



County of Passaic
Administration Building
 401 Grand Street • Paterson, New Jersey 07505

GATEWAY

Passaic County Prosecutor's Office
 (973) 881-4800

CAMELIA M. VALDES
Passaic County Prosecutor

NEIL J. CLEARY
First Assistant Prosecutor

7/28/25

Request for Quotes:

The Passaic County Prosecutor's Office is seeking quotes for travel agent services. On occasion, the Office sends various employees to conduct extraditions, attend out of State trainings etc. The required services would include booking airfare, lodging and rental cars. The travel agency must accept purchase orders from the County of Passaic and be paid through the liquation of said purchase orders. All attempts will be made by the Passaic County Prosecutor's Office to pay the invoice for both the expense and the service fees within 30 days but can extend to 60 days. Successful candidate must have a New Jersey Business registration Certificate and Form W-9. The chosen agency will be responsible to provide a complete set of all invoices including travel agency service fees.

Please complete the below, attach a Form W-9 and a New Jersey Business Registration and email to Todd Stanley CPA at todds@passaiccountynj.org and Susan Aladwan at saladwan@passaiccountynj.org by August 18, 2025

Airline Tickets:	Service Fee per Ticket	\$ 35.00
Car Rental:	Service Fee per Rental	\$ 35.00
Lodging:	Service Fee per Event	\$ 35.00
Other Fees:	Rail/Train/Bus see attached	\$ 35.00

Todd C. Stanley, Fiscal Officer

Passaic County Prosecutor's Office



Gateway Travel

Gateway Travel has been in business for over 30 years. We are certified by the State of New Jersey as a Small Business Enterprise (SBE) and Women Owned Business (WBE). We are a full service, world wide travel agency. Gateway Travel is a member of the Airline Reporting Corporation and International Association of Travel Agents (IATA). We are also certified by the Marriott Hotel Excellence Program, Hyatt Hotels and Resorts, Holiday Inn, Hilton Hotels Avis and Hertz rental car companies. As well as many other worldwide organizations and memberships.

Gateway Travel currently provides travel services for Camden County Prosecutor and Sheriff Office, Essex County College, Middlesex County College, Monmouth County Prosecutor and Sheriff Office, Union County Sheriff and Prosecutor Office, University Hospital, City of Newark, Stockton University and many other local agencies. References can be provided upon request.

A representative from Passaic County can contact us via phone, email or text to request travel arrangements. Upon initial contact from Passaic County, Gateway Travel will reserve a travel request and email to Passaic County representative to review and confirm. This allows the employee to review the details of the travel itinerary prior to final approval and ensures accuracy before processing. We accept payment by Purchase Orders from all County and State Government agencies. Upon approval Gateway Travel will pay for tickets, hotel and or car reservation and email the invoice for Purchase Order which can be emailed back to us for signature.

Gateway Travel has extensive knowledge negotiating rates for flights, trains, car and hotel bookings for both individual and group reservations. We also have experience arranging meetings and seminars. Gateway Travel will immediately notify travelers thru email, text or phone in the event of delay or cancellations. Gateway Travel is open Monday-Friday 8:00AM-5:30PM. We can provide an after hours emergency number which is available 24 hours a day 7 days a week including holidays.

Car Rental	\$ 35.00 fee per reservation
Hotel Reservation	\$ 35.00 fee per reservation
Domestic Airline ticket	\$ 35.00 fee per ticket
International Airline ticket	\$ 35.00 fee per ticket
Rail/Bus ticket	\$ 35.00 fee per ticket
Meeting/Seminar	\$ 50.00 per seminar
Onsite Agent	Rates available upon requests