

County of Passaic

Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

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Date: Oct 28, 2025 - 5:30 PM

Agenda: RESOLUTION QUALIFYING REAL ESTATE TITLE SEARCHERS AND EXAMINERS FOR CALENDAR YEAR 2026, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-26-035

THIS RESOLUTION WAS REQUESTED BY:
 COUNTY COUNSEL

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	10/28/2025
Introduced Date	10/22/2025
Adopted Date	
Agenda Item	9.
CAF#	
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

RESOLUTION QUALIFYING REAL ESTATE TITLE SEARCHERS AND EXAMINERS FOR CALENDAR YEAR 2026, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-26-035

WHEREAS, the County of Passaic (“County”) is a body politic and corporate pursuant to N.J.S.A. 40:18-1 and vested with all rights contained therein; and

WHEREAS, pursuant to N.J.S.A. 40:20-1, the Board of County Commissioners of the County of Passaic (“Board”) is vested with managing the property, finances, and affairs of the County; and

WHEREAS, the County requires qualified real estate title searchers and examiners to conduct title searchers for various County projects and real estate transactions in calendar year 2026; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5, on September 2, 2025, the Passaic County Purchasing Agent issued RFQ-26-035, Title Searchers and Examiners for Various Projects in Passaic County (“RFQ-26-035”) seeking qualifications for a pool of title searchers and examiners for calendar year 2026, to be hired on an as-needed basis and as recommended by the Passaic County Counsel; and

WHEREAS, pursuant to N.J.S.A. 19:44A-20.4, the County’s request for qualifications is a fair and open process, specifically, the request for qualifications for a pool of real estate title searchers and examiners for calendar year 2026 is publicly advertised, awarded under a process that provides for public solicitation of qualifications, established the basis of an award and disclosure process documented in writing prior to any solicitation, and is publicly opened and announced when awarded; and

WHEREAS, on September 16, 2025, the Purchasing Agent unsealed proposals responsive to RFQ-26-035; and

WHEREAS, the County Counsel is recommending to qualify the firms set forth in **Schedule A**, attached hereto and made part of this Resolution, to serve as real estate title searchers and examiners for calendar year 2026; and

WHEREAS, this matter was discussed at the October 15, 2025 Administration and Finance Committee meeting, and is being recommended to the Board for approval.

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:11-5(1)(a)(i), the Board of County Commissioners of the County of Passaic qualifies the firms set forth in **Schedule A**, to serve as real estate title searchers and examiners for calendar year 2026, to be hired on an-as needed basis and as recommended by the Passaic County Counsel, in accordance with the firms RFQ responses and RFQ-26-035.

LET IT BE FURTHER RESOLVED, the Clerk to the Board, County Counsel, and Director of the Board are authorized to take any action necessary to carry out the purpose of this Resolution.

NB

October 28, 2025