

## **BID SUBMISSION INSTRUCTIONS**

In order to be considered, a proposal responding to this Opportunity must arrive at the Office of Leases and Concessions no later than **noon on March 15, 2019**. All bidders submitting proposals are advised to allow adequate delivery time to ensure punctual delivery of proposals by the date and time identified above. ***LATE PROPOSALS SHALL BE INELIGIBLE FOR CONSIDERATION.***

A Bidder must submit a Bid Proposal package for each Opportunity that the Bidder is bidding on. Each Bid Proposal package submitted must include the following:

1. A Prequalification Application (Application) completed in accordance with the instructions included. In the preparation of the Application, the Bidder should keep in mind the Operation's Bid Specifications when framing the requested answers.
2. The specific BID PROPOSAL FORM for the Opportunity for which the Bidder is submitting a bid. The BID PROPOSAL must be completed as instructed. Please note that each Opportunity has a minimum guaranteed bid amount that must be met.

The exterior of the Bid Proposal package envelope must be labeled with the following information:

1. The Name of the State Park/Forest/Marina and Opportunity.
2. The Bid Proposal package Due Date.
3. The name of the individual or corporation submitting the proposal.

For example: *Leonardo State Marina- Head Boat Operation*  
*March 15, 2019*  
*ABC Corporation*

The Bid Proposal package shall be submitted to the following address:

Department of Environmental Protection  
Natural and Historic Resources  
Office of Leases & Concessions  
Attn: George A. Chidley, Manager  
Mail Code 501-04C  
PO Box 420  
Trenton, New Jersey 08625-0420

It is permissible to hand carry a sealed Bid Proposal package to the Office of Leases & Concessions. Please contact the Office of Leases & Concessions at 609-633-7575 for directions for hand delivery.

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