

PROJECT MANUAL

For

BACKGROUND CHECK SERVICES

RFQ 21-02

Responses due by April 9, 2021 by 11:30AM



Municipal Excess Liability Joint Insurance Fund

**9 Campus Drive, Suite 216
Parsippany, NJ 07054**

**Executive Director:
David Grubb**

Administrative Documents

| Required With Bid if "X" | DOCUMENTATION REQUIRED OR REVIEWED | Read, Signed & Submitted Bidder's Initial |
|--------------------------|---|---|
| A. | FAILURE TO SUBMIT ANY OF THE ITEMS WITH YOUR BID IN SECTION A. IS MANDATORY CAUSE FOR REJECTION OF BID | |
| | Bid Guarantee (Bid Bond or Certified/Cashier's Check) (with POA for full amount of Bid Bond) | |
| | Consent of Surety (Certificate from Surety company) | |
| | Performance Bond and Labor and Material Payment Bond (Required from the Awarded Contractor) | |
| | Maintenance Bond in the Amount of 100 % for a period of one (1) year(s) (Required from the Awarded Contractor Upon Acceptance of Project) | |
| | Acknowledgement of Receipt of Addenda (To be Completed if Addenda are Issued) | |
| X | Statement of Ownership Disclosure Form | BB |
| | | |
| B. | MANDATORY ITEM(S), REQUIRED NO LATER THAN TIME PERIOD INDICATED | |
| | Public Works Contractor Registration Certificate(s) for the Bidder and all Sub Contractors (Prior to Award, but effective at time of bid) | |
| X | Required Evidence EEO/Affirmative Action Regulations | BB |
| X | Disclosure of Investment Activities in Iran Form | BB |
| X | Completed and Signed Proposal Page | BB |
| X | Business Registration Certificate – Bidder and all Sub Contractors (Prior to Contract Award) | BB |
| C. | SUBMIT THE FOLLOWING/COMPLY WITH THE FOLLOWING | |
| | Non-Collusion Affidavit | |
| | Prevailing Wage Certification | |
| X | Experience and Qualifications | BB |
| X | Insurance and Indemnification Certificate | BB |
| | Certification of Available Equipment | |
| X | Pay to Play | BB |
| E. | READ ONLY | |
| X | Americans With Disability Act of 1990 Language | BB |

Administrative Documents

This checklist is provided for bidder's use in assuring compliance with required documentation; however, it does not include all specifications requirements and does not relieve the bidder of the need to read and comply with the specifications.

Bidder
Name:

TABB INC.

Date:

April 8, 2021

Authorized
Representative:

Brian E. Bockin

Signature:

Brian E Bockin

Print Name &
Title:

Brian E. Bockin, President

Municipal Excess Liability Joint Insurance Fund
BACKGROUND CHECK SERVICES

Mandatory Contents of Proposal to be submitted must include the following:

Proposal Form

BACKGROUND CHECK SERVICES

Submitted By:

| | | | |
|----------------------------|---|------------|-----------------------|
| Name of Firm: | TABB INC. | | |
| Address: | 95 W. Main St., Suite 5 -131, Chester, NJ 07930 | | |
| Name of Principal Contact: | Brian E. Bodkin | | |
| E-mail: | bbodkin@tabb.net | Telephone: | 800-887-8222 Ext. 505 |

The undersigned Proposer being duly authorized and on behalf of the firm named above:

A. Having examined these documents and having full knowledge of the condition under which the products and services described herein must be performed, hereby proposes that the proposer (we) shall fulfill the obligations contained herein in accordance with all terms, conditions, specifications and proposal criteria set forth, and that will furnish all required products and payments in strict conformity with these documents for the stated process as payment in full.

B. In signing this proposal, we hereby certify that we possess the qualifications and credentials to perform the contract outlined in this RFP.

C. The undersigned certifies his/her position as a representative of the named firm and is authorized by the Proposer to submit the Proposal for and bind the above-named firm and that the said Proposal is executed with full authority to do so.

D. Certification:

| | | | |
|------------------------|------------------|------------|-----------------------|
| Authorized Signature: | | | |
| Title: | President | | |
| Printed Name: | Brian E. Bodkin | | |
| E-mail: | bbodkin@tabb.net | Telephone: | 800-887-8222 Ext. 505 |
| FEIN OR Tax ID Number: | 22-2797141 | Fax: | 908-576-9003 |

PROPOSAL SUBMISSION

Required Submission of State Forms and SBE Disclosure

- A. For part time summer employees and volunteers who will be interacting with minors, including but not limited to lifeguards, camp counselors, coaches, and instructors:

| | | Price Per Search |
|------|---|---------------------|
| (1). | National Database Criminal History Search | 8.00 |
| (2). | National Sex Offender Search | 5.00 |
| (3). | Social Security Trace/Validation | 6.00 |

- B. For full time employees in supervisory positions for programs involving minors:

| | | Price Per Search |
|------|---|---------------------|
| (1). | National Database Criminal History Search | 8.00 |
| (2). | National Sex Offender Search | 5.00 |
| (3). | Social Security Trace/Validation | 6.00 |
| (4). | Education Verification | 10.00* |
| (5). | Employment Verification | 12.00** |
| (6). | Credit Check | 20.00 |
| (7). | Motor Vehicle Record | 19.00 |
| (8). | Reference Check | 12.00 |

- C. Other Considerations: * Please refer to Schedule A

TABB INC. will cover all counties in NJ.

- (1). The process should be web-based allowing the employer to fill in the appropriate information to request the background checks as needed.
- (2). The vendor should be asked to provide written documentation of their security measures to keep the information they find confidential.
- (3). Reports should be available to the employer within a reasonable time. 96 hour turn-around time. Most of this information is readily available now, so that should not be an issue.
- (4). The proposed prices shall be in effect for **three years** from the date of the proposal.
- (5). The employer should have the ability to print a hard copy of the reports in addition to saving a digital copy.
- (6). The vendor should be required to provide a Certificate of Insurance with coverage limits as required for all MEL vendors. In addition, the vendor should provide evidence of appropriate coverage for information conveyed to the employer that may turn out to be false.
- (7). Ideally, the vendor should be able to show that he/she has experience with municipal or county employers in New Jersey.

- D. Small Business Status: Indicate here if the proposer is registered as a small, women's, minority, veterans, business enterprise ("SWMVBE") with the New Jersey Small Business Set- Aside Program.

| | |
|-----|---|
| Yes | ✓ |
| No | |

Please refer to Schedule A

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. (P.L.1975, c.127)

N.J.A.C. 17:27 et seq.

GOODS, GENERAL SERVICES, AND PROFESSIONAL SERVICES CONTRACTS

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

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, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

Such equal employment opportunity 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.

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, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any 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 or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities,

and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

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.

In conforming with the targeted employment goals, 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, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and 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; or

Employee Information Report Form AA-302 (electronically provided by the Division and distributed to the public agency through the Division's website at: http://www.state.nj.us/treasury/contract_compliance.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office 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 Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1.1 et seq

NEW JERSEY ANTI-DISCRIMINATION PROVISIONS
N.J.S.A. 10:2-1 ET SEQ.

Pursuant to N.J.S.A. 10:2-1, if awarded a contract, the contractor agrees that:

a. In the hiring of persons for the performance of work under this contract or any subcontract hereunder, or for the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under this contract, no contractor, nor any person acting on behalf of such contractor or subcontractor, shall, by reason of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex, discriminate against any person who is qualified and available to perform the work to which the employment relates;

b. No contractor, subcontractor, nor any person on his behalf shall, in any manner, discriminate against or intimidate any employee engaged in the performance of work under this contract or any subcontract hereunder, or engaged in the procurement, manufacture, assembling or furnishing of any such materials, equipment, supplies or services to be acquired under such contract, on account of race, creed, color, national origin, ancestry, marital status, gender identity or expression, affectional or sexual orientation or sex;

c. There may be deducted from the amount payable to the contractor by the contracting public agency, under this contract, a penalty of \$50.00 for each person for each calendar day during which such person is discriminated against or intimidated in violation of the provisions of the contract; and

d. This contract may be canceled or terminated by the contracting public agency, and all money due or to become due hereunder may be forfeited, for any violation of this section of the contract occurring after notice to the contractor from the contracting public agency of any prior violation of this section of the contract.

Certification 31819

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-FEB-2016** to **15-FEB-2023**

TABB INC.
555 E. MAIN STREET
CHESTER

NJ 07930



A handwritten signature in black ink, appearing to read "Ford M. Scudder".

FORD M. SCUDDER
Acting State Treasurer

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

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 the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this 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 person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed for which I am authorized to bid/renew:

Bidder/Offeror: TABB INC

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran;

AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Division of Purchase under penalty of perjury. 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, 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 boxes below.

Name: _____ Relationship to Bidder/Offeror: _____

Description of Activities: _____

Duration of
Engagement: _____

Anticipated
Cessation Date: _____

Bidder/Offeror
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 FUND 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 FUND to notify the FUND 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 FUND and that the FUND at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Brian E. Beckin Signature: Brian E. Beckin

Title: President Date: 4/8/21



State of New Jersey

PHILIP D. MURPHY
Governor

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
OFFICE OF THE DIRECTOR
33 WEST STATE STREET

ELIZABETH MAHER MUOIO
Acting State Treasurer

SHEILA Y. OLIVER
Lt. Governor

P. O. BOX 039
TRENTON, NEW JERSEY 08625-0039
<https://www.njstart.gov>

MAURICE A. GRIFFIN
Acting Director

Telephone (609) 292-4886 / Facsimile (609) 984-2575

The following list represents entities determined, based on credible information available to the public, to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25"):

| | |
|-----|---|
| 1. | Bank Markazi Iran (Central Bank of Iran) |
| 2. | Bank Mellat |
| 3. | Bank Mellli Iran |
| 4. | Bank Tejarat |
| 5. | National Iranian Tanker Company (NITC) |
| 6. | Amona |
| 7. | Bank Saderat PLC |
| 8. | Bank Sepah |
| 9. | Belaz |
| 10. | Belneftekhim (Belorusneft) |
| 11. | China International United Petroleum & Chemicals Co., Ltd. (Unipec) |
| 12. | China National Offshore Oil Corporation (CNOOC) |
| 13. | China National Petroleum Corporation (CNPC) |
| 14. | China National United Oil Corporation (ChinaOil) |
| 15. | China Petroleum & Chemical Corporation (Sinopec) |
| 16. | China Precision Machinery Import-Export Corp. (CPMIEC) |
| 17. | Grimley Smith Associates |

| | |
|-----|---|
| 18. | Indian Oil Corporation |
| 19. | Kingdream PLC |
| 20. | Maire Tecnimont SpA |
| 21. | Naftiran Intertrade Company (NICO) |
| 22. | Oil and Natural Gas Corporation (ONGC) |
| 23. | Oil India Limited |
| 24. | Persia International Bank |
| 25. | PetroChina Company, Ltd. |
| 26. | Petroleos de Venezuela (PDVSA Petróleo, SA) |
| 27. | Sameh Afzar Tajak Co. (SATCO) |
| 28. | Shandong Fin Cnc Machine Company, Ltd. |
| 29. | Sinohydro |
| 30. | SKS Ventures |
| 31. | Som Petrol AS |
| 32. | Zhuhai Zhenrong Company |

List Date: January 31, 2018

Experience & Qualifications Questionnaire

This questionnaire must be filled out and submitted as a part of the Proposal. Failure to complete this form or to provide any of the requested information will be grounds for the rejection of the bid proposal. If additional space is required, the respondent shall add additional sheets, which identify the question being answered.

Number of years in business under present name & address: IN business for 29 yrs. under TABBINI.

If less than 5 years, list previous names and address:
555 E. Main St, Chester, NJ 07930

Within the last 5 years has the business or any officer/partner failed to complete a contract awarded to them: NO. If yes, provide the details in on a separate page.

Have any liens and lawsuits been filed against the company in the past 5 years: NO

If yes, please provide details:

List similar services you are now providing for which you have signed contract, but not yet started work: None

List all major subcontractors to be used to complete the service and the area of their responsibility:

None

Experience & Qualifications Questionnaire

Please provide at least 3 references below:

Name: Laurie J. Lukaszuk, H.R. Supervisor **Phone:** (201) 432-1150 L.lukaszuk@jcmua.com

Address: Jersey City Municipal Utilities Authority 555 Route 440, Jersey City, NJ 07305

Equipment/Service Provided: Pre-employment background checks

Contract Amount: \$10,000

Name: Scott Van Baulen Fire & EMS Coordinator **Phone:** 973-304-6023 Svanbaulen@pccc.edu

Address: City of Paterson and Passaic County Community College Public Safety Academy, Wayne, NJ

Equipment/Service Provided: Pre-employment background checks

Contract Amount: \$10,000

Name: Sandra Emmerich, Personnel Director **Phone:** 973-593-3050 emmerichs@rosenet.org

Address: Borough of Madison 50 Kings Rd., Madison, NJ 07940

Equipment/Service Provided: Pre-employment background checks

Contract Amount: \$10,000

Name: Kristen Wedderburn Office of the Mayor and Administration

Phone: 973-644-3293 k-wedderburn@townofmorristown.org

Address: Town of Morristown, 200 South Street, 2nd Floor, Room 239, Morristown, New Jersey 07963

Equipment/Service Provided: Pre-employment background checks

Contract Amount: \$10,000

PAY TO PLAY ADVISORY
Disclosure Requirement
P.L. 2005, Chapter 271, Section 3 Reporting
(N.J.S.A. 19:44A – 20.27)

Any business entity that has received \$50,000 or more in contracts from government entities in a calendar year will be required to file an annual disclosure report with ELEC.

The report will include certain contributions and contract information for the current calendar year.

At a minimum, a list of all business entities that file an annual disclosure report will be listed on ELEC's website at www.elec.state.nj.us.

If you have any questions please contact ELEC at:
1-888-313-ELEC (toll free in NJ) or
609-292-8700

An analyst from ELEC's Special Programs Section will assist you.

Initials BB

OWNERSHIP DISCLOSURE FORM

BID SOLICITATION #: 21-02

VENDOR (BIDDER): TABB INC.

ALL PARTIES ENTERING INTO A CONTRACT ARE REQUIRED TO PROVIDE THE INFORMATION REQUESTED PURSUANT TO N.J.S.A. 52:25-24.2.
PLEASE NOTE THAT IF THE VENDOR/BIDDER IS A NON-PROFIT ENTITY, THIS FORM IS NOT REQUIRED.

PART 1

Are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest in the Vendor {Bidder}? YES NO

If you answered, "YES" above, you must disclose the following: (a) the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class; (b) all individual partners in the partnership who own a 10 percent or greater interest therein; or, (c) all members in the limited liability company who own a 10 percent or greater interest therein.

| | | | |
|-----------|----------------------------|-------|--------------|
| NAME | <u>Brian E. Becklin Sr</u> | | |
| ADDRESS 1 | <u>2 Old Farmstead Rd.</u> | | |
| ADDRESS 2 | | | |
| CITY | <u>Chester</u> | STATE | <u>NJ</u> |
| | | ZIP | <u>07930</u> |

| | | | |
|-----------|--|-------|--|
| NAME | | | |
| ADDRESS 1 | | | |
| ADDRESS 2 | | | |
| CITY | | STATE | |
| | | ZIP | |

| | | | |
|-----------|--|-------|--|
| NAME | | | |
| ADDRESS 1 | | | |
| ADDRESS 2 | | | |
| CITY | | STATE | |
| | | ZIP | |

| | | | |
|-----------|--|-------|--|
| NAME | | | |
| ADDRESS 1 | | | |
| ADDRESS 2 | | | |
| CITY | | STATE | |
| | | ZIP | |

| | | | |
|-----------|--|-------|--|
| NAME | | | |
| ADDRESS 1 | | | |
| ADDRESS 2 | | | |
| CITY | | STATE | |
| | | ZIP | |

Attach Additional Sheets If Necessary.

PART 2

Of those entities disclosed above owning a 10% or greater interest in the Vendor {Bidder}, are there any individuals, partners, members, stockholders, corporations, partnerships, or limited liability companies owning a 10% or greater interest of those listed entities?

YES NO

If you answered, "YES" above, you must disclose the following: (a) the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class; (b) all individual partners in the partnership who own a 10 percent or greater interest therein; or, (c) all members in the limited liability company who own a 10 percent or greater interest therein. Please note that this disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been identified.

Name of the entity listed above to which the disclosure below applies: TABB INC.

| | | | |
|-----------|----------------------------|-------|--------------|
| NAME | <u>Brian E. Bockin Jr.</u> | | |
| ADDRESS 1 | <u>2 Old Farmstead Rd.</u> | | |
| ADDRESS 2 | | | |
| CITY | <u>CHESTER</u> | STATE | <u>NJ</u> |
| | | ZIP | <u>07930</u> |

| | | | |
|-----------|--|-------|--|
| NAME | | | |
| ADDRESS 1 | | | |
| ADDRESS 2 | | | |
| CITY | | STATE | |
| | | ZIP | |

| | | | |
|-----------|--|-------|--|
| NAME | | | |
| ADDRESS 1 | | | |
| ADDRESS 2 | | | |
| CITY | | STATE | |
| | | ZIP | |

Attach Additional Sheets If Necessary.

PART 3

As an alternative to completing this form, a Vendor {Bidder} with any direct or indirect parent entity which is publicly traded may submit the name and address of each publicly traded entity and the name and address of each person that holds a 10 percent or greater beneficial interest in the publicly traded entity as of the last annual filing with the federal Securities and Exchange Commission or the foreign equivalent, and, if there is any person that holds a 10 percent or greater beneficial interest, also shall submit links to the websites containing the last annual filings with the federal Securities and Exchange Commission or the foreign equivalent and the relevant page numbers of the filings that contain the information on each person that holds a 10 percent or greater beneficial interest.

CERTIFICATION

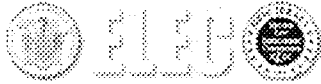
I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor {Bidder}, that the foregoing information and any attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the FUND is relying on the information contained herein, and that the Vendor {Bidder} is under a continuing obligation from the date of this certification through the completion of any contract(s) with the FUND to notify the FUND 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. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of my agreement(s) with the FUND permitting the FUND to declare any contract(s) resulting from this certification void and unenforceable.

Brian E. Bockin
 Signature (Do not enter vendor ID as a signature)

Brian E. Bockin, President
 Print Name and Title

140-405695
 FEIN/SSN

April 8, 2021
Date



State of New Jersey

New Jersey Election Law Enforcement Commission

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Pay-to-Play

Filing Confirmation

Thank you for filing electronically.

The Commission has received the following report: NJ Pay to Play FROM BE for 2020.pdf

Confirmation number : 20203034612

Business Entity Name : TABB INC.

Filing Year : 2020

The information was received on : 03/24/2021

If you used a software other than the Official Adobe Reader to open and fill-in the Form BE, there is a high probability that your filing will be rejected. If you have any questions or concern, refer back to the detailed instructions on the download page.

Print this page for your records.

TOP

Pay-to-Play

PowerPoint Pres.

Legal References

Filing Deadlines

Form BE and Instructions

File the Form BE

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Training & Seminars

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FAQ's

New Jersey Business Registration Certification

Pursuant to N.J.S.A. 52:32-44, **The FUND** "Contracting Agency") is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Emergency Purchases or Contracts

For purchases of an emergent nature, the contractor shall provide its Business Registration Certificate within two weeks from the date of purchase or execution of the contract or prior to payment for goods or services, whichever is earlier.

08/27/04

Taxpayer Identification# 222-797-141/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number and you will be able to access information about your account by referencing it.


Additionally, please note that State law requires all contractors and subcontractors with Public agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609)292-1730.

I wish you continued success in your business endeavors.

Sincerely,


John E. Tully, CPA
Acting Director

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

DEPARTMENT OF TREASURY
DIVISION OF REVENUE
PO BOX 232
TRENTON, NJ 08646-0252

TAXPAYER NAME:

TABB INC.

TRADE NAME:

TAXPAYER IDENTIFICATION#:

222-797-141/000

SEQUENCE NUMBER:

0521146

ADDRESS:

555 EAST MAIN STREET
CHESTER NJ 07930

ISSUANCE DATE:

08/27/04

EFFECTIVE DATE:

12/19/86

FORM-BRC(08-01)


Acting Director

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

MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND

REQUEST FOR QUALIFICATIONS

FOR

BACKGROUND CHECK SERVICES RFQ-02

SCHEDULE A

Proposal Submission Addendum

Fees that can be incurred when conducting employment and education verifications:

* Some employers, mostly the largest employers in the country, will not perform employment verifications for their former employees and instead outsource this process to one of approximately twenty employment verification third party for fee vendors. The employers are contractually obligated to refer background vendors to these third parties. The fees these vendors charge range between \$15 and \$41 per verification. Verification of employment through third parties is conducted through our account with each verification vendor, and results are generally available in one day.

The cost of the third party verification fee will be passed on to the municipal client at our cost and without markup.

** Some colleges will not perform education verifications for their students and instead outsource this process to a third party for fee verification service. These colleges are contractually obligated to refer background vendors to the National Student Clearinghouse (NSC). A vendor cannot verify a degree through the college if this case. Verifications are conducted through our account with NSC and results are generally available in one day.

The cost for a verification of a college degree or attendance through the NSC will vary between \$13.00 and \$25.00 based on the school's contract with the NSC. The vast majority of verifications conduct through the NSC will be approximately \$13.00.

Some high schools charge a fee, generally between \$3.00 and \$10.00, to verify attendance and graduation.

The cost incurred to verify an education will be passed on to municipal clients at our cost and without markup.



State of New Jersey

PHIL MURPHY
Governor

SHEILA OLIVER
Lt. Governor

DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE & ENTERPRISE SERVICES
P.O. BOX 026
TRENTON, NJ 08625-034
PHONE: 609-292-2146 FAX: 609-984-6679

ELIZABETH MAHER MUOIO
Acting State Treasurer

APPROVED

under the

Small Business Set-Aside Act and Minority and Women Certification Program

This certificate acknowledges TABB INC as a Category 2 approved Small Business Enterprise that has met the criteria established by N.J.A.C. 17:13 and/or 17:14.

This registration will remain in effect for three years. Annually the business must submit, not more than 60 days prior to the anniversary of the registration notice, an annual verification statement in which it shall attest that there is no change in the ownership, revenue eligibility or control of that business.

If the business fails to submit the annual verification statement by the anniversary date, the SBE registration will lapse and the business SBE status will be revoked in the New Jersey Selective Assistance Vendor information (NJSAVI) database that lists registered small businesses. If the business seeks to be registered again, it will have to reapply and complete the New SBE online registration located at:
www.njportal.com/DOR/SBERegistry/.



Peter Lowicki
Deputy Director

Issued: 8/2/2018
Certification Number: A0074-21

Expiration: 8/2/2021

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
ANNUAL REPORT CERTIFICATE

TABB INC.
0100321249

The Division of Revenue and Enterprise Services hereby affirms that the following annual report for TABB INC. was submitted on 10/09/2020 for the year: 2020

Registered Agent and Office

BRIAN E BODKIN
PO BOX 10
CHESTER, NJ 07930-0000

Main Business Address

PO BOX 10
Chester, NJ 07930

Principal Business Address

PO BOX 10
CHESTER, NJ 07930

Officers and Directors

PRESIDENT
BRIAN BODKIN SR.
PO BOX 10
CHESTER, NJ 07930

SECRETARY
ALLISON ANDERSON
PO BOX 10
CHESTER, NJ 07930

TREASURER
BRIAN BODKIN JR.
PO BOX 10
CHESTER, NJ 07930

VICE PRESIDENT
Barbara Wyskowski
2 Old Farmstead Rd.
Chester, NJ 07930-0793