Document 00 41 13 “Bid Form-Stipulated Sum (Single-Prime Contract)”) and shall be enumerated on the schedule of values in the amounts identified below. Since the allowances are in the base bid, contractor’s base bid shall include the bonding, overhead & profit costs for all allowances. Unused allowances will be credited to the owner.

#### **PRIME CONTRACTOR ALLOWANCES:**

##### **A. GENERAL ALLOWANCE FOR THE CONTRACT:**

**Refer to Section 00 41 13 Bid Form, for Allowance Dollar Amount to be included in the Base Bid dollar amount entered on the Bid Form.**


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APPENDIX E – CERTIFICATE OF BIDDER SHOWING ABILITY TO PERFORM CONTRACT

State of New Jersey, County of Bergen

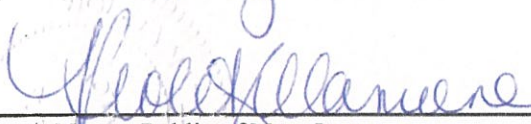
I, William Puntasecca of B. Puntasecca Contractors, Inc. in the county of Bergen  
State of New Jersey of full age, being duly sworn according to law on my oath depose and say  
that: I am President of the firm of B. Puntasecca Contractors, Inc., the  
bidder making the Proposal for the above named projects, and that I executed the said Proposal with full  
authority to do so; and that said contractor, pursuant to N.J.S.A. 18A:18A-23, certifies that he/she owns,  
leases or controls all the necessary equipment required by the plans, specifications and advertisements  
under which bids are asked for. If the bidder is not the actual owner or lessee of any such equipment, this  
certificate shall state the source from which the equipment will be obtained, and shall be accompanied by  
a certificate from the owner or person in control of the equipment required during such time as may be  
necessary for the completion of that portion of the contract for which it is necessary.

  
(also type or print name of affiant under signature)

William Puntasecca - President

Subscribed and sworn to before me

this 18 day May, 2021

  
(Seal) Notary Public of New Jersey

My Commission Expires 8/17/2025

Violeta N Villanueva  
Notary Public  
New Jersey  
My Commission Expires 8-17-2025  
No. 50134394

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APPENDIX F – BID SECURITY (SAMPLE BID BOND)

Sample language illustrated below. Include original bid security document with bid submission

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned  
B. Puntasecca Contractors, Inc. as principal, and United States Surety Company as Surety, are hereby  
and firmly bound unto the Glen Rock Board of Education in the penal sum of TEN PERCENT of amount  
bid, not to exceed TWENTY THOUSAND and 00/100---(10%, not to exceed \$20,000.00) for payment  
which, well and truly be made, we hereby jointly and severally bind ourselves, our heirs, executors,  
administrators, successors and assigns.

Signed this 20th day of May 2021.

The condition of the above obligation is such that whereas the Principal has submitted to the Owner as  
defined, a certain Bid, attached hereto, and hereby made a part hereof, to enter into a contract in writing  
for:

Restroom Alteration at Alexander Hamilton Elementary School

NOW, THEREOF,

A. If said Bid shall be rejected, or, in the alternative,

B. If said bid shall be accepted and the Principal shall execute and deliver a contract in the form  
of Contract provided (properly completed in accordance with said Bid) and shall furnish a bond for his  
faithful performance of said Contract, and shall in all other respects perform the Agreement created by the  
acceptance of the Bid.

Then, this obligation shall be void, otherwise the same shall remain in force, and effect; it being  
expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in  
no event, exceed the penal amount of the obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of the Surety and  
its bond shall be in no way impaired or affected by any extension of the time within which the Principal  
may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have set their hands and seals, and such  
of them as are corporations having caused their corporate seals to be hereto affixed and these presents to  
be signed by their proper officers, the day and year first set forth above.

William Puntasecca Principal: B. Puntasecca Contractors, Inc.  
(L.S.)  
Surety: United States Surety Company By:

Bruce M. Allen, Attorney-in-fact  
STATE OF )  
: SS:  
COUNTY OF )

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, before me personally came  
\_\_\_\_\_ - to me known, who, being by me duly sworn, did depose and say; he resides  
in \_\_\_\_\_ that he is the \_\_\_\_\_ of the  
instrument; that he knows the seal of said corporation; that the seal affixed to said instrument is such  
corporate seal; that it was so affixed by the order of the Board of Directors of said corporation, and that he

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signed his name thereto by like order.

(SEAL)

Notary Public of \_\_\_\_\_  
My Commission Expires \_\_\_\_\_



Bond No.: BB2014872

(Acknowledgement of Surety Company)

STATE OF Delaware )

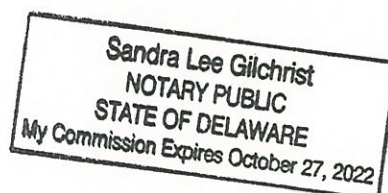
) ss.:

COUNTY OF New Castle )

On this 20th day of May, 2021, before me personally came Bruce M. Allen to me Known, who being by me duly sworn, did depose and say that he resides in \_\_\_\_\_ West Chester, PA that he is the Attorney-in-fact of United States Surety Company, the corporation described in and which executed the within instrument; that he Bruce M. Allen knows the seal of said corporation; that seal affixed to said instrument is such corporate seal; that is so affixed by the order of the Board of Directors of said corporation, and that he signed his name thereto by like order; and that the liabilities of said company do not exceed its assets as ascertained in the manner provided by the laws of the State of New Jersey, and the said Sandra Lee Gilchrist further said that she is acquainted with Bruce M. Allen and knows him to be the Attorney-in-fact of said company; that the signature of the said Bruce M. Allen subscribed to the within instrument is in the genuine handwriting of the said Bruce M. Allen and was subscribed thereto by like order of the Board of Directors, and in the presence of him, the said.

NOTARY PUBLIC OF Delaware  
Commission Expires 10/27/2022

  
Sandra Lee Gilchrist, Notary Public



**SURETY DISCLOSURE STATEMENT AND CERTIFICATION**  
**Pursuant to N.J.S.A. 2A:44-143**

United States Surety Company, surety on the attached bond, hereby certifies:

1. The surety meets the applicable capital and surplus requirements of R.S.17:17-6 or R.S.17:17-7 as of the surety's most current annual filing with the New Jersey Department of Insurance.
2. The capital and surplus, as determined in accordance with the applicable laws of this State, of the surety(ies) participating in the issuance of the attached bond is (are) in the following amount(s) as of the calendar year ended December 31, 2019 which amounts have been certified as indicated by certified public accountants PriceWaterhouseCoopers, LLC:

<u>Surety Company</u>	<u>Capital Surplus</u>
United States Surety Company	\$56,376,617

3. With respect to each surety participating in the issuance of the attached bond that has received from the United States Secretary of the Treasury a certificate of authority pursuant to 31 U.S.C. 9305, the underwriting limitation established therein and the date as of which that limitation was effective is as follows:

<u>Surety Company</u>	<u>Limitation</u>	<u>Date</u>
United States Surety Company	\$5,638,000	July 1, 2020

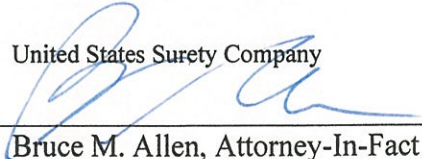
4. The amount of the bond to which this statement and certification is attached is  
\$ 10% of total amount bid not to exceed \$20,000.00
5. If, by virtue of one or more contract of reinsurance, the amount of the bond indicated under item (4) above exceeds the total underwriting limitation of all sureties on the bond as set forth in items (3) above, then for each such contract of reinsurance:
  - (a) The name and address of each such reinsurer under that contract and the amount of that reinsurer's participation in the contract is as follows: N/A
  - (b) Each surety that is party to any such contract of reinsurance certifies that each reinsurer listed under item (5)(a) satisfies the credit for reinsurance requirement established under P.L. 1993, c.243 (C.17:51B-1 et seq.) and any applicable regulations in effect as of the date on which the bond to which this statement and certification is attached shall have been filed with the appropriate public agency

**CERTIFICATION**

I, Bruce M. Allen, as Attorney-In-Fact for United States Surety Company, a corporation domiciled in the State of Maryland, do hereby certify that, to the best of my knowledge, the foregoing statements made by me are true, and acknowledging that, if any of those statements are false, this bond is voidable.

Dated this 20th day of May, 2021

United States Surety Company

  
\_\_\_\_\_  
Bruce M. Allen, Attorney-In-Fact

**UNITED STATES SURETY COMPANY**  
**STATUTORY STATEMENT OF ADMITTED ASSETS,**  
**LIABILITIES, CAPITAL AND SURPLUS (1)**  
**December 31, 2020**

**Admitted Assets**

Investments:  
Fixed Maturities, at amortized cost  
Cash and short term investments

*Total cash and Invested assets:*

66,347,129  
2,419,878  
68,767,007

Investment income due and accrued  
Premium receivable  
Recoverable from reinsurers  
Net deferred tax asset  
Receivables from parent, subsidiaries and affiliates  
State tax receivable

623,690  
1,354,161  
272,743  
606,728  
79,455  
44,903  
2,981,679

*Total admitted assets*

71,748,686

**Liabilities and Capital and Surplus**

Liabilities:

Unpaid loss and loss adjustment expense  
Commission payable  
Accrued expenses  
Current federal income taxes  
Unearned premiums  
Advance premium  
Ceded reinsurance balance payable  
Amounts withheld or retained for others  
Provision for reinsurance  
Payable to parent, subsidiaries and affiliates

6,351,242  
87,625  
783,138  
563,602  
5,599,405  
9,726  
7,919  
369,146  
15,839  
1,717,797  
15,505,438

*Total liabilities*

Capital and Surplus:

Capital Stock  
Additional paid-in and contributed capital  
Unassigned surplus

2,100,000  
22,485,372  
31,657,876  
56,243,248

*Total liabilities and capital and surplus*

71,748,686

(1) - In accordance with the statutory financial statements as filed on March 1, 2021

I, Kio Lo, Chief Financial Officer of United States Surety Company, hereby certify that to the best of my knowledge and belief, the foregoing is a full and true Statutory Statement of Admitted Assets, Liabilities and Capital and Surplus of the Company as of December 31, 2020, prepared in conformity with accounting practices prescribed or permitted by the Maryland Insurance Administration. The foregoing statement should not be taken as a complete statement of financial condition of the Company. Such a statement is available upon written request at the Company's home office located at One Texas Station Court, Suite 230, Timonium, Maryland 21093.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation at Timonium, Maryland.



Kio Lo  
Senior Vice President & CFO





TOKIO MARINE  
HCC

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That, UNITED STATES SURETY COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Maryland, and having its principal office in Timonium, Maryland, does by these presents make, constitute and appoint,

### BRUCE M ALLEN

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver bond number BB2014872, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \*\*\*\*\* UNLIMITED \*\*\*\*\* (\*\*\*UNLIMITED\*\*\*). Said appointment is made under and by authority of the following resolutions of the Board of Directors of United States Surety Company:

*"Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings, including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts, and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." Adopted by unanimous written consent in lieu of meeting on September 1<sup>st</sup>, 2011.

The Attorney-in-Fact named above may be an agent or a broker of the Company. The granting of this Power of Attorney is specific to this bond and does not indicate whether the Attorney-in-Fact is or is not an appointed agent of the Company.

IN WITNESS WHEREOF, United States Surety Company has caused its seal to be affixed hereto and executed by its Senior Vice President on this 1<sup>st</sup> day of June, 2018.

State of California  
County of Los Angeles



By: Adam S. Pessin  
Adam S. Pessin, Senior Vice President

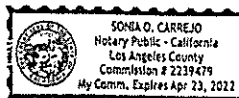
A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

On this 1<sup>st</sup> day of June, 2018, before me, Sonia O. Carrejo, a notary public, personally appeared Adam S. Pessin, Senior Vice President of United States Surety Company, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of CALIFORNIA that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature] (seal)



I, Kio Lo, Assistant Secretary of United States Surety Company, do hereby certify that the Power of Attorney and the resolution adopted by the Board of Directors of said Company as set forth above, are true and correct transcripts thereof and that neither the said Power of Attorney nor the resolution have been revoked and they are now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of May, 2021.

Bond No. BB2014872

Agency No. 12274



[Signature]  
Kio Lo, Assistant Secretary

HCCSZZPOAUSSC06/2018

visit [tmhcc.com/surety](http://tmhcc.com/surety) for more information

## CERTIFICATE OF SURETY

KNOW ALL MEN BY THESE PRESENT, that for and in consideration of the sum of One Dollar, lawful money of the United States, the receipt whereof is hereby acknowledged, paid the undersigned Surety, and for other valuable consideration, the United States Surety Company a corporation organized and existing under the laws of the State of Maryland and licensed to do business in the State of New Jersey, consents and agrees, that if the contract for the Glen Rock BOE-Alexander Hamilton Elementary School-Restroom Alterations the Glen Rock BOE-Alexander Hamilton Elementary School-Restroom Alterations be awarded to B. Puntasecca Contractors, Inc. the undersigned corporation agrees with the said Contractor to execute the final bond as required by the specifications, and to become Surety in the full amount in accordance with specifications for the faithful performance of the contract. The undersigned Surety does further agree that having examined the INSTRUCTIONS TO BIDDERS, GENERAL CONDITIONS, SUPPLEMENTARY GENERAL CONDITIONS, SPECIFICATIONS and all other CONTRACT DOCUMENTS and the bid of B. Puntasecca Contractors, Inc. hereto attached, we hereby declare that, if said bid or any part thereof be accepted, we are willing to be bound with the said bidder upon the terms and conditions mentioned in the proposal and specifications in two-hundred (200%) percent of the contract sum through the issuance of a Performance Bond and a Labor and Materials Payment Bond, condition upon the faithful and satisfactory performance or all obligations and requirements of the contract.

The undersigned Surety does further agree that they will supply a Maintenance bond in the amount of (100%) percent of the contract sum, (including all change orders) conditioned upon the faithful and satisfactory performance of all obligations and requirements for correction of work for (2) year(s) from date of Substantial Completion.

IN WITNESS WHEREOF, the undersigned United States Surety Company has caused this agreement to be signed by its duly authorized representative and its corporate seal to be hereto affixed this 20<sup>th</sup> day May, 2021.

Countersigned by:

United State Surety Company

By  (Attorney-in-fact) Bruce M. Allen

Resident Agent

NOTE: If the organization of the Surety is other than a corporation, substitute the proper type for the word "corporation", such as, Partnership, Proprietorship, etc.

Each executed bond should be accompanied by (a) appropriate acknowledgements of the respective parties (b) appropriate duly certified copy of a Power of Attorney or other certificate of authority where bond is executed by agent, officer or other representative of Principal or Surety; (c) a duly certified extract from By-Laws or resolutions of Surety under which Power of Attorney or other certificate of authority of its agent officer or representative was issued; and (d) duly certified copy of latest published financial statement of assets and liabilities of Surety.

Affix acknowledgement and justifications of Sureties.

30 April 2021

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

APPENDIX J – NO MATERIAL ADVERSE CHANGE IN  
QUALIFICATION CERTIFICATION

Bidder's Name: B. Puntasecca Contractors, Inc.

Address: 210 Willow Avenue, Hackensack, NJ 07601

1. A statement as to the financial ability, adequacy of plant equipment, organization and prior experience of the bidder has been submitted to the Department of Treasury within the last six (6) months preceding the date of opening of bids for this contract.

2. I certify that there has been no material adverse change in the qualification except:  
N/A

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B. Puntasecca Contractors, Inc.

(Name of Organization) BIDDER

 05/18/2021  
(Signature) (Date)

President  
(Title)

30 April 2021

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

APPENDIX L – NON COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

COUNTY OF Bergen

PROJECT: Glen Rock- Alexander Hamilton Elem. School- Bathroom Alterations

I William Puntasecca, of the City of Hackensack in the County of Bergen and the State of New Jersey of full age, being duly sworn according to law on my oath depose and say that:

I am President of the firm of B. Puntasecca Contractors, Inc., the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint for free, competitive bidding in connection with the above-named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with Full knowledge that the Board of Education relies upon the truth of statements contained in said Proposal and in the statements contained in the affidavit awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bonafide employees or bonafide established commercial or selling agencies maintained by (name of contractor) \_\_\_\_\_ (N.J.S.A.52:34-15).

William Puntasecca  
Also type or print name of affiant under signature)

William Puntasecca - President  
Subscribed and sworn to before me

this 18 day May, 20 21

Violeta N Villanueva  
(Seal) Notary Public of New Jersey

My Commission Expires 8/17/2025

Violeta N Villanueva  
Notary Public  
New Jersey  
My Commission Expires 8-17-2025  
No. 50134394



APPENDIX M – STATEMENT OF OWNERSHIP FORM  
N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

**Name of Organization:** B. Puntasecca Contractors, Inc. \_\_\_\_\_

**Organization Address:** 210 Willow Avenue, Hackensack, NJ 07601 \_\_\_\_\_

**Part I Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☒ For-Profit Corporation (any type) ☐ Limited Liability Company (LLC)
- ☐ Partnership ☐ Limited Partnership ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☐ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

**Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

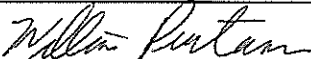
Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

**Part IV Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Board of Education is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with Board of Education to notify the Board of Education in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the Board of Education, permitting the Board of Education to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	William Puntasecca	Title:	President
Signature:		Date:	05/18/2021

30 April 2021

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

APPENDIX O – PREVAILING WAGE AFFIDAVIT

State of New Jersey, County of Bergen

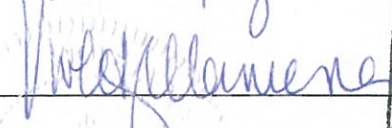
I, William Puntasecca of the City of Hackensack of  
in the county of Bergen State of New Jersey of full age, being duly sworn according to  
law on my oath deposed and say that: I am President of the firm of  
B. Puntasecca Contractors, Inc., the bidder making the Proposal for the above named projects,  
and that I executed the said Proposal with full authority to do so; and that said contractor agrees to  
comply with the requirements of P.L. 1963, c. 150, as amended through July 3, 1974 and P.L. 1979 c. 303  
effective January 17, 1980 including the payment of no less than the prevailing wages as determined by  
Commissioner of Labor and Workforce Development, and in effect on the date of award of this contract  
for each trade required for this project., and that the prevailing wage for each trade required for this  
project is as listed.

I further warrant that, in the event that the prevailing wage as listed above shall change as of the date of  
the award of this contract, I shall, if awarded the contract, issue a revised affidavit and forward the same  
to the Board of Education. N.J.S.A. 34:11-56.25 et seq. and N.J.S.A. 34:1B-5.1

  
**William Puntasecca - President**  
(also type or print name of affiant under signature)

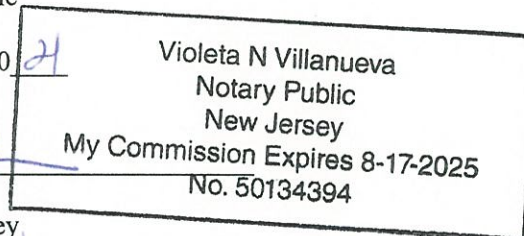
Subscribed and sworn to before me

this 18 day May, 2021



(Seal) Notary Public of New Jersey

My Commission Expires 8/17/2025



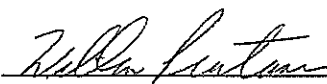
## APPENDIX P – EQUAL OPPORTUNITY MANDATORY BID STATEMENT

- A. Procurement of Service Contract (see Exhibit A following): The parties of this contract agree to incorporate into the contract the mandatory language of subsection 3.4 (a) of the Regulations supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms provisions, and obligations of said subsection 3.4 (a) provided that said subsection shall be applied subject to the terms of subsection 3.4 (d) of said Regulations.

The parties to this contract agree to incorporate into this contract the mandatory language of section 5.3 of the Regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said section 5.3.

- B. Construction Contract (see Exhibit B following): The parties to this contract agree to incorporate into this contract the mandatory language of subsection 3.4 (a) of the Regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time and the contractor or subcontractor agrees to comply fully with the terms, provisions, and obligations of said subsection 3.4 (a) provided that said subsection shall be applied subject to the terms of subsection 3.4 (d) of said regulations.

The parties to this contract agree to incorporate into this contract the mandatory language of subsections 7.4 (a) and (b) of the Regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time and contractor or subcontractor agrees to comply fully with the terms, provisions and obligations of subsections, 7.4 (a) and (b).

SIGNATURE	
TITLE	President
COMPANY	B. Puntasecca Contractors, Inc.
ADDRESS	210 Willow Avenue
CITY	Hackensack
STATE	New Jersey
ZIP CODE	07601



## APPENDIX R – DISCLOSURE FORM

The attention of prospective bidders is drawn to the provisions of the School Ethics Law (N.J.S.A. 18A:12-24, et. seq.) which prohibits an Officer or Employee of the Owner or member of his/her immediate family from having an interest in a business organization or engaging in any business transaction, or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest.

In furtherance thereof, every bidder must disclose below, being an Officer or Employee of the Owner, or whether an immediate family member is an Officer or Employee of the Owner. If the bidder is a business organization, then disclosure shall be made with respect to anyone having an interest in the business and their immediate family members.

Please answer the following:

Is the bidder, or a member of the bidder's immediate family, or anyone having an interest in the bidder's business organization including their immediate family members, an Officer or Employee of the Owner.

No X Yes \_\_\_\_\_

S\ William Puntasecca  
\*President, Vice President or Signature of Authorized Representative

William Puntasecca

Print Name

President

Title

If Yes, provide the name of the individual and identify the position held in writing to the:

Mr. Michael Rinderknecht, Business Administrator / Board Secretary  
Glen Rock Board of Education  
620 Harristown Road  
Glen Rock, NJ 07452

(Attach a copy of the correspondence to this form)

NOTE: All terms used herein are to be construed in accordance with their meaning under the Local Government Ethics Law, cited above.

\*FAILURE TO SIGN THIS AFFIDAVIT BY A DULY AUTHORIZED COMPANY OFFICIAL MAY RESULT IN REJECTION OF THIS PROPOSAL.

AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability

The Contractor and the Board of Education (hereafter "Owner") do hereby agree that the provisions of Title II of the Americans With Disabilities Act of 1990 (the "Act"), (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The Owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

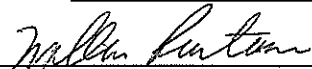
It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the Owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Name of Company B. Puntasecca Contractors, Inc.

Authorized Agent William Puntasecca

Title or Position President

Signature 

Date 05/18/2021

## APPENDIX Q – AFFIRMATIVE ACTION MANDATORY BID STATEMENT

During the performance of the contract, the contractor agrees as follows:

1. The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during their employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the public agency compliance officer setting forth provisions of this nondiscrimination clause.
2. The contractor or subcontractor, where applicable, will in all solicitations and advertisements for employees placed by or in behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.
3. The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising that labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time.
5. The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the affirmative action office pursuant to N.J.A.C. 17:27-5.2 promulgated by the treasurer pursuant to N.J.S.A. 10:5-31 et. seq., as amended and supplemented from time to time.
6. The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
7. The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the state of New Jersey, and as established by applicable federal law and applicable federal court decisions.

30 April 2021

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656


8. The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the state of New Jersey, and applicable federal law and applicable federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the affirmative action office as may be requested by the office from time to time in order to carry out the purposes of these regulation, and public agencies shall furnish such information as may be requested by the affirmative action office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

No firm may be issued a purchase order or contract unless they comply with the affirmative action regulations.

Please check the appropriate box (only one):

- ☐ I have a valid Federal Affirmative Action Plan Approval Letter.
- ☒ I have a current New Jersey Affirmative Action Certificate. (see sample copy Exhibit Q-1)
- ☐ I have completed an Affirmative Action Employee Information Report (AA302).  
(see sample copy Exhibit Q-2, submit most current version)

SIGNATURE 

TITLE President

COMPANY B. Puntasecca Contractors, Inc.

30 April 2021

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

APPENDIX S – CERTIFIED SWORN STATEMENT ON  
NON-DISBARMENT/DISQUALIFICATION/SUSPENSION

I, William Puntasecca of the City of Hackensack of  
in the county of Bergen State of New Jersey of full age, being duly sworn according to  
law on my oath depose and say that: I am President of the firm of  
B. Puntasecca Contractors, Inc., the bidder making the Proposal for the above named projects,  
and that I executed the said Proposal with full authority to do so; and that said contractor so swears at this  
time is not included on the State Treasurer's, the Authority's, the Corporation's, or the Federal  
Government's list of Debarred, Suspended or Disqualified Bidders as a result of action taken by any State  
of Federal agency. I furthermore understand that the District shall immediately notify the State, the  
Authority, the Corporation and the Unit of Fiscal Integrity in writing whenever it appears that a bidder is  
on the Treasurer's, the Authority's, the Corporation's or the Federal Government's List. The State and/or  
the Authority, and/or the Corporation reserve the right in such circumstances to immediately suspend  
such bidder from contracting and to take such other action as is deemed appropriate pursuant to N.J.A.C.  
17:19-4 et seq. or any applicable regulation issued by the Authority.

William Puntasecca  
(also type or print name of affiant under signature)  
**William Puntasecca - President**

Subscribed and sworn to before me

this 18 day May, 2021

Violeta N Villanueva  
(Seal) Notary Public of New Jersey

My Commission Expires 8/17/2025

Violeta N Villanueva  
Notary Public  
New Jersey  
My Commission Expires 8-17-2025  
No. 50134394

## APPENDIX T - ASBESTOS ACKNOWLEDGEMENT FORM

## TO ALL CONTRACTORS/WORKERS

Pursuant to AHERA (Asbestos Hazard Emergency Response Act) Regulations, you are hereby informed that the Owner has conducted an inspection of its buildings for asbestos containing building materials. A Management Plan has been developed and approved. The plan identifies asbestos containing building materials, assesses their friability (the potential to be crumbled or reduced to powder by hand pressure), and recommends action based upon the potential release of asbestos fibers.

You are hereby informed that you have the right to inspect the Management Plan prior to the commencement of your work. You are also directed to inform the Owner if you are going to be working in an area that may cause you to disturb any existing asbestos containing building materials.

Your signature below acknowledges that you have been informed prior to the commencement of work that you have been made aware of your rights under the AHERA Regulations. Each Prime Contractor shall notify his subcontractors of the above notification.

William Puntasecca  
Name (printed)

  
Signature

B. Puntasecca Contractors, Inc.  
Company Name (printed)

05/18/2021  
Date

APPENDIX U - POLITICAL CONTRIBUTION DISCLOSURE AFFIDAVIT

STATE OF New Jersey

ss:

COUNTY OF Bergen

I, William Puntasecca, residing in the City of Hackensack in the County of Bergen and State of New Jersey, of full age, being duly sworn according to law on my oath depose and say:

I am President of the firm of B. Puntasecca Contractors, Inc., the bidder making the proposal for the above named project. I am aware that:

A. Pursuant to N.J.A.C. 6A:23A-6.3, no business entity which has made a reportable contribution (as defined in N.J.S.A. 19:44A-1 et seq.) to a member of the Board of Education during the preceding one (1) year shall be awarded a contract in excess of \$17,500.

B. Any business entity doing business with the School District is precluded from making any reportable contributions to any member of the Board of Education during the term of the Contract.

C. When a business entity is a natural person, a contribution by that person's spouse or child that resides therewith shall be deemed to be a contribution by the business entity. Where a business entity is other than a natural person, a contribution by the person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

D. A political contribution disclosure (hereinafter referred to as "PCD") form is required to be submitted for all contracts greater than \$17,500. No contract award shall be made unless the completed PCD is submitted to the Board office prior to the award. Failure to submit the PCD shall result in the rejection of the bid. A Sample Form is included as part of the bidding documents and must be completed by the bidder.

I aver that no reportable contributions have been made by the Bidder in violation of the provisions set forth in N.J.A.C. 6A:23A-6.3. If the Bidder is the lowest responsible bidder, a completed PCD form shall be submitted to the Board office ten (10) days prior to the contract award.



Violeta N Villanueva  
Notary Public  
New Jersey  
My Commission Expires 8-17-2025  
No. 50134394

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

Sworn to and subscribed  
to this 18 day of

By: [Signature]  
Signature of Principal

William Puntasecca  
(Name)

President  
(Title)

Notary Public of New Jersey

My Commission expires 8/17/25

**Certification on Behalf of a Company, Partnership or Organization and All Individuals Whose Contributions are Attributable to the Entity Pursuant to Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, neither the below-named entity nor any individual whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008) has solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) Any candidate committee and/or election fund of the Governor;
- b) A State political party committee;
- c) A legislative leadership committee;
- d) A county political party committee; or
- e) A municipal political party committee.

I certify as an officer or authorized representative of the Company or Organization identified below that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

**Name of Company, Partnership or Organization:**

B. Puntasecca Contractors, Inc.

Signed: [Signature] Title: President

Print Name: William Puntasecca Date: 05/18/2021

**Circle One of the Following Which Applies:**

(A) The Company, Partnership or Organization is the vendor;

or



- (B) the Company, Partnership or Organization is a Principal (more than 10% ownership or control) of the vendor, a Subsidiary controlled by the vendor, or a Political Organization (e.g., PAC) controlled by the vendor.**

*\*Please note that if the person signing this Certification is not signing on behalf of all individuals whose contributions are attributable to the entity pursuant to Executive Order No. 117 (2008), each of those individuals will be required to submit a separate individual Certification.*

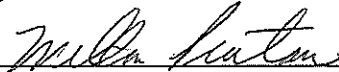
**Individual Certification of Compliance with Executive Order No. 117 (2008)**

I hereby certify as follows:

On or after November 15, 2008, I have not solicited or made any reportable contribution of money or pledge of contribution, including in-kind contributions or company or organization contributions, to the following:

- a) **Any candidate committee and/or election fund of the Governor;**
- b) **A State political party committee;**
- c) **A legislative leadership committee;**
- d) **A county political party committee; or**
- e) **A municipal political party committee.**

I certify that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Signed: 

Print Name: William Puntasecca Date: 05/18/2021

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**

Contractor Instructions, amended for Boards of Education pursuant to N.J.A.C. 6A:23A-6.3

Pursuant to N.J.A.C. 6A:23A-6.3, business entities (contractors) receiving contracts from boards of education are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
  - of the public entity awarding the contract
  - of that county in which that public entity is located
  - of another public entity within that county, or
  - of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

The enclosed list of agencies is intended to assist the Contractor in identifying the public agencies whose elected officials or candidate committees are affected by the disclosure requirement. It is the Contractor's responsibility to identify the specific committees to which contributions have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an "interest" ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees (PACs).

When the business entity is a natural person, "a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity." [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The attached disclosure form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the Contractor's submission and is disclosable to the public under the Open Public Records Act.

30 April 2021

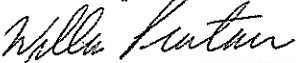
Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

**C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM**  
Required Pursuant to N.J.S.A. 19:44A-20.26 and N.J.A.C. 6A:23A-6.3(a)(4)

**Part I – Contractor Information**

Contractor Name: B. Puntasecca Contractors, Inc.  
Address: 210 Willow Avenue  
City: State: Zip: Hackensack, NJ 07601

The undersigned being authorized to certify, hereby certifies that the submission provided herein represents compliance with the provisions of N.J.S.A. 19:44A-20.26.

 William Puntasecca President  
Signature Printed Name Title

**Part II – Contribution Disclosure**

Disclosure requirement: Pursuant to N.J.S.A. 19:44A-20.26 this disclosure must include all reportable political contributions (more than \$300 per election cycle) over the 12 months prior to submission to the committees of the government entities listed on the form provided by the local unit.

☐ Check here if disclosure is provided in electronic form.

Contributor Name	Recipient Name	Date	Dollar Amount
			\$

Contractor may attach continuation page as needed.

**This form or its permitted facsimile must be submitted to the local unit  
no later than 10 days prior to the award of the contract.**

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM  
Required Pursuant To N.J.S.A. 19:44A-20.26

Vendor Name:

[illegible]

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## APPENDIX W – DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Name of Bidder:

B. Puntasecca Contractors, Inc.**PART 1: CERTIFICATION**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment, or suspension of the party.

**PLEASE CHECK THE APPROPRIATE BOX:**

I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR



I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below.

**PART 2: ADDITIONAL INFORMATION (if applicable)****PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the form below.

PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES.

30 April 2021

Glen Rock Board of Education  
Restroom Alterations at Alexander Hamilton Elementary School  
PSA 8656

Name: \_\_\_\_\_

Relationship to Bidder/Vendor: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

\_\_\_\_\_

Duration of Engagement: \_\_\_\_\_

Anticipated Cessation Date: \_\_\_\_\_

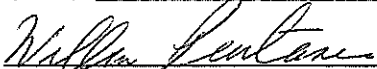
Bidder/Vendor Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

**CERTIFICATION:**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the Board of Education is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Board of Education to notify the Board of Education in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Board of Education and that the Board of Education at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): William Puntasecca

Signature: 

Title: President

Date: 05/18/2021

## APPENDIX X - SWORN CONTRACTOR CERTIFICATION REQUIREMENTS

In accordance with N.J.S.A. 18A:7G-37, a pre-qualified contractor seeking to bid school facilities projects, and any subcontractors, that are required to be named under N.J.S.A. 18A:7G-1 et.seq. shall, as a condition of bidding, submit this Sworn Contractor Certification regarding qualifications and credentials.

**NOTE: This list of submittals in the Public Schools Contract Law applies to the Bidder and to all major subcontractors being included. REFER TO BIDDER'S CHECKLIST TO AID IN ASSURING A COMPLETE BID SUBMISSION.**

By Signing and submitting this Sworn Contractor Certification the principal Owner or Officer of the Company or Corporation certifies that the firm has the following qualifications and credentials:


1. A current, valid **certificate of contractor registration** issued pursuant to "The Public Works Contractor Registration Act," N.J.S.A. 34:11-56:48 et.seq. A copy of which is submitted with its bid (Appendix N1);
2. A current, valid Certificate of Authority (e.g. now called the **Business Registration**) to perform work in New Jersey issued by the Department of Treasury, a copy of which is submitted with its bid (Appendix N2);
3. A current valid **contractor trade license** required under applicable New Jersey Law for any specialty trade or specialty area in which the firm seeks to perform work, a copy of which is submitted with its bid (Section 00 21 13, Para. 1.14.E.7.d);
4. During the term of the school facilities project, I as Principal Owner or Officer of the Company or corporation, as Contractor, will have in place a suitable quality control and quality assurance program and an appropriate safety and health plan.
5. Verifies that, at the time of bidding, the amount of the bid proposal and value of all of its outstanding **incomplete contracts** does not exceed the firm's existing aggregate rating limit (Appendix I).

As the principal Owner or Officer of the Company or Corporation, I certify that, at the time of bidding this project, the amount of the bid proposal and the value of all this firm's outstanding incomplete contracts does not exceed the firm's existing aggregate rating limit.

Name of Company submitting this Certification: B. Puntasecca Contractors, Inc.

Printed Name of

Authorized Representative: William Puntasecca

Signature: 

Date: 05/18/2021

Corporate Seal

END OF DOCUMENT 00 43 00