

County of Passaic

Board of County Commissioners



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Date: Oct 28, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING CONTRACT TO NEWARK GATEWAY TRAVEL SERVICES, INC., TO PROVIDE TRAVEL AGENT SERVICES FOR THE PASSAIC COUNTY PROSECUTOR'S OFFICE, PURSUANT TO N.J.S.A. 40A:11-3 ET SEQ.

THIS RESOLUTION WAS REQUESTED BY:
 PROSECUTOR'S OFFICE

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	10/23/2025
Adopted Date	
Agenda Item	57.
CAF#	
Purchase Req. #	
Result	

Law and Public Safety

COMMITTEE NAME

RESOLUTION AUTHORIZING CONTRACT TO NEWARK GATEWAY TRAVEL SERVICES, INC., TO PROVIDE TRAVEL AGENT SERVICES FOR THE PASSAIC COUNTY PROSECUTOR'S OFFICE, PURSUANT TO N.J.S.A. 40A:11-3 ET SEQ.

WHEREAS, the County of Passaic (hereafter "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 (hereafter "Board") is vested with managing the property, finances, and affairs of the County; and

WHEREAS, the Passaic County Prosecutor's Office ("PCPO") from time to time requires the use of a travel agent to coordinate travel for its prisoner extraditions, witness travel, and other employee travel; and

WHEREAS, pursuant to N.J.S.A. 40A:11-3, which provides that the cost or price of any contract awarded by the contracting agent in the aggregate does not exceed in a contract year the established bid threshold, the contract may be awarded by a purchasing agent or other employee so designated by the governing body when so authorized by ordinance or resolution as appropriate to the contracting unit without public advertisement for bids; and

WHEREAS, on July 15, 2025, the Board approved Resolution No. R-25-0618 setting the bid threshold at fifty-three thousand dollars (\$53,000.00) in accordance with the law; and

WHEREAS, the PCPO is seeking authorization to award a new contract for travel agent services for its prisoner extradition, witness travel, and other employee travel to Newark Gateway Travel Services, Inc., in an amount not to exceed forty-four thousand dollars (\$44,000.00); and

WHEREAS, Newark Gateway Travel Services, Inc., has executed and notarized the County's Business Entity Disclosure Certification for non-fair and open contracts required pursuant to N.J.S.A. 19:44A-20.8, which is attached to and made part of this Resolution; and

WHEREAS, funds are available in any account that may be deemed appropriate by the Chief Financial Officer or his designee, and the availability of funds has been contingently certified by the Chief Financial Officer subject to sufficient funds being appropriated by the Board in the 2025 and/or subsequent years' County budget(s), which is attached to and made part of this Resolution; and

WHEREAS, this matter was discussed at the October 21, 2025 of the Law and Public Safety Committee and is being recommended to the Board for approval.

NOW, THEREFORE, LET IT BE RESOLVED, pursuant to N.J.S.A. 40A:11-3 that the Board of County Commissioners of the County of Passaic authorizes an award of contract to Newark Gateway Travel Services, Inc., in an amount not to exceed forty-four thousand dollars (\$44,000.00) for travel agent services for the Passaic County Prosecutor's Office.

LET IT BE FURTHER RESOLVED, the Clerk of the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service, and amount of the contract to Newark Gateway Travel Services, Inc., and maintain a copy of the resolution on file and available for public inspection in the Office of the Clerk of the Board.

LET IT BE FURTHER RESOLVED, that the Clerk of the Board, County Counsel, and Director of the Board of County Commissioners are authorized to take any other steps necessary to carry out the purpose of this resolution.