

County of Passaic  
Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

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Administrator  
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Louis E. Imhof  
Clerk Of The Board

Date: May 27, 2025 - 5:30 PM

Agenda: RESOLUTION AUTHORIZING A CONTRACT AWARD TO VARIOUS VENDORS FOR THE PROVISION OF BURIAL AND CREMATION SERVICES TO THE COUNTY OF PASSAIC IN CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-25-008

THIS RESOLUTION WAS REQUESTED BY:  
PURCHASING

REVIEWED BY:

Matthew P. Jordan, Esq.

APPROVED AS TO FORM AND LEGALITY:

Nadege D. Allwaters, Esq.

Official Resolution#	
Meeting Date	5/27/2025
Introduced Date	5/21/2025
Adopted Date	
Agenda Item	8.
CAF#	5-01-22-137-002-213
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

**RESOLUTION AUTHORIZING A CONTRACT AWARD TO VARIOUS VENDORS FOR THE PROVISION OF BURIAL AND CREMATION SERVICES TO THE COUNTY OF PASSAIC IN CALENDAR YEAR 2025, PURSUANT TO N.J.S.A. 40A:11-5 AND RFQ-25-008**

**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 burial and cremation services for unidentified, unclaimed and indigent bodies in the County to be used by the Office of the Passaic County Adjuster, as needed during calendar year 2025; and

**WHEREAS**, pursuant to N.J.S.A. 40A:11-5, et seq., the Passaic County Purchasing Agent issued RFQ-25-008, Burial and Cremation Services for Unidentified, Unclaimed, or Indigent Bodies for the Passaic County Adjuster’s Office and the Passaic County Division of Social Services (“RFQ-25-008”), seeking qualifications for a pool of outside burial and cremation vendors to provide the aforementioned professional services to the County, as needed during calendar year 2025; and

**WHEREAS**, pursuant to N.J.S.A. 19:44A-20.7, the County’s request for qualifications is a fair and open process, specifically, the request for qualifications for burial and cremation vendors for calendar year 2025 was 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 was publicly opened and announced when awarded; and

**WHEREAS**, on December 10, 2024, the Board passed Resolution No. R-24-1090, qualifying multiple vendors to provide burial and cremation services for unidentified, unclaimed or indigent bodies in the County for calendar year 2025, which included: 3rd Party Virtual Assistance LLC; Chapels of Eden LLC; Ippolito Stellato Funeral Homes; and RPRA & Associates d/b/a Scillieri Funeral Arnold Home; and

**WHEREAS**, the Office of the Passaic County Adjuster is recommending the award of a contract to the following vendors for the provision of burial and cremation services to the County, as needed during calendar year 2025, for a total amount not to exceed eighty-six thousand dollars (\$86,000.00), as follows:

<b>Vendor      Appropriation</b>	
Ippolito Stellato Funeral Homes	\$65,000.00
3rd Party Virtual Assistance LLC	\$7,000.00
Chapels of Eden LLC	\$7,000.00
RPRA & Associates d/b/a Scillieri Funeral Arnold Home	\$7,000.00

**WHEREAS**, pursuant to N.J.S.A. 52:32-60-1, et seq., each of the aforementioned vendors executed the Non-Involvement in Prohibited Activities in Russia or Belarus Certification, attached hereto and made part of this Resolution, certifying the vendor is not involved in prohibited activities in Russia and Belarus, and the County confirmed said vendors are not identified on the Specially Designated Nationals and Blocked Persons list created by the Office of Foreign Assets Control; and

**WHEREAS**, funds are available in Account No. 5-01-22-137-002-213, or any other 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 County budget(s), which is attached hereto and made part of this Resolution; and

**WHEREAS**, this matter was discussed at the May 14, 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) and

in accordance with the terms set forth in RFQ-25-008, the Board of County Commissioners of the County of Passaic authorizes the award of a contract to the following vendors for the provision of burial and cremation services to the County, as needed during calendar year 2025, for a total amount not to exceed eighty-six thousand dollars (\$86,000.00), as follows:

**VendorAppropriation**

Ippolito Stellato Funeral Homes	\$65,000.00
3rd Party Virtual Assistance LLC	\$7,000.00
Chapels of Eden LLC	\$7,000.00
RPRA & Associates d/b/a Scillieri Funeral Arnold Home	\$7,000.00

**LET IT BE FURTHER RESOLVED,** that the Clerk of the Board shall print, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contracts awarded pursuant to this Resolution, and maintain a copy of this Resolution on file and available for public inspection in the Office of the Clerk to the Board.

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

NB

May 27, 2025