

DOCUMENT SUBMISSION CHECKLIST
BC #20018 – HEATING, VENTILATING & AIR CONDITIONING
MAINTENANCE AND REPAIR SERVICES

The following is a list of documents you will be required to provide during the bid process. Those documents in **“bold lettering”** are required to be submitted with the sealed bid package and **failure to do so will result in rejection of the entire bid.** Those documents listed with an asterisk (*) are included in the bid package and should be completed and returned in the sealed bid along with other documents listed without the asterisk.

**BIDDER'S
INITIALS:**

- | | |
|----------------|--|
| <u> ECB </u> | * Document Submission Checklist, signed Page 4 |
| <u> ECB </u> | Copy of bidder’s Business Registration Certificate Pages 14; A-2 |
| <u> N/A </u> | Copy of subcontractor’s Business Registration Certificate Pages 14; A-2 |
| <u> ECB </u> | Copy of bidder’s Public Work Registration Certificate Pages 16; A-3 |
| <u> N/A </u> | Copy of subcontractor’s Public Work Registration Certificate Pages 16; A-3 |
| <u> ECB </u> | *Exceptions to Specifications Sheet (and supporting documentation supplied by the bidder) Pages 10; A-10 |
| <u> ECB </u> | *Affirmative Action Compliance Notice, Pages 12; A-13 |
| <u> ECB </u> | Affirmative Action Compliance Evidence, either item 1a or 1b indicated on Page A-13 (item 1c will be included with the contract documents if awarded and applicable) |
| <u> ECB </u> | * Statement of Ownership Disclosure Pages 13; A-16 & A-17 |
| <u> ECB </u> | * Addendum Acknowledgement Pages 13; A-18 (if issued) |
| <u> ECB </u> | *Non-Collusion Affidavit completed, signed and notarized, Pages 14; A-19 |
| <u> ECB </u> | *Contract Administrator and Subcontractor Designation Pages 14; A-20 |
| <u> ECB </u> | * Disclosure of Investment Activities in Iran Pages 25; A-21 through A-23 |
| <u> ECB </u> | Certifications/Licenses of CFC Qualification / EPA 608 Technicians |
| <u> ECB </u> | * Bid Proposal Sheets |

The undersigned authorized representative hereby acknowledges that the above listed requirements have been submitted.

COMPANY: Magic Touch Construction Co., Inc.

NAME AND TITLE: Edward C. Burlew President

SIGNATURE: 

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 252
TRENTON, N. J. 08646-0252

TAXPAYER NAME:

MAGIC TOUCH CONSTRUCTION COMPANY, INC.

TRADE NAME:

ADDRESS:

59 W FRONT ST
KEYPORT NJ 07735

SEQUENCE NUMBER:

0097270

EFFECTIVE DATE:

03/23/90

ISSUANCE DATE:

09/25/08



Director
New Jersey Division of Revenue

FORM BRC

~~This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.~~

03-061-020-7040V

Certificate Number
52016

Registration Date: 05/03/2019
Expiration Date: 05/02/2021



State of New Jersey

Department of Labor and Workforce Development Division of Wage and Hour Compliance

Public Works Contractor Registration Act

Pursuant to N.J.S.A. 34:11-56.48, et seq. of the Public Works Contractor Registration Act, this certificate of registration is issued for purposes of bidding on any contract for public work or for engaging in the performance of any public work to:

Responsible Representative(s):
Edward Burtlew, President

Magic Touch Construction Co., Inc.
2019

Robert Asaro-Angelo, Commissioner
Department of Labor and Workforce Development

NON TRANSFERABLE

This certificate may not be transferred or assigned and may be revoked for cause by the Commissioner of Labor and Workforce Development.

EXCEPTIONS TO SPECIFICATIONS SHEET

BC # 20018

Bidders are to fully and accurately complete this form. If no exceptions are taken, the word "NONE" shall appear. If exceptions are taken, the item number in that category shall be listed first, then the exception to that item as stated in the specifications. All supporting material must be submitted. Bidders are to reproduce this form as need be.

NONE

NAME OF COMPANY: Magic Touch Construction Co., Inc.

SIGNATURE: 

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 AND N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

The successful bidder shall submit to the public agency and the State of New Jersey, Division of Purchase and Property Contract Compliance Audit Unit EEO Monitoring Program (hereinafter the "Division"), after notification of award but prior to execution of a goods and services contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (This approval letter is valid for one year from the date of issuance);

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) If you cannot provide Item (a) or (b) as indicated above, a photocopy of a completed initial Employee Information Report, Form AA-302 as submitted to the Division with the assigned fee.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA-302) from the contracting unit during normal business hours. It is not required to be submitted with the bid documents at the time of the bid opening.

The successful vendor(s) must submit the copies of the AA-302 Report to the Division. The Public Agency copy is submitted to the public agency, and the Contractor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.

COMPANY: **Magic Touch Construction Co., Inc.**

PRINT NAME: **Edward C. Burlew** TITLE: **President**

SIGNATURE:  DATE: **6/15/2020**



CERTIFICATE OF EMPLOYEE INFORMATION REPORT

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of **15-JAN-2014** to **15-JAN-2021**



MAGIC TOUCH CONSTRUCTION CO., INC.
59 W. FRONT ST.
KEYPORT NJ 07735



Andrew P. Sldamon-Eristoff
State Treasurer

STATEMENT OF OWNERSHIP DISCLOSURE
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: Magic Touch Construction Co., Inc.

Organization Address: 59 West Front Street Keyport, NJ 07735

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
Edward C. Burlew 100%	59 West Front Street Keyport, NJ 07735

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
N/A	

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
N/A	

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 Township of Brick 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 Township to notify the Township 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, permitting the Township to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Edward G. Burlew	Title:	President
Signature:		Date:	6/15/2020

NON - COLLUSION AFFIDAVIT

STATE OF NEW JERSEY:
COUNTY OF:

ss:

I, Edward C. Burlew residing in Keyport
(name of affiant) (name of municipality)

In the County of Monmouth 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 Magic Touch Construction Co., Inc.
(title or position) (company submitting bid)

the bidder making the proposal for Heating, Ventilating & Air Conditioning Maintenance and Repair Services
(title of bid)

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 of 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 Township of Brick relies upon the truth of the statements contained in said proposal and in the statements contained in this affidavit in 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 bona fide employees or bona fide established commercial or selling agencies maintained by Magic Touch Construction Co., Inc.
(company submitting bid)

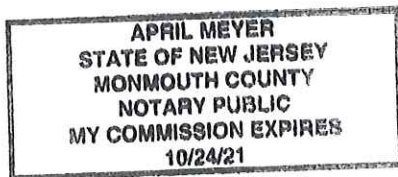
Subscribed and sworn to before me this Firm Magic Touch Construction Co., Inc.

15th day of June, 20 20 Name Edward C. Burlew

April Meyer Title President
Notary Public of

Signature 

My commission expires 10/24 20 21



CONTRACT ADMINISTRATOR AND SUBCONTRACTOR DESIGNATION

Please give the name of the contract administrator (primary contact) who will give personal attention to the work whenever required and that of the project superintendent who oversees and is responsible for the successful completion of the entire project.

CONTRACT ADMINISTRATOR:

Name: Edward C. Burlew
Title: President
Address: 59 West Front Street Keyport, NJ 07735
Phone: 732-888-9625 Fax 732-888-9624

SUPERINTENDENT:

Name: N/A
Title: _____
Address: _____
Phone: _____ Fax _____

**SUBCONTRACTORS TO BE USED FOR THIS CONTRACT
(STATE "NONE" IF NONE)**

Business Registration Certificates must be submitted with the proposal. It is requested that all other certificates for the contractor and all subcontractors be submitted with the proposal in the interest of expediency of the contract.

Subcontractor 1. NONE
Address: _____
Contact: _____
Phone: _____ Fax _____

Subcontractor 2. NONE
Address: _____
Contact: _____
Phone: _____ Fax _____

(Copy and attach additional sheets if necessary)

TOWNSHIP OF BRICK

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

NAME OF CONTRACTOR/BIDDER Magic Touch Construction Co., Inc.

PART 1: CERTIFICATION

CONTRACTORS/BIDDERS **MUST COMPLETE** PART 1 BY CHECKING EITHER BOX. **FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE.**

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 included in this certification and can also be found on the State of New Jersey, Department of Treasury, Division of Purchase and Property website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Contractors/Bidders **must** review this list prior to completing the below certification. **FAILURE TO COMPLETE THE CERTIFICATION WILL RENDER A CONTRACTOR'S/BIDDER'S PROPOSAL NON-RESPONSIVE.** If the Township finds a person or entity to be in violation of law, it 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 contractor/bidder listed above nor any of the contractor's/bidder'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 I 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 the contractor/bidder 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. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2: 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 requested information below. Please provide thorough answers to each question. If you need to make additional entries, provide the requested information on a separate sheet.

Name N/A Relationship to Contractor/Bidder _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

Contractor/Bidder 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 Township of Brick 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 any contracts with the Township to notify the Township 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 agreement(s) with the Township of Brick and that the Township at its option may declare any contract(s) resulting from this certification void and unenforceable.

FULL NAME (print): Edward C. Burlew

SIGNATURE:  _____

TITLE: President **DATE** 6/15/2020

BC #20018 – HEATING, VENTILATING & AIR CONDITIONING
MAINTENANCE AND REPAIR SERVICES

PROPOSAL SHEET

BID PROPOSAL:

Labor Rate per Hour: \$ 148.65

Discount (-) or Markup (+) or "None" from List Price on Parts: 10% percent*

***Note: Any bid failing to indicate + (markup) or – (discount) or "None" will be deemed nonresponsive and noncompliant and be immediately rejected in its entirety. Markup or discount cannot be assumed thus an adjusted cost cannot be determined for evaluation and award.**

Number of Years in Business as of June 18, 2020 48 Years

COMPANY: Magic Touch Construction Co., Inc.

COMPANY LICENSE #: 19HC00176300

ADDRESS: 59 West Front Street

CITY: Keyport STATE: NJ ZIP: 07735

NAME & TITLE: Edward C. Burlew President

SIGNATURE:  DATE: 6/15/2020

PHONE: 732-888-9625 FAX: 732-888-9624

EMERGENCY 24-HOUR PHONE: 732-888-9625

EMAIL ADDRESS: mtc@magictouchconstruction.com

FEDERAL IDENTIFICATION NO.: 22-1968634

THIS FORM MUST BE SIGNED AND RETURNED WITH ALL DOCUMENTS