

County of Passaic

Board of County Commissioners



OFFICE OF COUNTY COMMISSIONERS

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Date: Jun 17, 2025 - 5:30 PM

Agenda: RESOLUTION AMENDING RESOLUTION NO. R-25-466 AUTHORIZING A CONTRACT AWARD TO VARIOUS VENDORS FOR THE PROVISION OF BURIAL AND CREMATION SERVICES TO THE COUNTY OF PASSAIC IN CALENDAR YEAR 2025, TO CORRECT THE REFERENCED RFQ

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	6/17/2025
Introduced Date	6/12/2025
Adopted Date	
Agenda Item	13.
CAF#	5-01-22-137-002-213
Purchase Req. #	
Result	

Administration and Finance

COMMITTEE NAME

RESOLUTION AMENDING RESOLUTION NO. R-25-466 AUTHORIZING A CONTRACT AWARD TO VARIOUS VENDORS FOR THE PROVISION OF BURIAL AND CREMATION SERVICES TO THE COUNTY OF PASSAIC IN CALENDAR YEAR 2025, TO CORRECT THE REFERENCED RFQ

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”), and RFQ-25-050, Expand the Pool 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-25-050”), 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 recommended 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:

Vendor	Appropriation
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 was recommended to the Board for approval; and

WHEREAS, the Board adopted Resolution No. R-25-466 on May 27, 2025, authorizing the award of contracts for the provision of burial and cremation services to the County, consistent with the above-described recommendations; and

WHEREAS, Resolution No. R-25-466 inadvertently omitted mention of RFQ-25-050, and the Board desires to amend said resolution to reflect that 3rd Party Virtual Assistance LLC, Ippolito Stellato Funeral Homes, and RPRA & Associates d/b/a Scillieri Funeral Arnold Home were qualified and awarded a contract pursuant to RFQ-25-050.

NOW, THEREFORE, LET IT BE RESOLVED, the Board of County Commissioners of the County of Passaic hereby amends Resolution No. R-25-466 only to clarify that 3rd Party Virtual Assistance LLC; Ippolito Stellato Funeral Homes; and RPRA & Associates d/b/a Scillieri Funeral Arnold Home, were all qualified and awarded a contract pursuant to RFQ-25-050, Expand the Pool 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.

LET IT BE FURTHER RESOLVED, that all other terms and conditions set forth in Resolution No. R-25-466, to the extent not inconsistent with this Resolution, are hereby ratified and shall remain in full force and effect.

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

June 17, 2025