

**HOUSING AUTHORITY OF THE CITY OF HOBOKEN**

**BID DOCUMENT SUBMISSION CHECKLIST**

**PLEASE SUBMIT ONE ORIGINAL & ONE PDF COPY OF BID DOCUMENTS**

**A. Failure to submit the following documents at the time of bid submission is a mandatory cause for the bid to be rejected. (N.J.S.A. 40A:11-23.2)**

	Initial Each Item as Submitted with Bid (Bidder's Initials)
Bid Bond/Guarantee, pursuant to N.J.S.A. 40A:11-21	<u>ECB</u>
Consent of Surety, pursuant to N.J.S.A. 40A:11-22	<u>ECB</u>
Statement of Ownership, pursuant to N.J.S.A. 52:25-24.2 (must be signed and notarized)	<u>ECB</u>
Subcontractor Certificate, pursuant to N.J.S.A. 40A:11-16	<u>ECB</u>
State of New Jersey Department of Labor Public Works Contractor Registration Act Certificate, pursuant to N.J.S.A. 34-11-56.48	<u>ECB</u>
If applicable, Acknowledgement of Receipt of Any Notice of Revisions or Addenda to the Bid Documents	<u>ECB</u>

**B. Failure to submit the following documents may be a cause for the bid to be rejected. (N.J.S.A. 40A:11-23.1b)**

	Initial Each Item as Submitted with Bid (Bidder's Initials)
Bid Document Submission Checklist	<u>ECB</u>
Bid Form	<u>ECB</u>
Business Registration Certificate or Certificate and Registration for Individuals, pursuant to N.J.S.A. 40A:11-16 and 52:32-44 for both the Bidder and all Subcontractors required to be listed in this Bid, as referenced above	<u>ECB</u>



## BID FORM

HOUSING AUTHORITY OF THE CITY OF HOBOKEN GENERAL CONSTRUCTION SERVICES CONTRACT AT  
 ANDREW JACKSON GARDENS  
 HARRISON GARDENS  
 MONROE GARDENS  
 ADAMS GARDENS  
 FOX HILL GARDENS  
 CHRISTOPHER COLUMBUS GARDENS  
 HOBOKEN, NEW JERSEY

TO HOUSING AUTHORITY OF THE CITY OF HOBOKEN  
 hereinafter called "Owner"

FROM: (Bidder's Name)	Edward C. Burlew	
(Bidder's Firm)	Magic Touch Construction Co., Inc.	
(Address)	59 West Front Street Keyport, NJ 07735	
(Tel. #) (Fax #)	732-888-9625 phone	732-888-9624 fax

### BASE BID

The Bidder, having examined the proposed Contract Documents and examined the conditions affecting the Work, hereby proposes to furnish all labor, materials, and equipment, and to perform operations necessary to complete the agrees to Work as required by said General Construction Service Contract for the stipulated sum of:

#### LABOR:

Carpenter	640	Man-hours X	<u>\$ 83.95</u>	/ Man-Hour =	<u>\$ 53,728.00</u>
Carpenter- resilient floors	256	Man-hours X	<u>\$ 83.95</u>	/ Man-Hour =	<u>\$ 21,491.20</u>
Drywall Finisher	256	Man-hours X	<u>\$ 83.95</u>	/ Man-Hour =	<u>\$ 21,491.20</u>
Laborer-building	160	Man-hours X	<u>\$ 83.95</u>	/ Man-Hour =	<u>\$ 13,432.00</u>
Heavy and general	160	Man-hours X	<u>\$ 83.95</u>	/ Man-Hour =	<u>\$ 13,432.00</u>
Painter New Construction	256	Man-hours X	<u>\$ 83.95</u>	/ Man-Hour =	<u>\$ 21,491.20</u>

Painter Repairing	256	Man-hours X	\$ 83.95	/ Man-Hour =	\$ 21,491.20	
Plasterer	160	Man-hours X	\$ 83.95	/ Man-Hour =	\$ 13,432.00	
Tile Setter Ceramic	128	Man-hours X	\$ 83.95	/ Man-Hour =	\$ 10,745.60	
Truck Driver	120	Man-hours X	\$ 83.95	/ Man-Hour =	\$ 10,074.00	
Truck Driver Material delivery	120	Man-hours X	\$ 83.95	/ Man-Hour =	\$ 10,074.00	
					Labor Total =	\$ 210,882.40
<b>MATERIAL ALLOWANCE:</b>						
Lump Sum Amount of Twenty Five Thousand Dollars					\$	40,000
<b>BASE BID AMOUNT (Labor Total plus Material Allowance):</b>						
<b>Two Hundred Fifty Thousand Eight Hundred Eighty Two Dollars and Forty Cents</b>						
<b>(WRITTEN OUT)</b>						
					DOLLARS \$	<b>250,882.40</b>
<b>TIME FOR COMPLETION:</b>						
If awarded the General Construction Services Contract, the Bidder acknowledges the contract term is one (1) year with a (1) year option to extend for a second year at the same hourly rates, at the sole discretion of the Authority.						

**ACKNOWLEDGEMENT OF RECEIPT OF ANY NOTICE  
OF REVISIONS OR ADDENDA TO THE BID DOCUMENTS**

**HOUSING AUTHORITY OF THE CITY OF HOBOKEN**

Magic Touch Construction Co., Inc.  
(Name of Construction Project)

General Construction Services Contract  
(Project or Bid Number)

In accordance with N.J.S.A. 40A:11-23.1(a), the undersigned bidder hereby acknowledges receipt of the following notices, revisions, or addenda to the bid advertisement, specifications or bid documents. By indicating date of receipt, bidder acknowledges that the submitted bid takes into account the provisions of the notice, revision or addendum. Note that the Housing Authority of the City of Hoboken's record of notice to bidders shall take precedence and that failure to include provisions of changes in a bid proposal may be subject for rejection of the bid. Moreover, you must provide the following information when submitting the bid. Failure to do so shall render a bidder's bid proposal unresponsive, and shall constitute a fatal defect that cannot be cured by a governing body, and shall cause the bid to be rejected without opportunity to cure the defect.

<u>Title of Addendum/Revision</u>	<u>How Received</u> (Mail, Fax, Pick-up, etc.)	<u>Date Received</u>
N/A		

**Acknowledgement by Bidder:**

Name of Bidder: Magic Touch Construction Co., Inc.

By Authorized Representative:

Signature: 

Printed Name and Title: Edward C. Burlew President

Date: 4/23/2020

Bond # 1519

**BID BOND/GUARANTEE**

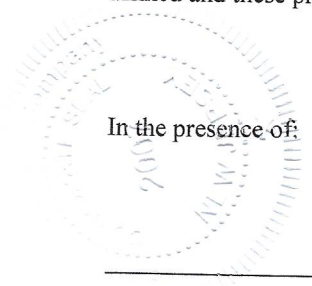
In accordance with N.J.S.A. 40A:11-21, provide the following information when submitting the bid. Failure to do so shall render a bidder's bid proposal unresponsive, and shall constitute a fatal defect that cannot be cured by a governing body, and shall cause the bid to be rejected without opportunity to cure the defect. Moreover, letters of credit are not acceptable as bid guarantees.

**KNOW ALL MEN BY THESE PRESENTS**, that we, the undersigned, \_\_\_\_\_  
**Magic Touch Construction Co., Inc.** as Principal and **Bondex Insurance Company**  
as SURETY are held and firmly bound unto the Housing Authority of the City of Hoboken, hereinafter called the  
"Authority", in the penal sum of 10 % of the bid. 10% not to exceed \$ 20,000.00  
\_\_\_\_\_ Dollars, lawful money of the United States, for the payment of which sum well and truly to be  
made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly  
by these present.

**THE CONDITION OF THIS OBLIGATION IS SUCH**, that whereas the Principal has submitted the  
accompanying bid, dated April 23, for **Hoboken Housing Authority**  
**General Construction Services Contract**

**NOW THEREFORE**, if the Principal shall not withdraw said bid within the period of sixty (60) days after  
the said opening, and shall within the period specified therefore, give bond with good and sufficient surety or  
sureties, as may be required, for the faithful performance and proper fulfillment of such contract; or in the event of  
the withdrawal of said bid within the period specified or the failure to give such bond within the time specified, it  
the Principal shall pay the Authority the difference between the amount specified in said bid and the amount for  
which the Authority may procure the required work or supplies or both, if the latter amount be in excess of the  
former, then the above obligation shall be void and of no effect, otherwise to remain in full force and virtue.

**IN WITNESS WHEREOF**, the above bounded parties have executed this instrument under their several  
seals this 23rd day of April, 2020, the name and corporate seal of each corporate party being hereto  
affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.



In the presence of:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Seal)  
(Individual Principal)

Bond # 1519

(Address)

(Business Address)

\_\_\_\_\_

\_\_\_\_\_ (Seal)  
(Individual Principal)

(Address)

(Business Address)

ATTEST:

Edward C. Burlew      President  
(Corporate Principal)

(Affix Corporate Seal)

59 West Front Street  
(Business Address)

Keyport, NJ 07735

BY: 

ATTEST

Bondex Insurance Company  
(Corporate Surety)

Philip S. Tobey, Attorney-in-Fact

(Affix Corporate Seal)

BY: 

(Power of Attorney for person signing for the surety company must be attached to bond.)

This Power of Attorney is for Magic Touch Construction Co., Inc. ONLY.

This Power of Attorney is for Bid Bonds and Consents of Surety ONLY.

BOND #: 1519

### POWER OF ATTORNEY Bondex Insurance Company

KNOW ALL MEN BY THESE PRESENTS:

That **Bondex Insurance Company**, a corporation duly organized under the laws of the State of New Jersey, and having a principal office in Florham Park, County of Morris, State of New Jersey, does hereby appoint: **Philip S. Tobey**

its true and lawful Attorney(s)-in Fact, with full power and authority to execute on its behalf bid bonds and consents of surety issued in the course of its business and to bind the Company thereby, in an Amount not to exceed \$500,000.00

This Power Of Attorney is granted and is signed and sealed by the authority of the following Resolution adopted by the Board of Directors of Bondex Insurance Company at a meeting duly called and held on the 7th day of March, 2007.

*\*RESOLVED that the Chief Executive Officer, President or a Vice President, Secretary or Assistant Secretary, shall have the power and authority*

1. *To appoint Attorney(s)-in-Fact and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, contracts of indemnity and other writing obligatory in the nature thereof and,*
2. *To remove, at any time, any such Attorney-in-Fact and revoke any authority given.*

*"RESOLVED FURTHER, that the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached as though manually affixed"*

IN WITNESS WHEREOF, Bondex Insurance Company has caused its seal to be affixed hereto and executed by its President on the 25th day of October, 2018.



**BONDEX INSURANCE COMPANY**

BY   
Philip S. Tobey, President

State of New Jersey  
County of Morris ss.

On this 25th day of October, 2018, before me, a notary public, personally appeared Philip S. Tobey, personally known to me, who being duly sworn did say that he is the President of Bondex Insurance Company, the Corporation described in the foregoing instrument, and that the Seal affixed to said instrument is the said Corporate Seal and that he executed the same in his authorized capacity, and that said instrument was signed and sealed on behalf of said Corporation by authority of its Board of Directors.

In Testimony Whereof I have set my hand and affixed my official Seal, the day and year fits written above,



**CAROL DeCAPUA**  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires 5/2/2022

BY   
Carol DeCapua, *Notary Public*

I, Maureen Cupo, Secretary of Bondex Insurance 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 HEREOF, I have hereunto set my hand this 23rd day of April, 2020.



BY   
*Maureen Cupo, Secretary*

**Warning: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties**



## SURETY DISCLOSURE STATEMENT AND CERTIFICATION

**Bondex Insurance Company**, surety on the attached bond, hereby certifies the following:

(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 participating in the issuance of the attached bond is in the following amount as of May 24, 2019, which amounts have been certified as indicated by certified public accountants Bonamassa, Maietta & Cartelli, LLP, and will be included in the Annual Statement to be filed with the New Jersey Department of Insurance, 20 West State Street CN-325, Trenton, New Jersey 08625-0325

**Capital and Surplus: \$3,659,558**

(3) (a) 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 on July 1, 2017 is as follows:

**Limitation: \$366,000**

(b) With respect to each surety participating in the issuance of the attached bond that has not received such a certificate of authority from the United States Secretary of the Treasury, the underwriting limitation of that surety as established pursuant to R.S.17:18-9 as of (date on which such limitation was so established) is as follows (indicating for each such surety that surety's underwriting limitation and the date on which that limitation was established):

\_\_\_\_\_  
\_\_\_\_\_

(4) The amount of the bond to which this statement and certification is attached is \$AMOUNT BID

(5) If, by virtue of one or more contracts 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)(a) or (3)(b) above, or both, 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:

**Reinsurer**

**Amount**

Beazley USA Services Inc. on Behalf of Lloyds Syndicate

\$2,825,000\*

Arch Reinsurance Company

\$1,412,000\*

SCOR Reinsurance Company

\$847,500\*

Liberty Mutual on behalf of Lloyds Syndicate

\$565,000\*

*\*This amount is the maximum amount as per the reinsurance contract*

(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.

### CERTIFICATE

I Philip S Tobey, as Attorney-in-Fact for Bondex Insurance Company, a corporation domiciled in (NJ) , DO HEREBY CERTIFY that, to the best of my knowledge, the foregoing statements made by me are true, and ACKNOWLEDGE that, if any of those statements are false, this bond is VOIDABLE.



(Signature of certifying agent)

**Philip S. Tobey**

(Printed name of certifying agent)

**Attorney-in-Fact**

(Title of certifying agent)



## PERFORMANCE AND PAYMENT BOND INSTRUCTIONS

- (1) Individual sureties, partnerships, or corporations not in the surety business will not be acceptable.
- (2) The name of the Principal shall be shown exactly as it appears in the Contract.
- (3) The penal sum shall be not less than the contract amount.
- (4) If the Principals are partners or joint venturers, each member shall execute the bond as an individual, with his place of residence shown.
- (5) If the Principal is a corporation, the bond shall be executed under its corporate seal. If the corporation has no corporate seal, the fact shall be stated, in which case a scroll or adhesive seal shall be affixed following the corporate name.
- (6) The official character and authority of the persons executing the bond for the Principal, whether individual, partnership, or corporation, shall be certified by individual, partner or, in the case of a corporation, by the secretary or assistant secretary thereof under the corporate seal, or there may be attached copies of so much of the records of the corporation as will evidence the official character and authority of the officer signing, duly certified by the secretary or assistant secretary, under the corporate seal, to be true copies. If a corporation, president or vice president should sign for same, secretary of corporation should attest to signature of signing officer.
- (7) The current power-of-attorney of the persons signing for the surety company must be attached to the bond.
- (8) The date of bond must not be prior to the date of contract.
- (9) The following information must be placed on the bond by the surety company:
  - a. The rate of premium in dollars per thousand, and
  - b. The total dollar amount of premium charged.
- (10) The signature of a witness shall appear in the appropriate place, attesting to the signature of each party to the bond.
- (11) Type or print the name underneath each signature appearing in the bond.
- (12) An executed copy of the bond must be attached to each copy of the contract (original counterpart) intended for signing.
- (13) The Performance and Payment Bond is generally of the type that will be required, but it is subject to such modification in form as may be required by the Housing Authority of the City of Hoboken.

**PERFORMANCE AND PAYMENT BOND**

Upon Award

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned,

\_\_\_\_\_  
\_\_\_\_\_

as PRINCIPAL and \_\_\_\_\_

as SURETIES are hereby held and firmly bound into the Housing Authority of the City of Hoboken (the "AUTHORITY"), in the penal sum of \_\_\_\_\_ dollars, for the payment of which well and truly to executors, administrators, successors and assigns.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

The condition of the above obligation is such that whereas, the above-named PRINCIPAL was awarded, on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ a contract with the AUTHORITY for

\_\_\_\_\_  
\_\_\_\_\_

which said contract, consisting of Invitation, Bid and Award, is made a part of this Bond, the same as though set forth herein:

Now, if the said \_\_\_\_\_

SHALL WELL AND FAITHFULLY DO AND PERFORM THE THINGS AGREED BY \_\_\_\_\_

\_\_\_\_\_ to be done and performed according to the terms of said contract, and shall pay all lawful claims of sub-labor performed or materials, provisions, provender or other supplies or teams, fuels, oils, implements, or machinery furnished, used or consumed in the carrying forward, performing or completing of said contract, we agreeing and assenting that this undertaking shall be for the benefit of any subcontractor, materialmen, laborer, person firm or corporation having a just claim, as well as for the oblige herein; then this obligation shall be void, otherwise the same shall remain in full 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 this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions in or to the terms of said contract or in or to the specifications therefore shall in anywise effect the obligation of said surety on its bond.

IN WITNESS WHEREOF, the above parties have executed this instrument under their several seals this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, the name and corporate seal of each

corporate party being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

In the presence of:

\_\_\_\_\_  
(Address) \_\_\_\_\_ (SEAL)  
(Individual Principal)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Business Address)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (SEAL)  
(Individual Principal)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Business Address)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (SEAL)  
(Individual Principal)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Business Address)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (SEAL)  
(Individual Principal)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Business Address)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (SEAL)  
(Individual Principal)

\_\_\_\_\_  
(Address) \_\_\_\_\_ (Business Address)

(Affix  
Corporate  
Seal)

\_\_\_\_\_  
(Corporate Principal)

\_\_\_\_\_  
(Business Address)

ATTEST: \_\_\_\_\_ by \_\_\_\_\_

(Affix  
Corporate  
Seal)

\_\_\_\_\_  
(Corporate Surety)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
The rate of premium in this bond is \$ \_\_\_\_\_ per thousand. The total amount of premium charges  
is \$ \_\_\_\_\_.

*(The above is to be filled in by Surety Company.)*

*(The Power of Attorney of person signing for Surety Company must be attached to bond.)*

**CONSENT OF SURETY**

In accordance with N.J.S.A. 40A:11-22, provide the following information when submitting the bid. Failure to do so shall render a bidder's bid proposal unresponsive, and shall constitute a fatal defect that cannot be cured by a governing body, and shall cause the bid to be rejected without opportunity to cure the defect.

The undersigned hereby certify that they are the duly authorized agents of \_\_\_\_\_  
Bondex Insurance Company in Florham Park, New Jersey

\_\_\_\_\_

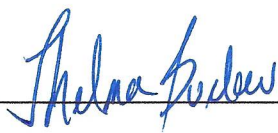
duly authorized to do business in the State of New Jersey, and agree to furnish to Magic Touch Construction Co. Inc. for General Construction Services Contract a surety bond for the financial performance of any and all provisions contained in the specifications and contract. The maximum amount that we will be surety for is Not to Exceed the Contract Amount

\_\_\_\_\_

\_\_\_\_\_

ATTEST:

Thelma Burlew  
Secretary



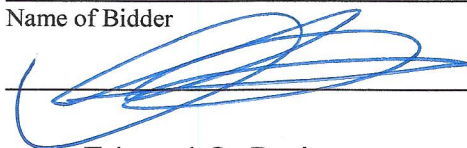
Philip S. Tobey  
Bondex Insurance Company  
Philip S. Tobey, Attorney-in-Fact

4/23/2020

The terms of the Surety Company for furnishing the bond are hereby accepted.

Magic Touch Construction Co., Inc.

Name of Bidder



By: Edward C. Burlew

President

4/23/2020

Title

**IMPORTANT: THIS FORM MUST BE EXECUTED BY SURETY AND BIDDER. SUBMISSION OF A CERTIFIED CHECK TO FULFILL THE BID SECURITY REQUIREMENTS DOES NOT RELIEVE THE BIDDER FROM SUBMISSION OF THIS CONSENT OF SURETY BY A SURETY COMPANY LICENSED TO ISSUE SURETY BONDS IN THE STATE OF NEW JERSEY AND APPROVED IN U. S. TREASURY CIRCULAR NO. 570.**

**BIDDER'S STATEMENT OF OWNERSHIP**

In accordance with N.J.S.A. 52:25-24.2, provide the following information when submitting the bid. Failure to do so shall render a bidder's bid proposal unresponsive, and shall constitute a fatal defect that cannot be cured by a governing body, and shall cause the bid to be rejected without opportunity to cure the defect.

PART I – If the bidder is a Corporation:

Name of Corporation  Magic Touch Construction Co., Inc.   
State of Incorporation  New Jersey   
Date of Incorporation  8/29/1972

For those individuals\* who own 10 percent or more of any class of its stock:

<u>NAMES</u>	<u>ADDRESS</u>
<u> Edward C. Burlew 100% </u>	<u> 59 West Front Street Keyport, NJ 07735 </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

PART II – If the bidder is a Partnership:

Name of Partnership  N/A   
County in which Certificate of Tradename is filed

For those individuals\* who own 10 percent or more of the interest in the Partnership:

<u>NAMES</u>	<u>ADDRESS</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

PART III – If the bidder is a Limited Liability Company:

Name of Limited Liability Company  N/A   
State of Formation

For those individuals\* who own 10 percent or more of the interest in the Limited Liability Company:

<u>NAMES</u>	<u>ADDRESS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PART IV – If the bidder is a Sole Proprietorship:

\_\_\_\_\_, hereby certifies that I am the sole owner of  
\_\_\_\_\_, the bidder herein.



\_\_\_\_\_  
Signature of person who completed Part I, II or III above

\* If any of the “individuals” listed above is a Corporation, Partnership, or Limited Liability Company, a separate sheet should be attached giving the same information requested above for each such Corporation, Partnership, or Limited Liability Company. Similarly, if any additional entity is a Corporation, Partnership, or Limited Liability Company, information must be provided to the level of ownership required to document ultimate ownership in persons (not Corporations, Partnerships, or Limited Liability Companies).



**SUBCONTRACTOR CERTIFICATE**

In accordance with N.J.S.A. 40A:11-16, provide the following documentation and/or information when submitting the bid. Failure to do so shall render a bidder's bid proposal unresponsive, and shall constitute a fatal defect that cannot be cured by a governing body, and shall cause the bid to be rejected without opportunity to cure the defect.

The Bidder says as follows:

- A. I am President (a partner or officer of the firm of, etc.) of the party making the foregoing proposal or bid;
- B. In preparing the foregoing bid, the Bidder solicited and received price quotes for the subcontracted work, set forth below;
- C. The Bidder has provided true copies of the New Jersey Department of Labor Public Works Contractor Certificates for each of the below listed subcontractors with the foregoing bid;
- D. The Bidder shall provide true copies of the New Jersey Business Registration Certificates for each of the below listed subcontractors at the time of execution of contract; and
- E. If awarded a contract for this project, the Bidder shall award a contract to each of the below listed subcontractors.

1. PLUMBING, GAS FITTING, AND ALL KINDRED WORK

Name of Subcontractor: N/A- Magic Touch Construction Co., Inc.

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facsimile: \_\_\_\_\_

N. J. License No. (if applicable): \_\_\_\_\_

Name of Licensee (if applicable): \_\_\_\_\_

N.J. Public Works Contractor Certificate No. \_\_\_\_\_

N.J. Business Registration Certificate No. (if available) \_\_\_\_\_

Scope of work for which price quote was submitted: \_\_\_\_\_

\_\_\_\_\_

2. STEAM POWER PLANTS, STEAM AND HOT WATER HEATING AND VENTILATING APPARATUS AND ALL KINDRED WORK

Name of Subcontractor: N/A- Magic Touch Construction Co., Inc.

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
N. J. License No. (if applicable): \_\_\_\_\_  
Name of Licensee (if applicable): \_\_\_\_\_  
N.J. Public Works Contractor Certificate No. \_\_\_\_\_  
N.J. Business Registration Certificate No. (if available) \_\_\_\_\_  
Scope of work for which price quote was submitted: \_\_\_\_\_  
\_\_\_\_\_

3. ELECTRICAL WORK

Name of Subcontractor: N/A- Magic Touch Construction Co., Inc.  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
N. J. License No. (if applicable): \_\_\_\_\_  
Name of Licensee (if applicable): \_\_\_\_\_  
N.J. Public Works Contractor Certificate No. \_\_\_\_\_  
N.J. Business Registration Certificate No. (if available) \_\_\_\_\_  
Scope of work for which price quote was submitted: \_\_\_\_\_  
\_\_\_\_\_

4. STRUCTURAL STEEL AND ORNAMENTAL IRON WORK

Name of Subcontractor: N/A- Magic Touch Construction Co., Inc.  
Address: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
N. J. License No. (if applicable): \_\_\_\_\_  
Name of Licensee (if applicable): \_\_\_\_\_  
N.J. Public Works Contractor Certificate No. \_\_\_\_\_  
N.J. Business Registration Certificate No. (if available) \_\_\_\_\_  
Scope of work for which price quote was submitted: \_\_\_\_\_  
\_\_\_\_\_



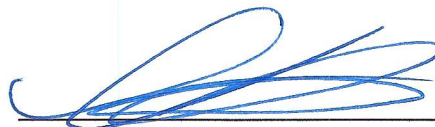
**NON-COLLUSION AFFIDAVIT**

State of New Jersey )  
County of Monmouth ) :SS

Edward C. Burlew, being first duly sworn, deposes and says:

I am the (title) President of

the party making the foregoing bid, that such bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, to fix the bid price of affiant or of any bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the HOUSING AUTHORITY OF THE CITY OF HOBOKEN or any person interested in the proposed contract; and that all statements in said bid are true.



Signature of:  
Bidder, if the bidder is an individual;  
Partner, if the bidder is a partnership;  
Managing Member, if the bidder is an LLC;  
Officer, if the bidder is a corporation.

Subscribed and sworn to before me  
this 23rd day of April, 20 20.

April Meyer



My commission expires October 24, 20 21.



**BIDDER'S AFFIDAVIT**

State of New Jersey )  
County of Monmouth County ) :SS

Edward C. Burlew, being first duly sworn, deposes and says:

I reside at 59 West Front Street Keyport, NJ 07735, that I, in the capacity of (title) President of the Bidder, signed the above Bid, that I am duly authorized to sign, that the Bid is the true offer of the Bidder, that the seal attached is the seal of the Bidder, and that all the declarations and statements contained in the Bid are true to the best of my knowledge and belief.

  
\_\_\_\_\_  
Signature of:

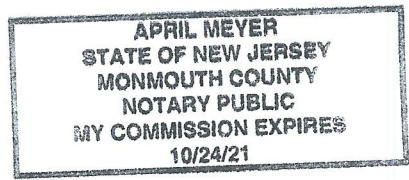
Bidder, if the bidder is an individual;  
Partner, if the bidder is a partnership;  
Managing Member, if the bidder is an LLC;  
Officer, if the bidder is a

corporation.

Subscribed and sworn to before me  
this 23rd day of April, 2020.

April Meyer 

My commission expires October 24, 2021.



## QUALIFICATION QUESTIONNAIRE

All questions must be answered. The data given must be clear and comprehensive. This statement must be notarized.

1. Name of bidder  Magic Touch Construction Co., Inc.
2. Business address  59 West Front Street   
 Keyport, NJ 07735
3. Date organized  8/29/1972
4. Where incorporated  New Jersey
5. How many years have you been engaged in the contracting business under your present firm or trading name?  48 Years
6. Financial statement (ATTACH SEPARATE SHEET)
7. Credit available for this contract: \$  See Attached   
(ATTACH LETTER)
8. Contracts now on hand, gross amount: \$  See Attached   
(ATTACH LETTER)
9. List your latest five projects - attach separate list if necessary.
  1.  See Attached
  2.  See Attached
  3.  See Attached
  4.  See Attached
  5.  See Attached
10. Number of employees and their trades - attach separate list.
11. Have you ever refused to sign a contract at your original bid?  No
12. Have you ever defaulted on a contract?  No
13. Remarks on # 11 & # 12 - attached separate letter.
14. Will you, upon request, furnish any other information that the Local Authority may require?  Yes
15. The undersigned hereby authorizes and requests any person to furnish any information requested by the Local Authority in verification of the recitals comprising this Statement of Bidder's Qualifications.



Signature of:

Bidder, if the bidder is an individual;  
Partner, if the bidder is a partnership;  
Managing Member, if the bidder is an LLC;  
Officer, if the bidder is a Corporation.

Subscribed and sworn to before me  
this 23rd day of April, 20 20.

April Meyer 

My commission expires October 24, 20 21.



**STATEMENT OF COMPLIANCE**

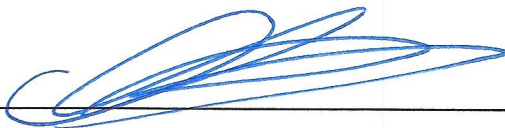
This is to certify that all persons employed by the undersigned will be paid full weekly wages earned, less permissible deductions for income taxes, social security, etc., and that no rebates have been or will be made either directly or indirectly to the undersigned from the full weekly wages earned by any person in its employ, and further that all employees will be paid as defined in Regulations, Part 3 (29 C.F.R., Part 3) issued by the Secretary of Labor under the Copeland Act, as amended (43 Stat. 948, 63 Stat. 108, 72 Stat. 927; 40 U.S.C. 276c), and described on said payroll; that said payroll is correct and complete; that the wage rates contained in said payroll for laborers, and mechanics pursuant to the Contract under which such work was performed; and that the classification set forth for each laborer or mechanic conforms with the work he performed.

**Name of Bidder:**

\_\_\_\_\_  
Magic Touch Construction Co., Inc.

**By Authorized Representative:**

**Signature:** \_\_\_\_\_



**Printed Name and Title:** Edward C. Burlew President

**Date:** 4/23/2020



**AFFIRMATIVE ACTION AFFIDAVIT**

State of   New Jersey   )  
County of   Monmouth   ) :SS

  Edward C. Burlew  , being first duly sworn, deposes and says:

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, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation 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 or 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 non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on 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, affectional or sexual orientation or sex.

The contractor or subcontractors, 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 the 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.

The contractor and 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 and the Americans with Disabilities Act.

The contractor and subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.S.A. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.S.A. 17:27-5.2.

The contractor and subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis or age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex, and that it will discontinue to use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor and 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.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

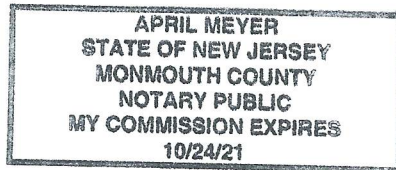


Signature of: \_\_\_\_\_  
Bidder, if the bidder is an individual;  
Partner, if the bidder is a partnership;  
Managing Member, if the bidder is an LLC;  
Officer, if the bidder is a corporation.

Subscribed and sworn to before me  
this 23rd day of April, 20 20.

April Meyer 

My commission expires October 24, 20 21.



**VOLUNTARY ACT AND DEED ACKNOWLEDGEMENT AFFIDAVIT**

State of New Jersey )  
County of Monmouth ) :SS

Edward C. Burlew, being first duly sworn, deposes and says:

I am the (title) President of

the party making the foregoing proposal or bid, and that the Officers of Magic Touch Construction Co., Inc.  
[partners or officers of the firm of, etc.]

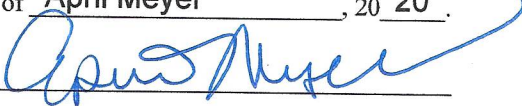
of the party making the foregoing bid have voted to present their bid proposal to the HOUSING

AUTHORITY OF THE CITY OF HOBOKEN as their own voluntary act and deed.

  
\_\_\_\_\_  
Signature of:

Bidder, if the bidder is an individual;  
Partner, if the bidder is a partnership;  
Managing Member, if the bidder is an LLC;  
Officer, if the bidder is a corporation.

Subscribed and sworn to before me  
this 23rd day of April Meyer, 20 20.

April Meyer 

My commission expires October 24, 20 21.



