County of Passaic
Legal Notice to Bidders

The County of Passaic is requesting bid proposals for **Outside Counsel Patient Advocate for the Office of the Passaic County Adjuster Calendar Year 2027**, Project **RFQ-27-021**. Notice is hereby given that sealed proposals responsive to **RFQ-27-021** shall be received no later than **September 10, 2026 at 10:30 AM (prevailing time)** at the following location:

Passaic County Purchasing Division
Passaic County Procurement Center
495 River Street, 2nd Floor
Paterson, New Jersey 07524

The bid opening will be conducted on **September 10, 2026 at 10:30 AM (prevailing time)** via Live-Stream from the Office of the Passaic County Purchasing Division. Bidders can access the Live-Stream at https://passaiccounty.webex.com/meet/bids. During the bid opening, bidders will be announced as well as bid amounts, and thereafter the bid tabulation will be posted on the Passaic County Purchasing website at www.passaicbids.com.

Proposals, plans, and specifications ("Bid Documents") may only be obtained from the Passaic County Purchasing website (www.passaicbids.com). If you experience difficulty downloading a bid, please email bids@passaiccountynj.org and provide your full contact information, including US mail address and fax number. Please note that although Bid Documents can be emailed and/or faxed when the documents cannot be downloaded from the County's website, Bid Documents will not be mailed. However, if exigent circumstances exist, accommodations can be made by providing a copy of the Bid Documents via overnight delivery at the bidder's expense.

Bid proposals must be submitted on the forms supplied by the County. Bidders must submit a total of four (4) bid proposals, as follows: one (1) original; two (2) copies; and one (1) electronically stored copy on a CD or USB Flash Drive. Bid proposals can be submitted in three (3) ways: (1) via hand-delivery during regular business hours from 8:30 AM to 4:30 PM; (2) via certified mail; or (3) overnight delivery. All bid proposals must be submitted at the address listed above. By typing your signature on the County bid document, you are doing so with the intent to sign your bid submission and consent to the terms of the County's bid specifications pursuant to the Uniformed Electronic Transaction Act.

Respondents must submit bid proposals by no later than **September 10, 2026 at 10:30 AM**. Late proposals or bids will not be accepted. The County is not responsible for undelivered bid proposals or bid proposals otherwise not arriving on time. Pursuant to N.J.S.A. 40A:11-13.2, the County reserves the right to reject bid proposals for the reasons stated therein.

Outside Counsel Patient Advocate shall undertake the representation of patients who have been committed to the care of a hospital or other facility pursuant to the procedures of the State's involuntary civil commitment process as outlined in NJSA 30:4-27.1 et seq. Law firms and/or individual attorneys awarded matters pursuant to this solicitation shall be assigned by and report to the Office of the County Adjuster.

Respondents are required to comply with the New Jersey Law Against Discrimination, (N.J.S.A. 10:5-31, et seq.), the Equal Employment Opportunity and Affirmative Action Rules (N.J.A.C. 17:27-1.1, et seq.), and all other applicable laws, regulations, or ordinances concerning affirmative action goals and equal employment opportunity.

Pursuant to N.J.S.A. 40A:11-24, the Board of County Commissioners of the County of Passaic ("Board") reserves the right to consider bid proposals for sixty (60) days after receipt. The Board further reserves the right to reject any and all proposals in accordance with N.J.S.A. 40A:11-13.2 and to waive minor informalities when authorized to do so under the law.

Zyanya Cordova, Principal Purchasing Agent

Phone: (973) 247-3300
Email: bids@passaiccountynj.org

Sherry Arvanitakis, QPA