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BID SPECIFICATIONS

RIVER TUBE (WITHOUT FACILITY) CONCESSION

Delaware and Raritan Canal State Park, Kingwood Township, Hunterdon County, New Jersey

1. SCOPE OF CONCESSION

- A. Concessionaire shall, under a Concession Agreement (“Agreement”), be granted the exclusive right to conduct a commercial operation to rent tubes, deliver and pick up customers within the Delaware and Raritan Canal State Park (“Park”) between the months of May and October (“Concession Operation). Concessionaire shall be authorized to utilize two (2) Department-designated areas within the Park for the delivery of customers into and pick up out of the Delaware River (“River”) for recreational floating down the Delaware River as part of the Concession Operation, utilizing the stairs, paths, structure(s) and/or area(s) provided by Department for concession purposes and specifically designated in Exhibit A (hereinafter referred to as the “Department-Designated Delivery and Department-Designated Pick Up Sites”). The Concession Operation shall be conducted in accordance with the terms set forth herein.
- B. Department anticipates that, on or about the second (2) Renewal Term of the Concession Agreement, it may designate additional areas within the Park, including but not limited to portions of Block 14, Lot 27 in Kingwood Township, Hunterdon County, for the Concession Operation for additional parking and for the onsite administration of the Concession Operation under Subparagraph 1(D).**
- C. All bidders must demonstrate a minimum of one (1) year of relevant experience and shall provide a detailed description of their current or anticipated operation and annual revenue as part of their bid proposal.
- D. Unless and until Department designates additional areas of the Park for use in accordance with Subparagraph 1(B), Concessionaire shall, as part of the Concession Operation, rent river tubes (“tubes”) from an off-site administration facility for the sole purposes of recreational floating down the Delaware River. Concessionaire’s off-site administration facility must comply with all local ordinances and zoning requirements required for the commercial activity set forth in this Bid Specifications and the Agreement. Concessionaire shall be prohibited from conducting transactions pertaining to the Concession Operation in Delaware and Raritan Canal State Park, including on or about the Department-Designated Delivery and Department-Designated Pick Up Sites. Unless otherwise approved by Department in writing, all transactions pertaining to the Concession Operation covered by the Agreement must be conducted from Concessionaire’s off-site administration facility. Transactions shall include, but not be limited to, the rental of river tubes, receipt of payment, reservations and scheduling of rentals and deliveries. Notwithstanding the above, Concessionaire shall be authorized to store river tubes on the Department-Designated

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Delivery and Department-Designated Pick Up Sites during the Core Business Hours set forth in Subparagraph 7(B) in the area and manner approved in writing by Department.

- E. Concessionaire shall, as part of the Concession Operation, deliver river tubes and customers to the Department-Designated Delivery Site set forth in Exhibit B. A maximum of one (1) unloading area for Concession vehicles is provided and **shall be used solely for temporary delivery and unloading of river tubes and customers for River ingress**. Concessionaire shall be authorized to store river tubes on the Department-Designated Delivery Site during the Core Business Hours set forth in Subparagraph 7(B) in the area and manner approved in writing by Department. No overnight storage for river tubes is provided and Concessionaire shall remove all river tubes from the Department-Designated Delivery Site on a daily basis. Concessionaire shall not be authorized to park any vehicles at the Department-Designated Delivery Site or on or about any other part of the Park without Department-written approval. Concessionaire shall not be authorized to drop off and unload river tubes and customers outside of the Department-Designated Delivery Site or on or about any other part of the Park at any time. Further, Concessionaire shall not be authorized to use the Department-Designated Delivery Site to pick up river tubes and customers from River egress at any time. Failure on the part of Concessionaire to comply with the requirements set forth in this Paragraph shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- F. Concessionaire shall, as part of the Concession Operation, pick up river tubes and customers at the Department-Designated Pick Up Site set forth in Exhibit C. A maximum of one (1) loading area for Concession vehicles is provided and **shall be used solely for temporary pick up and loading of river tubes and customers from River egress**. Concessionaire shall be authorized to store river tubes on the Department-Designated Pick Up Site during the Core Business Hours set forth in Subparagraph 7(B) in the area and manner approved in writing by Department. No overnight storage for river tubes is provided and Concessionaire shall remove all river tubes from the Department-Designated Pick Up Site on a daily basis. Concessionaire shall not be authorized to park any vehicles at the Department-Designated Pick Up Site or on or about any other part of the Park without Department-written approval. Concessionaire shall not be authorized to pick up and load river tubes and customers outside of the Department-Designated Pick Up Site or on or about any other part of the Park at any time. Further, Concessionaire shall not be authorized to use the Department-Designated Pick Up Site to drop off river tubes and customers at any time for River ingress. Failure on the part of Concessionaire to comply with the requirements set forth in this Paragraph shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- G. Concessionaire shall only use the existing Department-approved roads set forth in Exhibit A for the delivery and pick up of river tubes and customers. Unless and until Department designates additional areas of the Park for use in accordance with Subparagraph 1(B), Concessionaire shall ensure that all river tubes and customers of the Concession Operation are delivered from Concessionaire's off-site administration facility to the Department-Designated Delivery Site set forth in Exhibit B, picked up at the Department-Designated

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Pick Up Site set forth in Exhibit C, and returned at the conclusion of the scheduled reservation/float. Concessionaire shall prominently post a notice at Concessionaire's administration facility and advise all patrons and employees of the Concession Operation that they are required to meet and park all vehicles at Concessionaire's administration facility.

- H. Concessionaire shall, at all times during the Core Business Hours set forth in Subparagraph 7(B) and at its sole cost and expense, provide a sufficient number of staff to oversee the Department-Designated Delivery and Department-Designated Pick Up Sites to ensure the areas remain free of traffic, overcrowding and unauthorized vehicles. Department shall not be responsible for regulating traffic at the Department-Designated Delivery and Department-Designated Pick Up Sites. Concessionaire shall, at its sole cost and expense and with the prior written approval of Department, install temporary parking barriers or cones to prevent unauthorized vehicles from accessing or parking in the Department-Designated Delivery and Department-Designated Pick Up Sites during the Core Business Hours set forth in Subparagraph 7(B).
- I. Concessionaire shall, as part of the Concession Operation, deliver river tubes and customers into the River. Access to and from the River at the Department-Designated Delivery and Department-Designated Pick Up Sites shall be strictly limited to the marked Department-approved internal path systems and the temporary stairs ("Stairs") permitted and installed by Department and set forth in Exhibits B and C ("Access Points"), unless otherwise modified pursuant to Subparagraph 1(U). Concessionaire shall ensure all customers of the Concession Operation use the Access Points set forth in Exhibits B and C for River ingress or egress. Concessionaire shall ensure that Concession customers shall not congregate on the Feeder Canal Trail or Access Points set forth in Exhibits B and C. Concessionaire shall, at its sole cost and expense, provide a sufficient number of staff to oversee the Access Points to ensure all customers of the Concession Operation use the Department-approved internal path systems and Stairs for River ingress or egress. Failure on the part of Concessionaire to comply with the requirements set forth in this Paragraph shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- J. Concessionaire shall be solely responsible for obtaining the necessary vehicles, roof top racks and/or trailer(s) suitable for transporting Concessionaire's customers and tubes. Concessionaire shall be authorized to operate passenger carrying motor vehicle(s) with a maximum seating capacity of 15 passengers, including the driver. Concessionaire shall be prohibited, during the Concession Operation, from operating any motor vehicle(s) with a seating capacity of more than 15 passengers, including the driver, without Department-written approval. All requests to operate motor vehicle(s) with a seating capacity of more than 15 passengers, including the driver, shall be submitted to Department, in writing, along with written justification for the request. Department reserves the right, in its sole discretion to reject any request. All vehicle(s) used as part of the Concession Operation must be owned and operated by Concessionaire and must display a voucher, pre-approved by Department in writing, identifying the name, address and telephone number of Concessionaire. Concessionaire shall be solely responsible for obtaining all permits,

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licenses, and certificates for Concessionaire's Operation. Concessionaire shall ensure that all motor vehicle operators possess the appropriate licensing for the weight and class of all vehicles driven. Concessionaire shall provide a photograph of each vehicle and the year of manufacturer, make, model and registration number for all vehicles that will be used during the Concession Operation. Concessionaire shall provide Department with an updated list each time a vehicle is removed or added to the Concession Operation. Concessionaire shall provide information related to all licenses upon request from Department. Concessionaire shall be solely responsible for any and all damages resulting from the delivery of Concessionaire's tubes. Failure on the part of Concessionaire to comply with the requirements set forth in this Paragraph shall constitute a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.

- K. As set forth more fully in Paragraph 38, Concessionaire shall have exclusive use of the Park for the purposes of conducting the Concession Operation only. Concessionaire's operation and the Agreement shall not be construed so as to affect the privileges accorded to the general public's use of the Park, except for activities conducted under Subparagraph 1(H), or to restrain or prevent individual persons or groups of persons from bringing their own food, beverages, and recreational equipment, including but not limited to river tubes, into the Park. Further, Concessionaire's operation shall not impede or restrict the public from recreating along the towpath in other ways including, but not limited to, hiking and biking and shall not be construed so as to restrain or prevent public, non-commercial tubing activities within the Park.
- L. Concessionaire shall provide an adequate amount of tubes to meet the public demand for floating along the approximate four and eight tenths (4.8) mile stretch on the Delaware River adjacent to the Delaware and Raritan Canal State Park, between the Department-Designated Delivery and Department-Designated Pick Up Sites. All tubes must be marked and clearly identify the name of Concessionaire. All Concession customers must receive and wear a properly rated and sized Personal Flotation Device (PFD). It is the responsibility of Concessionaire to ensure compliance with the wearing of PFDs. All PFDs must be in serviceable condition with the proper Coast Guard rating and tags and may not exhibit deterioration that could diminish performance. Any damaged PFDs or PFDs without proper valid tags must be removed from the Park and may not be used by Concessionaire or Concessionaire's customers. Concessionaire also shall provide any other equipment and devices as may be required by the U.S. Coast Guard and Department. Concessionaire is responsible for ensuring that rented river tubes are not overloaded. The proper number of customers on a river tube must be based on river tube type, volume, and the manufacturer's recommended weight capacity. Concessionaire is solely responsible for routinely inspecting all river tubes to ensure that they are safe and free of defects. All river tubes determined to be unsafe or damaged must be removed from the Park and may not be used by Concessionaire or Concessionaire's customers until properly repaired. River tube repair is not permitted in the Park; any and all repairs must occur off-site. Concessionaire is solely responsible for the safety of all river tubes and customers.

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- M. Concessionaire must provide the necessary personnel to respond to all emergency situations involving rented river tubes and concession customers during the Core Business Hours set forth in Subparagraph 7(B) and while river tubes are in use on the River. Concessionaire must have a minimum of two (2) emergency patrol vessels (“Vessel”), *one (1) shall be positioned* along the approximate four and eight tenths (4.8) mile route set forth in Exhibit A to ensure the health and safety of Concession patrons, when the concession is in operation. The Vessels must have a shallow draft that will enable them to access all areas of the River. Concessionaire shall provide a photograph of each Vessel that will be used for this purpose. In addition, Concessionaire shall provide the manufacturer, model and registration for all Vessels that will be used during the Concession Operation. Each staff person operating the Vessel shall be United States Coast Guard Qualified Pilot or possess a certificate in watercraft safety. Each Vessel shall be manned, equipped and operated at all times in accordance with the United States Coast Guard rules and regulations
- N. For the Initial Term, Concessionaire shall be authorized to launch the emergency patrol vessels at the Kingwood Boat Launch set forth in Exhibit A, during the Period of Operation and during the Core Business Hours set forth in Subparagraphs 7(A) and 7(B). Concessionaire shall apply for a permit to launch the emergency patrol vessels at the Kingwood Boat Launch solely for the Concession Operation in accordance with the Agreement. Concessionaire is strictly prohibited from delivering, picking up and/or launching river tubes, customers, and/or any other apparatuses, except for the emergency patrol vessels, at the Kingwood Boat Launch. Further, the Kingwood Boat Launch is not for commercial use therefore Concessionaire is strictly prohibited from launching the emergency patrol vessels at the Kingwood Boat Launch for any other purposes not approved under the Agreement. Failure on the part of Concessionaire to comply with the requirements set forth in this Paragraph shall constitute a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11. The location to launch the emergency patrol vessels for any Renewal Term shall be determined at the time of such renewal.
- O. Concessionaire must maintain a physical staff presence on the River, at each Department-Designated Delivery and Department-Designated Pick Up Site and at the Access Points during the Core Business Hours set forth in Subparagraph 7(B) and while river tubes are in use on the River. Concessionaire must maintain a minimum total of three (3) concession employees that are American Red Cross certified in the proper administration of Cardiopulmonary Resuscitation (“CPR”), First Aid, and Lifeguarding, at the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and/or on the emergency patrol vessel(s), during the Core Business Hours set forth in Subparagraph 7(B) and while river tubes are in use on the River. Failure on the part of Concessionaire to maintain a staff presence and a minimum total of three (3) concession employees that are certified in the proper administration of CPR, First Aid, and Lifeguarding, at the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and/or on the River, during the Core Business Hours set forth in Subparagraph 7(B) and while river tubes are in use on the River shall constitute a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.

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- P. Concessionaire shall be required to place a minimum of one (1) Portable Toilet Unit (which will be handicap accessible) on or about each Department-Designated Delivery and Department-Designated Pick Up Site and within a pre-determined portion of the Park, designated by Department, during each Term of the Concession Agreement. Concessionaire shall be authorized to install a lock on each Portable Toilet Unit (“Unit”) to ensure the Units remain exclusive to the customers of the Concession Operation. Department shall not be responsible for the damage or maintenance of Concessionaire’s Units. Concessionaire will be responsible for the cost to clean and maintain each Unit. The Portable Toilet Units shall be installed within the pre-determined portions of the Park within the designated ten (10) day “set-up” period and removed from the Park within the designated ten (10) day “take-down” period, set forth in Subparagraph 7(A).
- Q. Unless otherwise approved by Department, Concessionaire’s Operation within the Park shall be strictly limited to the rental of river tubes. Concessionaire may request Department-written approval for the non-exclusive right to rent related equipment including, but not limited to, boats, rafts, canoes and kayaks. Motorized boats of any kind are not permitted for rental as part of the Concession Operation by Concessionaire. If approved in writing by Department, Concessionaire may rent related equipment from Concessionaire’s off-site administration facility and shall comply with all of the terms and conditions of the Agreement. Concessionaire shall submit to Department, for approval, a written operation plan, including a list of items and prices for all related equipment. Concessionaire shall not rent any related equipment until Department approves the proposed operation plan and items and prices in writing. Failure on the part of Concessionaire to obtain written pre-approval of the types and pricing of related equipment shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- R. Concessionaire shall use the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points solely for the purposes set forth above and is strictly prohibited from selling or permitting the sale or consumption of any alcoholic beverages thereon. In addition, Concessionaire shall be prohibited from selling or permitting the sale of food, beverages and novelties at the Park.
- S. Concessionaire’s status shall be that of a licensee under the terms of the Agreement. Concessionaire, whose term on the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points shall be commercial and seasonal in nature, will not, in any way whatsoever, be granted or conveyed any permanent easement, lease, fee, or other interest in the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points.
- T. Department reserves the right to issue Special Use Permits for public education programs for the promotion of recreational, natural and historic resources. Department shall coordinate with Concessionaire to minimize interruption of the Concession Operation and impacts to the Department-Designated Delivery and Department-Designated Pick Up Sites

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and Access Points. Concessionaire shall not be entitled to compensation for activities approved under a Special Use Permit.

- U. **Department reserves the right, in its sole discretion, to revise the description of the Department-Designated Delivery and Department-Designated Pick Up Sites set forth in Subparagraphs 1(E) and 1(F) and/or Access Points set forth in Subparagraph 1(I) to accommodate changing operational needs of the Concession Operation. This shall include, but not be limited to, adding additional Department-Designated Delivery and Department-Designated Pick Up Sites and/or Access points on or about the Park.**

2. ADVISORY UNSCHEDULED CLOSURES & PAYMENT ABATEMENTS

All Bidders are hereby advised that the State Park Service facilities are subject to unscheduled closures for reasons of health, public welfare, public safety, and government closures. These closures may result from inclement weather, water quality, staffing, or emergencies. **Payment abatements will not be given for any reason.**

3. TERM

- A. The “Initial Term” of the Agreement shall be from the “Effective Date of the Agreement’s Initial Term,” as defined in Subparagraph 4(A), below, through October 21, 2020. Upon expiration of the Initial Term, Concessionaire may request, in writing, and Department may, in its sole discretion, grant a Renewal of the Agreement, which shall start ten (10) calendar days prior to the third (3rd) Saturday in May and shall end ten (10) calendar days after the second (2nd) Sunday in October (“Renewal Term”). Department may grant no more than five (5) subsequent Renewal Terms following the Initial Term of the Agreement. Department reserves the right to suspend Concessionaire’s operations and/or terminate the Agreement in accordance with the terms and conditions set forth in Paragraphs 10 and 11. Furthermore, failure on the part of Concessionaire to submit Monthly Reports or the Annual Report, as described in Paragraphs 13 and 14, when due, shall constitute a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- B. If Concessionaire wishes to renew the Agreement, it must submit a request, in writing, to the address set forth in Subparagraph 5(B). Any such request must be received on or before August 15th of the year prior to the year being sought for renewal. Should Concessionaire fail to submit a written renewal request by August 15th, the Agreement may terminate at the conclusion of the Agreement’s current Term, in accordance with the terms and conditions set forth in Paragraph 11. Department shall issue its decision regarding the grant or denial of a renewal request received in accordance with this Paragraph no later than February 1st of the year being sought for renewal. Should the Department deny a renewal request, the Agreement shall terminate at the conclusion of the Agreement’s current Term, in accordance with the terms and conditions set forth in Paragraph 11.

4. EFFECTIVE DATE

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- A. For the purposes of the Agreement, the Effective Date of the Agreement's Initial Term shall be the date the Agreement is fully executed by Department.
- B. For the purposes of the Agreement, the Effective Date for the commencement of any Renewal Term shall be the date on which the last of the following has occurred:
- (i) The Renewal Agreement is signed on behalf of Concessionaire and Department;
 - (ii) Department dates the Renewal Agreement and forwards a copy to Concessionaire;
 - (iii) The required Certificate(s) of Insurance under the Agreement is or are received by Department;
 - (iv) Department has approved, in writing, the proposed prices for the rental of river tubes; and
 - (v) Mandatory Compliance and Performance Evaluation Meeting #1 has been completed, as described in Paragraph 19.

5. CONCESSION PAYMENT AND INCREASE

- A. For the Initial Term of the Agreement, Concessionaire shall pay Department compensation as indicated below:
- 1. Minimum Annual Fee:** The amount submitted by bidder equal to or greater than the minimum *Five Thousand (\$5,000.00) Dollars.*
 - 2. Final Adjusted Payment:** The per-person rate for the Initial Term and first (1st) Renewal Term, if any, will be One (\$1.00) Dollar per person. The per-person rate for any subsequent Renewal Term(s) after expiration of the first (1st) Renewal Term, if any, shall be Two (\$2.00) Dollars per person. Final Adjust Payment will be based on the following formulas:
 - (a.) Per-Person Rate multiplied by the Number of Persons renting River Tubes equals the Total Compensation (Per-Person Rate x Number of Persons Renting Tubes = Total Compensation).
 - (b.) The Final Adjusted Payment shall be the difference between the Total Compensation and the Minimum Annual Fee (Total Compensation less the Minimum Annual Fee = Final Adjusted Payment). Final Adjust Payment will be due on or before December 1st of each year.

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Said compensation shall be paid in accordance with the Concession Payment Schedule set forth in Exhibit D as consideration for the Concession, license and privilege granted. For subsequent Renewal Terms, if any, Concessionaire shall pay Department in accordance with the Concession Payment Schedule set forth in Exhibit D.

- B. All payments shall be submitted by check made payable to “**Treasurer - State of New Jersey**” and be received on or before the scheduled payment date to:

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

- C. If Concessionaire fails to pay said compensation at such time and in such manner as specified herein and in Exhibit D, such failure shall constitute a material breach of the Agreement subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- D. Department may, at its discretion, require Concessionaire to make all payments for the Initial Term of the Agreement by certified or cashier’s check only.
- E. All late payments shall be assessed a monthly penalty of five (5%) percent of the total amount due. A late payment shall be any payment received after the first (1st) calendar day of each month.
- F. In the event any check for payment is returned to Department, all future payments must be made by certified or cashier’s check only.
- G. The Annual Fee shall be increased by three (3%) percent for each of any Renewal Term(s), except, that after the expiration of the Initial Term and the expiration of the second (2nd) Renewal Term, if any, Department may, in its sole discretion, increase the Annual Fee pursuant to a Compensation Analysis performed in accordance with Paragraph 6. The Annual Fee for any Renewal Term will be calculated by Department and shall be rounded up to the closest dollar.

6. COMPENSATION ANALYSIS

After the expiration of the Initial Term and expiration of the second (2nd) Renewal Term of the Agreement, if any, a Compensation Analysis may be performed. At such time, based on the reported Total Gross Revenue, performance of the Concession, and/or Department’s existing rates for similarly performing operations, Department may choose to increase the Annual Fee for the following Renewal Term(s), if any.

7. HOURS OF OPERATION AND LIMITATIONS

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- A. During the Initial Term of the Agreement, the Concession shall open and operate on the third (3rd) Saturday in May or as soon as practicable after the Effective Date of the Agreement's Initial Term, whichever is sooner, through the second (2nd) Sunday in October ("Period of Operation"). For the Initial Term of the Agreement, any calendar day(s) prior to the Period of Operation, and the ten (10) calendar days after the second (2nd) Sunday in October, which comprise the remainder of the Agreement's Initial Term, are solely to allow for Concession set-up and take-down, respectively. During any subsequent Renewal Term(s) of the Agreement, the Concession shall open and operate from the third (3rd) Saturday in May through the second (2nd) Sunday in October ("Period of Operation"). For any subsequent Renewal Term(s), the ten (10) calendar days prior to the third (3rd) Saturday in May and the ten (10) calendar days after the second (2nd) Sunday in October, which comprise the remainder of any Renewal Term, are solely to allow for Concession set-up and take-down, respectively.
- B. The Concession shall be open for business Sunday through Saturday during the Period of Operation for the Initial Term and any subsequent Renewal Term(s). The Concession shall operate during the Period of Operation between the "Core Business Hours" of 9:00 a.m. through 7:00 p.m. Concessionaire shall not be authorized to deliver river tubes and customers into the River before 9 a.m. and/or after 4 p.m. All river tubes and customers shall be picked up from the Department-Designated Pick Up Site no later than 7 p.m. The Concession must be prepped, fully operational, and capable of renting river tubes during the Period of Operation and between the Core Business Hours.
- C. The Park Superintendent shall be the sole authority to determine whether an area of Delaware and Raritan Canal State Park affecting the Concession Operation will be closed due to inclement weather or otherwise. Department is not responsible to Concessionaire for any loss or damage caused by such determination. Concessionaire shall not operate the Concession when the Delaware River is predicted to flood by the National Oceanic and Atmospheric Administration (NOAA). Concessionaire shall not operate the Concession when the "Stage" on the NOAA hydrograph at Riegelsville set forth at <https://waterwatch.usgs.gov/index.php?m=real&r=nj&w=map> exceeds nine (9) feet. Concessionaire shall be solely responsible for monitoring, on a daily basis, the NOAA hydrograph at Riegelsville. Further, Concessionaire shall not operate the Concession when one (1) or both sets of Stairs are not installed in the River for any reason. Absent closure by Department or the Park Superintendent, Concessionaire shall be responsible for assessing all onsite conditions and any health or safety concerns before undertaking the Concession Operation. In addition, Concessionaire shall be solely responsible for determining the need for any additional closures to ensure Concessionaire's customer safety.
- D. Concessionaire shall be responsible for adequate staffing and operating the Concession during the Period of Operation and during the Core Business Hours. Failure on the part of Concessionaire to open the Concession during the Period of Operation and during the Core Business Hours shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.

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- E. Concessionaire shall be accessible by phone during the Core Business Hours, as established pursuant to Subparagraph 7(B), at a number to be provided to Department and made publicly available at Concessionaire's off-site administration facility and in any advertisement of the Concession Operation. Failure on the part of Concessionaire to be accessible by phone during the Core Business Hours shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- F. Concessionaire shall also provide Department with a private number where Concessionaire can be reached at any time.

8. ALTERNATE HOURS OF OPERATION

Concessionaire may request authorization to extend the hours of operation, by opening before 9:00 a.m. and/or closing after 7:00 p.m. Further, Concessionaire may request authorization to deliver customers and river tubes into the River before 9 a.m. and/or after 4 p.m. No concession operations shall take place before sunrise or after sunset. All requests to extend hours of operation must be made in writing to the Park Superintendent at the address set forth in Paragraph 48 ten (10) calendar days in advance of the proposed effective date. Concessionaire shall not implement the alternate hours of operation without written authorization from the Park Superintendent.

9. EXTENSION OF THE SEASON

Concessionaire shall not be authorized to extend the Period of Operation for the Initial Term or subsequent Renewal Term(s) for any reason.

10. SUSPENSION OF OPERATIONS

Concessionaire shall, at the direction of Department, immediately suspend, delay or interrupt Concessionaire's operation of all or any part of the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and the Kingwood Boat Launch for such period of time as Department may determine to be appropriate to protect the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points, Kingwood Boat Launch and/or public health, safety, and welfare due to the occurrence of hazardous work conditions, emergency conditions, and/or any other cause including, but not limited to, Concessionaire's failure to perform any of the covenants, agreements, and conditions contained in the Agreement on its part to be performed. Failure on the part of Concessionaire to make any payments when due, pursuant to Paragraph 5, shall result in immediate suspension of the Concession Operation. Concessionaire hereby waives any claim, and Department shall not be liable to any party claiming through Concessionaire, for damages, payment abatement, or compensation as a result of Department's actions under this Paragraph or the Agreement. Department's suspension of Concessionaire's operations shall be in addition to any other right or remedy available by law or in equity.

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11. TERMINATION

- A. Concessionaire shall exercise direct and personal supervision of the Concession Operation and operation of the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points designated by Department in Exhibit A. Failure to exercise such supervision and/or the existence of any condition at the Park or in the operation of the Concession which Department determines to be in violation of the terms and conditions of the Agreement shall be considered to be a material breach in which event Department may terminate the Agreement by written notice sent by regular and certified mail return receipt requested. Upon receipt of written notice of termination for violation, Concessionaire shall have such period of time as provided therein to cure such violation. If such violation is not cured within the period designated in said notice, termination shall, in the sole discretion of Department, be effective at the conclusion of the designated period.
- B. Without limiting the scope of Subparagraph A of this Paragraph, the Agreement shall automatically terminate in the event of Concessionaire's failure to pay, when due, any compensation or other sums or assessments to be paid by Concessionaire under the Agreement and the continuation of such failure to pay for a period of five (5) calendar days after Concessionaire's receipt of written notice thereof from Department.
- C. Department expressly reserves the right to terminate the Agreement without notice in cases of emergency or where there exists or may exist risk to public health, safety, or welfare, as determined by Department in its sole discretion.
- D. Concessionaire's conduct, or its officers, servants, agents, employees, contractors, and invitees shall be guided by the New Jersey State Policy Prohibiting Discrimination in the Workplace. Department expressly reserves the right to terminate the Agreement without notice in the event that Concessionaire's conduct or its officers, servants, agents, employees, contractors, or invitees implicates the New Jersey State Policy Prohibiting Discrimination in the Workplace.
- E. Notwithstanding any provision or language to the contrary, Department may terminate the Agreement, in whole or in part, solely for the convenience of the State, by ninety (90) calendar days written notice to Concessionaire sent by regular and certified mail return receipt requested. Upon receipt of such notice, Concessionaire may choose for such termination to become effective immediately, or may instead continue to operate the Concession in accordance with the terms and conditions of the Agreement for a period not to exceed ninety (90) calendar days after receipt of the notice or until the end of the current Agreement Term, whichever occurs sooner.
- F. Concessionaire may terminate the Agreement by ninety (90) calendar days written notice to Department sent by regular and certified mail return receipt requested. Upon receipt of such notice, Department may choose for such termination to become effective immediately. Otherwise, Concessionaire shall continue to operate the Concession in accordance with the terms and conditions of the Agreement for a period not to exceed ninety (90) calendar days

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after receipt of the notice, until the end of the current Agreement Term, or upon selection by Department of a new Concessionaire, whichever occurs sooner.

- G. If at any time during the Initial Term or any subsequent Renewal Term of the Agreement, Concessionaire shall make any assignment for the benefit of creditors or be decreed insolvent or bankrupt according to law, or if a receiver shall be appointed for Concessionaire, then Department may terminate the Agreement immediately by notice served upon the Concessionaire and the assignee, receiver, trustee or other person in charge, but such termination shall not release or discharge any payment or obligation then owed by Concessionaire to Department hereunder.
- H. Termination of the Agreement by either Department or Concessionaire, as herein provided, shall not release or discharge any payment obligation or liability owed by one to the other under the terms and conditions of the Agreement as of the date of such termination.
- I. Upon the expiration or termination of the Agreement, Department may at once re-enter and remove any and all persons occupying the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points. If Concessionaire fails to remove any property lawfully belonging to and removable by Concessionaire upon the expiration or termination of the Agreement, Department may appropriate same to its own use without allowing any compensation therefor, or may remove same at the expense of Concessionaire. In the event that Concessionaire removes any personal property, Concessionaire hereby covenants to pay any and all damages which may be caused to the property of Department by this removal.
- J. Any Department-initiated termination of the Agreement for cause or convenience pursuant to this Paragraph shall be considered sufficient grounds for Department, at its sole discretion, to terminate, upon thirty (30) calendar days written notice to Concessionaire, any and all other Concession Agreements between Department and Concessionaire. Any Department-initiated termination for cause or convenience of another Concession Agreement between Department and Concessionaire shall be considered sufficient grounds for Department, at its sole discretion, to terminate the Agreement, upon thirty (30) calendar days written notice to Concessionaire.

12. ELECTRONIC SUBMISSIONS

Concessionaire must have the capacity to send and receive electronic submissions and communications as a pre-condition and continuing requirement of the Agreement. For purposes of the Agreement, "Electronic Submissions" shall only include the transmission of documents by email. Concessionaire shall comply with the following terms and conditions:

- A. Concessionaire shall electronically submit all reports, including, but not limited to, Monthly Reports and Annual Reports as described in Paragraphs 13 and 14, by email to: OfficeofLeases@dep.nj.gov. Failure on the part of Concessionaire to submit reports electronically shall be a material breach of the Agreement, subject to Suspension of

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Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.

- B. Concessionaire shall maintain and monitor on a daily basis an active email address, designated for the Agreement and report any change to the email address during any Term of the Agreement. Failure on the part of Concessionaire to maintain and monitor the active email address, designated for the Agreement, shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.

13. MONTHLY REPORT

- A. A Monthly Report shall be submitted within ten (10) calendar days of the end of each calendar month of the Period of Operation. Each Monthly Report shall be signed, dated, and certified by Concessionaire, Concessionaire's Bookkeeper, or Accountant, and contain a Statement of Total Gross Receipts, excluding New Jersey State Sales Tax, derived by Concessionaire from operation of the Concession during the previous month. Each Monthly Report shall be based on the daily "Z" tapes or Point-of-Service (POS) device equivalent for that same month showing each day's sales activity and the number of customers and river tube rentals made on a daily and monthly basis during that same month. Failure on the part of Concessionaire to provide the Monthly Report, when due, shall constitute a material breach of the Agreement subject to Suspension of Operations and/or Termination, in accordance with the terms and conditions set forth in Paragraphs 10 and 11. Concessionaire shall provide Department with any additional written clarification and/or information necessary to confirm the accuracy of any or all of Concessionaire's Monthly Reports.
- B. The signed, dated and certified Monthly Report must be submitted, in the Department-approved format, within ten (10) calendar days of the end of each calendar month of the Period of Operation.

14. ANNUAL REPORT

- A. Concessionaire shall submit to Department, no later than December 1st following each Term the Agreement is in effect, an Annual Financial Statement ("Annual Report") for the prior Term. Each Annual Report shall be signed, dated, and certified by Concessionaire, Concessionaire's Bookkeeper, or Accountant, and contain the following: Total Number of River Tube Rentals, Total Number of Customers, Total Gross Revenue, New Jersey State Sales Tax, Operating Expenses, and Net Profit from State Park Concession Operations. Failure on the part of Concessionaire to submit the Annual Report, when due, shall constitute a material breach of the Agreement and will result in the automatic non-Renewal of the Agreement if any potential Renewal Term(s) remain. Concessionaire shall provide Department with any additional clarification and/or information necessary to confirm the accuracy of Concessionaire's Annual Report.
- B. The signed, dated and certified Annual Report must be submitted in the Department-approved format no later than December 1st following each Term the Agreement is in effect.

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15. RECORDS AND AUDIT

- A. Concessionaire shall maintain complete, accurate, and detailed accounting records of all transactions pertaining to the Concession Operation covered by the Agreement that will enable Concessionaire to prepare financial statements in accordance with generally accepted accounting principles. Concessionaire shall make such records available to any authorized representative of Department upon request, as often as it is deemed necessary by Department, to determine the effectiveness of the financial management system and internal procedures that have been established by Concessionaire, and to ensure compliance with the terms and conditions of the Agreement and that the financial statements and reports present fairly the results of Concessionaire's operations pursuant to the Agreement. Failure to do so shall be a material breach of the Agreement. Said records shall be maintained and made available to Department and the State of New Jersey for a period of seven (7) years after the termination or expiration of the Agreement.
- B. Concessionaire shall utilize a cash register as part of the Concession Operation. Concessionaire may request Department approval to also or alternatively utilize a Point of Service (POS) device. If approved in writing by Department, Concessionaire may then utilize a POS device as part of the Concession Operation. Any use of a POS device as part of the Concession Operation without the required prior Department-written approval shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the Terms and Conditions set forth in Paragraphs 10 and 11.
- C. All sales shall be recorded by means of cash registers or Department-approved POS devices that publicly display the amount of each sale and automatically issue a customer receipt or certify the amount recorded on a sales slip. Said cash registers or Department-approved POS devices shall, in all cases, have locked-in sales totals and transactions counters that constantly accumulate and that cannot, in either case, be reset. In addition, such cash registers must have a tape located within the register upon which transaction numbers and sales details are imprinted. Beginning and ending cash register or Department-approved POS device readings shall be recorded on a daily basis. In the event of technical or electrical failure of the cash register or Department-approved POS device, Concessionaire shall record all transactions by hand and issue a sequentially pre-numbered customer receipt in like manner. Failure to have a working cash register or Department-approved POS device shall be a material breach of the Agreement subject to immediate Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.

Each cash register or Department-approved POS device must have the following:

- Dual Tape/Readable tape/or Electronic Report that records individual sales, total sales, and can generate a receipt (customer must be offered a paper or electronic receipt upon request)
- Customer Display
- Continuous grand total

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Each cash register must have the following:

- Cumulative “Z” counter
- Current printed date on detail tape

16. DAILY RECEIPTS

- A. Under the Agreement, Concessionaire shall be required to maintain a daily record of all gross receipts derived from the Concession Operation. This record shall be available at all times. Concessionaire shall, upon request by Department, provide a breakdown and accounting of all sales activity for each day. Failure on the part of Concessionaire to maintain daily receipts shall constitute a material breach of the Agreement subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- B. All cash, credit and debit payments received by Concessionaire shall be deposited into a single bank account maintained at a bank located within the State of New Jersey and maintained solely for the subject Concession Operation, through which all financial transactions (including, but not limited to, deposits, withdrawals, and purchases) must pass.

17. PRICES

All prices, including but not limited to, discounts and promotional offers etc., for the rental of river tubes shall be submitted to and approved by Department in writing before any proposed price can become effective. **All prices, discounts and promotional offers shall not be combined with any other activity not approved under the Agreement.** Discounts or promotional offers of any kind shall not in any way alter the requirement for Concessionaire to remit the per person rate set forth in Paragraph 5. Proposed prices to be charged must be submitted in writing to Department and approved, in writing, by Department prior to commencement of any Period of Operation. All prices shall remain in effect unless otherwise modified and re-approved in writing by Department. All changes in pricing will require the submission of a new price list for the rental of all river tubes (not just those being changed) and a written justification for each item Concessionaire is requesting Department’s approval to change or modify. No price changes are to take effect without the written pre-approval of Department. All prices shall be properly displayed in prominent places at all times at Concessionaire’s off-site administration facility. Price signage must be professional in appearance, neat, and made of weather-proof materials.

18. STAFF

- A. Concessionaire shall engage a sufficient number of reliable, competent, and qualified staff of legal age to operate the Concession within the terms and conditions of the Agreement. Concessionaire shall engage a sufficient number of reliable, competent, and qualified staff of legal age for operation and management of each Department-Designated Delivery and Department-Designated Pick Up Site and the Access Points. If Department determines that

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Concessionaire has not provided a sufficient number of reliable, competent, and qualified staff of legal age for the operation of the Concession, Concessionaire shall, immediately upon receipt of email or written notification from Department, correct the staffing deficiencies described in said notice. If the deficiencies described in said notice are not corrected by Concessionaire immediately upon receipt of email or written notification, Department reserves the right to do the following: (1) suspend the Concession Operation, pending correction of the deficiencies, in accordance with the terms and conditions set forth in Paragraph 10; (2) obtain the service of reliable, competent, and qualified staff of legal age to operate the Concession for Concessionaire for the remainder of the then current Period of Operation; or (3) terminate the Agreement in accordance with the terms and conditions set forth in Paragraph 11. Concessionaire shall compensate any staff obtained by Department for the remainder of the then current Period of Operation and shall reimburse Department for all costs incurred by Department in obtaining appropriate staff. Concessionaire shall not be entitled to any payment abatement due to any suspension or other action taken by Department under this Paragraph, and Department shall not be liable to Concessionaire, or any party claiming through Concessionaire, for any claim, liability, or damages resulting from said action by Department.

- B. Concessionaire must maintain a minimum total of three (3) concession employees that are American Red Cross certified in the proper administration of CPR, First Aid, and Lifeguarding, at the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and/or on the emergency patrol vessel(s) during the Core Business Hours set forth in Subparagraph 7(B) and while river tubes are in use on the River. Concessionaire shall not commence any operations and/or shall immediately suspend the Concession Operation if a minimum of three (3) concession employees certified in CPR, First Aid, and Lifeguarding, are not physically present at the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and/or on the emergency patrol vessel(s) during the Concession Operation until such time that the condition is corrected. Prior to commencement of the Period of Operation for the Initial Term and any subsequent Renewal Term(s), Concessionaire shall submit to Department, documentation demonstrating that a minimum of three (3) concession employees are Red Cross certified in the proper administration of CPR, First Aid, and Lifeguarding and will be present at the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and/or on the emergency patrol vessel(s) during the Core Business Hours set forth in Subparagraph 7(B) and while river tubes are in use on the River. Failure on the part of Concessionaire to submit the required documentation and maintain the required staff presence at the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and/or on the River during the Core Business Hours set forth in Subparagraph 7(B) and while river tubes are in use on the River shall constitute a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- C. Concessionaire must submit documentation to the Department demonstrating that that a minimum of two (2) concession employees are United States Coast Guard Qualified Pilots or possess a certificate in watercraft safety. Each person operating the vessel shall be United States Coast Guard Qualified Pilot or possess a certificate in watercraft safety.

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- D. All Concession employees must wear uniform shirts and name tags to identify and distinguish them as Concession employees. The type of uniform shirts and identification shall be pre-approved by the Park Superintendent, prior to the start of any Term of the Agreement. Failure on the part of Concessionaire to comply with the uniform requirement shall be a material breach of the Agreement subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- E. Concessionaire must have radio and/or cell phone communication available for all operators of its vehicles and Vessels. Each operator shall carry emergency numbers including, but not limited to, 1-877-WARN DEP (1-877-927-6337), Park Superintendent, Park Office, State Park Police and Local Emergency Rescue, Police and Fire. In addition, Concessionaire and/or all operators of its vehicles and busses shall obtain the name and telephone number of each customer of the Concession Operation.

19. COMPLIANCE AND PERFORMANCE EVALUATION

Two (2) Mandatory Compliance and Performance Evaluation Meetings shall be conducted during each Term of the Agreement. Additional meetings may be scheduled at the discretion of Department to ensure Concessionaire's effectiveness and compliance. The meetings shall review all aspects of the Concession Operation, ensuring that quality public services are being provided on a continuing basis in accordance with the Bid Specifications and the Agreement, that operational problems/concerns are addressed on a timely basis, and that all terms and conditions are clearly understood. The meetings shall be held on site with a representative from the Office of Leases and Concessions, the Park Superintendent and a management/supervisory representative of Concessionaire's firm. A report form shall be utilized to document the meeting, and to identify any deficiencies and the corrective action required. A copy of the completed report form shall be provided to the management/supervisory representative of Concessionaire's firm and shall be attached to and made a part of the Agreement. The Mandatory Compliance and Performance Evaluation Meetings shall be held as follows:

- Meeting #1 - Prior to commencement of the Period of Operation or the third (3rd) Saturday in May, whichever comes first.
- Meeting #2 - Within ten (10) calendar days after the second (2nd) Sunday in October.

20. EQUIPMENT

- A. Concessionaire shall be solely responsible for maintaining all Concessionaire-owned supplies, goods and equipment and all equipment installed or located on the Department-Designated Delivery and Department-Designated Pick Up Sites for use by Concessionaire and Concession Patrons. Department shall not be responsible for the damage, loss, or maintenance of any equipment. Concessionaire shall obtain written approval from

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Department prior to installation of any of Concessionaire's equipment on the Department-Designated Delivery and Department-Designated Pick Up Sites and/or Access Points.

- B. Stairs shall be provided by Department, as set forth in Exhibits B and C for River ingress and egress. Department shall be solely responsible for removing the Stairs to a safe location, when the Delaware River is predicted to flood by the National Oceanic and Atmospheric Administration (NOAA). Department shall not re-install the Stairs until the Department determines it is deemed safe and/or the "Stage" on the NOAA hydrograph at Riegelsville set forth at <https://waterwatch.usgs.gov/index.php?m=real&r=nj&w=map> reaches nine (9) feet or below. Concessionaire shall be prohibited from operating the Concession when one (1) or both sets of the Stairs are not installed in the River for any reason. Department shall not be liable for any loss of revenues or damages resulting from the full or partial closure of the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points, Kingwood Boat Launch or any other part of the Park. Concessionaire hereby waives any claim and Department shall not be liable to any party claiming through Concessionaire, for damages, payment abatement, or compensation as a result of Department's actions under this Paragraph.
- C. Concessionaire must provide the necessary personnel to respond to all emergency situations involving rented river tubes and concession customers during the Core Business Hours set forth in Subparagraph 7(B) and while river tubes are in use on the River. Concessionaire must have a minimum of two (2) emergency patrol vessels ("Vessel"), one (1) shall be positioned along the approximate four and eight tenths (4.8) mile route set forth in Exhibit A to ensure the health and safety of Concession patrons, when the concession is in operation. The Vessels must have a shallow draft that will enable them to access all areas of the River. Concessionaire shall provide a photograph of each Vessel that will be used for this purpose. In addition, Concessionaire shall provide the manufacturer, model and registration for all Vessels that will be used during the Concession Operation. Each staff person operating the Vessel shall be United States Coast Guard Qualified Pilot or possess a certificate in watercraft safety. Each Vessel shall be manned, equipped and operated at all times in accordance with the United States Coast Guard rules and regulations. Failure on the part of Concessionaire to operate the Vessel in accordance with the terms and conditions set forth in this Paragraph shall be a material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- D. Concessionaire shall be required to place a minimum of one (1) Portable Toilet Unit (which will be handicap accessible) on or about each Department-Designated Delivery and Department-Designated Pick Up Site and within a pre-determined portion of the Park, designated by Department, during each Term of the Concession Agreement. Concessionaire shall be authorized to install a lock on each Portable Toilet Unit ("Unit") to ensure the Units remain exclusive to the customers of the Concession Operation. Department shall not be responsible for the damage or maintenance of Concessionaire's Units. Concessionaire will be responsible for the cost to clean and maintain each Unit. The Portable Toilet Units shall be installed within the pre-determined portions of the Park within the designated ten (10)

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day “set-up” period and removed from the Park within the designated ten (10) day “take-down” period set forth in Subparagraph 7(A).

- E. Concessionaire shall be authorized to store river tubes on the Department-Designated Delivery and Department-Designated Pick Up Sites during the Core Business Hours set forth in Subparagraph 7(B) in the area and manner approved in writing by Department. No overnight storage is provided and all river tubes, supplies, goods, and equipment shall be removed from the Park on a daily basis unless otherwise approved in writing by Department. Department shall not be responsible or liable for any loss or theft of supplies, goods or equipment.
- F. Department shall not be responsible for any damages or loss of goods or services resulting from equipment failure. Concessionaire shall obtain insurance coverage pursuant to Paragraph 35 for possible losses including, but not limited to, equipment failure, vandalism or weather event.

21. REPAIR

The Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points shall be provided in “as is” condition. Concessionaire shall, at its sole cost and expense, be responsible for making repairs to all Concessionaire-owned supplies, goods and equipment.

22. MAINTENANCE OF DEPARTMENT-DESIGNATED DELIVERY AND DEPARTMENT-DESIGNATED PICK UP SITES

- A. Concessionaire shall preserve and maintain the Department-Designated Delivery and Department-Designated Pick Up Sites and portable toilet unit(s) in good and clean condition, reasonable wear and tear excepted. Concessionaire is solely responsible for the maintenance and cleanliness of the Department-Designated Delivery and Department-Designated Pick Up Sites and portable toilet unit(s). In addition, Concessionaire shall be solely responsible for the collection and removal of all garbage and trash, generated by the Concession Operation, from the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points on a daily basis.
- B. Department shall, subject to the availability of funds pursuant to Paragraph 23 and the availability of State Park Service staffing, routinely maintain the Access Points, including but not limited to installing, removing and maintaining the stairs, filling holes, repairing washouts, replacing mulch, removing fallen branches and debris on the Department-approved internal paths and trimming overhanging or encroaching vegetation to ensure unobstructed safe access to the designated points of River ingress and egress.
- C. Extraordinary damage to the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points resulting from natural disaster or flooding shall be the responsibility of the Department to the extent that funding and resources are available to undertake the necessary repairs.

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- D. Upon the expiration of each Term or termination of the Agreement, Concessionaire shall deliver up peaceable possession of the Department-Designated Delivery and Department-Designated Pick Up Sites to Department in as good and clean condition as the areas were made available at the commencement of each Term, reasonable wear and tear excepted. In the event that Concessionaire does not deliver up possession as herein provided, Department may restore the Department-Designated Delivery and Department-Designated Pick Up Sites to such condition, and the cost thereof shall be paid by Concessionaire to Department within ten (10) calendar days of Department's written demand for payment.

23. AVAILABILITY OF FUNDS

Concessionaire expressly acknowledges that the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points are provided "as is," and any obligation of Department to repair or maintain the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points is contingent upon the availability of appropriated funds. Department shall have no obligation for such repair or maintenance unless and until such funds are appropriated each fiscal year to Department by the State Legislature and made available to Department.

24. INSPECTION

Concessionaire shall make the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points available for inspection at any time by any authorized representative of Department to assure compliance with the terms and conditions of the Agreement.

25. GARBAGE DISPOSAL, RECYCLING, AND BIODEGRADABLE MATERIALS

- A. Concessionaire shall be responsible for maintaining the cleanliness of the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points. Concessionaire shall remove all garbage and trash, generated by the Concession Operation, from the Park on a daily basis. Concessionaire shall properly dispose of all garbage and trash off-site. Disposal costs from this latter location shall be borne by Concessionaire. It is the responsibility of Concessionaire to ensure that all customers of the Concession Operation are provided with appropriate measures to minimize litter in all waterbodies used as part of the Concession Operation. Concessionaire shall provide such additional trash containers as may be required to keep the immediate Department-Designated Delivery and Department-Designated Pick Up Sites clean at all times. The type of trash containers provided by Concessionaire shall be approved by Department prior to use.
- B. Concessionaire shall comply with any and all county and local recycling requirements.

26. UTILITIES

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No electricity or utilities are provided on or about the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points. Should utilities become available on or about the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points or Non-Concession portion of the Park, Concessionaire shall be responsible for the payment of any and all utility charges related to the Concession Operation for each Term of the Agreement.

27. TAXES

- A. All taxes and property tax assessments, if any, arising out of the operation of the Concession and the use and occupancy of the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points shall be the sole responsibility of Concessionaire and shall be promptly paid by Concessionaire when due, regardless of whether such tax or assessment is assessed within or outside a Term of the Agreement. Concessionaire shall provide to Department copies of all tax or assessment notices received from any government agency, municipality or county. Payment shall remain a continuing obligation of Concessionaire after any Term of the Agreement and/or the expiration or termination of the Agreement, and Department is authorized to make a demand for payment and take any and all steps to ensure payment. Concessionaire shall furnish to Department, within ten (10) calendar days of demand therefor, proof of the payment of any such tax or assessment. Concessionaire's failure to timely pay any tax or assessment or otherwise comply with this Subparagraph shall constitute a material breach of the Agreement subject to Suspension of Operations and/or Termination, in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- B. Concessionaire, and each of their affiliates shall, for any and all Term(s) of the Agreement, collect and remit to the Director of the Division of Taxation in the Department of the Treasury the use tax due pursuant to the "Sales and Use Tax Act," P.L.1966, c. 30 (N.J.S.A. 54:32B-1 et. seq.) on all of their sales of tangible personal property delivered into this State. Any questions in this regard can be directed to the Division of Revenue at <https://www.state.nj.us/treasury/revenue/revencode.shtml>.

28. ADVERTISEMENT AND PROMOTION

- A. Concessionaire shall not advertise in any manner or form on or about the Department-Designated Delivery and Department-Designated Pick Up Sites or any other part of the Park, except by means of such signs or forms of advertising as first shall be approved, in writing, by Department.
- B. Concessionaire shall, in all promotion and advertisement of the Concession and/or any scheduled event(s) at or pertaining to the Concession Operation, include that the Park is administered by the State of New Jersey, Department of Environmental Protection, Division of Parks and Forestry, State Park Service.
- C. Prior to the implementation of any and all promotion and advertisement of the Concession and/or any scheduled event(s) at or pertaining to the Concession Operation, Concessionaire

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shall submit, and obtain Department's written approval of, all such promotion(s) and advertisement(s).

29. CONSTRUCTION AND IMPROVEMENTS

Concessionaire shall not affix, alter, or erect any permanent or temporary equipment, structures, buildings, or additions to the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points without first obtaining the prior written approval of Department.

30. REPORT OF INJURY

Any injury that shall occur to Concessionaire, its officers, servants, agents, employees, contractors, or invitees requiring medical intervention of which Concessionaire is notified, shall be reported to Department immediately by calling 1-877-WARN DEP (1-877-927-6337) and also reported in writing to the addresses set forth in Paragraph 48 within one (1) calendar day of the incident.

31. NEW JERSEY CONFLICT OF INTEREST LAW

The New Jersey Conflict of Interest Law, N.J.S.A. 52:13D-12 et seq. and Executive Order 189 (1988), prohibit certain actions by persons or entities which provide goods or services to any State Agency. Specifically:

- A. No Concessionaire shall pay, offer to pay, or agree to pay, either directly or indirectly, any fee, commission, gift, gratuity, or other thing of value of any kind to any State officer or employee or special State officer or employee, as defined by N.J.S.A. 52:13D-13b. and e., in the Department of the Treasury or any other agency with which such Concessionaire transacts or offers or proposes to transact business, or to any member of the immediate family, as defined by N.J.S.A. 52:13D-13i., of any such officer or employee, or any partnership, firm, or corporation with which they are employed or associated, or in which such officer has an interest within the meaning of N.J.S.A. 52:13D-13g.
- B. The solicitation of any fee, commission, compensation, gift, gratuity or other thing of value by any State officer or employee or special State officer or employee from any Concessionaire shall be reported, in writing forthwith by Concessionaire to the Attorney General and the Executive Commission on Ethical Standards.
- C. No Concessionaire may, directly or indirectly, undertake any private business, commercial or entrepreneurial relationship with, whether or not pursuant to employment, contract or other agreement, express or implied, or sell any interest in such Concessionaire to, any State officer or employee or special State officer or employee having any duties or responsibilities in connection with the purchase, acquisition or sale of any property or services by or to any State agency or any instrumentality thereof, or with any person, firm or entity with which he is employed or associated or in which he

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has an interest within the meaning of N.J.S.A. 52:13D-13g. Any relationships subject to this provision shall be reported in writing forthwith to the Executive Commission on Ethical Standards, which may grant a waiver of this restriction upon application of the State officer or employee or special State officer or employee upon a finding that the present or proposed relationship does not present the potential, actuality or appearance of a conflict of interest.

- D. No Concessionaire shall influence, or attempt to influence or cause to be influenced, any State officer or employee or special State officer or employee in his official capacity in any manner which might tend to impair the objectivity or independence of judgment of said officer or employee.
- E. No Concessionaire shall cause or influence, or attempt to cause or influence, any State officer or employee or special State officer or employee to use, or attempt to use, his official position to secure unwarranted privileges or advantages for Concessionaire or any other person.
- F. The provisions cited above in Subparagraphs 31(A) through 31(E) shall not be construed to prohibit a State officer or employee or special State officer or employee from receiving gifts from or contracting with Concessionaire under the same terms and conditions as are offered or made available to members of the general public subject to any guidelines the Executive Commission on Ethical Standards may promulgate.

32. SOLICITATION

Concessionaire shall warrant that no person has been employed directly or indirectly to solicit or secure the Agreement in violation of the provision of Section 10, Chapter 48 of the Laws of 1954, N.J.S.A. 52:34-15, and that the Laws of the State of New Jersey relating to the procurement or performance of the Agreement have not been violated and shall not be violated by any conduct of Concessionaire, including the paying or giving directly or indirectly of any fee, commission, compensation, gift, gratuity, or consideration of any kind to any State employee, officer, or official.

33. INDEPENDENT PRINCIPAL

Concessionaire's status shall be that of an independent principal and not as an agent or employee of Department.

34. INDEMNIFICATION

- A. Concessionaire shall, for itself, its successors, and assigns, assume all risk and liabilities arising out of the management, maintenance, and operation of the Concession and covenants to defend, protect, indemnify, and save harmless Department and each and every of its officers, agents, servants, employees, successors, and assignees and hereby releases Department and each and every of its officers, agents, servants, employees, successors, and assignees from and against any and all such liabilities, losses, damages, costs, expenses

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(including all attorneys' fees and expenses), causes of action, suits, claims, demands, or judgments of any nature arising from the following:

- (i) any injury to, or the death of, any person caused in whole or in part by any negligent act or omission of Concessionaire, or anyone directly or indirectly employed by [it], *regardless of whether it is caused in part by the Department*, or its officers, agents, servants, employees, successors, and assignees;
 - (ii) any injury to, or the death of, any person in, on, or about, or any damage to property which occurs in, on, or about the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch or upon any sidewalk, walkway, or patio within the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch, the Delaware River or in any manner growing out of or connected with the use, non-use, condition, or occupancy of the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch, or the construction or repair of any improvements of the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch;
 - (iii) any act, error, or omission of Concessionaire, its officers, agents, servants, employees, contractors, invitees, and anyone claiming by or through Concessionaire in the performance of the Agreement;
 - (iv) violation of any term or condition of the Agreement by Concessionaire, its officers, agents, servants, employees, contractors, invitees, and anyone claiming by or through Concessionaire in the performance of the Agreement; and
 - (v) violation by Concessionaire, its officers, agents, servants, employees, contractors, invitees, and anyone claiming by or through Concessionaire in the performance of the Agreement of any contracts and agreements of record concerning the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch and restrictions of record or any law, ordinance, or regulation affecting the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch or any part thereof or the ownership, occupancy, or use thereof.
- B. Department shall, as soon as practicable after a claim has been made against it, give written notice thereof to Concessionaire, along with full and complete particulars of the claim. If suit is brought against Department or any of its officers, agents, servants, and/or employees, Department shall expeditiously forward or have forwarded to Concessionaire every demand,

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complaint, notice, summons, pleading, or other document received by or then in the possession of Department or its representatives.

- C. It is expressly agreed and understood that any approval by Department of Concessionaire's operation of the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch shall not operate to limit the obligations of Concessionaire assumed pursuant to the Agreement.
- D. Concessionaire's liability pursuant to this Paragraph shall continue after the termination or expiration of the Agreement with respect to any liability, loss, cost, expense (including all attorneys' fees and expenses), damage, cause of action, suit, claim, demand, or judgment resulting from actions or inactions occurring prior to such termination or expiration.
- E. Concessionaire's indemnification obligations are not limited by, but are in addition to, the insurance obligations contained in the Agreement.

35. INSURANCE

- A. Concessionaire shall, at its sole cost and expense, obtain and maintain at all times during each Term of the Agreement, insurance of the types and in the amounts hereinafter provided:
 - (i) Commercial General Liability Insurance as broad as that provided by the standard basic, unamended, and unendorsed occurrence coverage forms currently in use in the State of New Jersey, which shall not be circumscribed by any endorsement limiting the breadth of coverage. Limits of liability shall be maintained at the level of Two Million (\$2,000,000) Dollars per occurrence for bodily injury and property damage and a Four Million (\$4,000,000) Dollars annual aggregate. This can be accomplished with a combination of Commercial General Liability and Commercial Umbrella policies; and
 - (ii) Property insurance to cover loss or damage on a "Special Causes of Loss" form of coverage against fire, water, wind, storm, loss, theft, and damage on any structures on the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points, and all fixtures, equipment, and other property attached thereto and/or physically incorporated therein and the contents owned by Concessionaire and located in or on the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points. Said insurance shall be in an amount not less than the full value of such structures, fixtures, equipment, property, and contents. The value of said structures, fixtures, equipment, property, and contents shall be determined by Concessionaire using whatever procedures Concessionaire considers appropriate. Said policy shall be written so as to provide that the insurer waives all right of subrogation against Department in connection with any loss or damage covered by the policy; and

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- (iii) Worker's Compensation Insurance applicable to the Laws of the State of New Jersey and Employer's Liability Insurance with limits of not less than One Million (\$1,000,000) Dollars Bodily Injury By Accident (Each Accident) and One Million (\$1,000,000) Dollars Bodily Injury By Disease (Each Employee) with an aggregate limit of One Million (\$1,000,000) Dollars Bodily Injury By Disease (Policy Limit); and
 - (iv) Comprehensive Automobile Liability Insurance, which shall be written to cover any automobile or trailer used by Concessionaire. Limits of liability to cover bodily injury and property damage shall not be less than One Million (\$1,000,000) Dollars per person or per accident. Coverage must include hired and non-owned vehicles. A MCS-90 certificate shall be filed with the State of New Jersey if hazardous materials or waste will be transported during operation of the Concession; and
 - (v) Such other insurance and in such amounts as may from time to time be reasonably required by Department.
- B. All insurance coverage required to be maintained by Concessionaire in accordance with the Agreement shall be issued by an insurance company with an A- VIII or better rating by A.M. Best & Company authorized and approved to do business in New Jersey. All policies except for Worker's Compensation shall name the State of New Jersey Department of Environmental Protection as an additional insured and include the blanket additional insured endorsement or its equivalent. The certificate(s) of insurance shall identify the Concession Number assigned to the Agreement and the location(s) of the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch in the Description of Operations box and shall list the State of New Jersey, Department of Environmental Protection, Natural and Historic Resources, Office of Leases & Concessions, P.O. Box 420, Mail Code: 501-04C, Trenton, New Jersey 08625-0420 in the Certificate Holder box.
- C. When Concessionaire returns the Agreement or any subsequent Renewal Agreement, signed by Concessionaire, to Department for signature, Concessionaire shall provide Department with all current and valid certificate(s) of insurance evidencing that Concessionaire has obtained all insurance coverage in accordance with the Agreement. Failure to provide a certificate(s) of insurance at the time of Concessionaire's return of the Agreement or any subsequent Renewal Agreement shall result in the non-execution of the Agreement or subsequent Renewal Agreement by Department, as applicable. Concessionaire also shall provide Department with a valid certificate(s) of renewal of the insurance within thirty (30) calendar days of the expiration of the policies so that Department is continuously in possession of current documentation that Concessionaire has obtained and is maintaining, in full force and effect, all insurance required under the Agreement. Concessionaire also shall, upon request, provide Department with copies of each policy required under the Agreement, certified by the agency or underwriter to be true copies of the policies provided by Concessionaire.

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- D. Concessionaire expressly understands and agrees that any insurance protection required by the Agreement shall in no way limit Concessionaire's indemnification obligations assumed in the Agreement and shall not be construed to relieve Concessionaire from liability in excess of such insurance coverage, nor shall it preclude Department from taking such other actions as are available to it under any provision of the Agreement and as otherwise provided for at law or in equity.
- E. In the event that: (i) Concessionaire fails or refuses to renew any of its insurance policies or to provide Department with timely certificate(s) of insurance showing that Concessionaire is maintaining insurance coverage in full force and effect to the extent required by the Agreement, or (ii) any policy is canceled, terminated, or modified so that the insurance does not meet the requirements of the Agreement, Department shall consider Concessionaire to be in material breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- F. The limits of insurance policies described in this Paragraph shall be reviewed by Department and Concessionaire from time to time. Concessionaire shall increase the limits of said policies to meet changed circumstances including, but not limited to, changes in the relevant U.S. Bureau of Labor Statistics Consumer Price Index and changes indicated by the course of plaintiffs' verdicts in personal injury actions.

36. COMPLIANCE WITH LAWS, LICENSES, PERMITS, AND INSURANCE POLICIES

- A. For each Term of the Agreement, Concessionaire shall obtain, pay for, maintain, and comply with all licenses, permits, certifications, authorizations, approvals, or any other documents required by all applicable government agency having jurisdiction over the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch or the conduct of Concessionaire's operations thereon. Concessionaire shall provide Department with written evidence that such applicable licenses, permits, authorizations, or other required documents have been obtained prior to commencement of the activity or operation covered by the license, permit, authorization, or other documentation. No operation shall begin until Concessionaire has provided such written evidence to Department.
- B. Concessionaire shall, at its sole cost and expense, comply with all duly promulgated and applicable federal and State statutes, laws, rules, ordinances, regulations, and orders affecting the conduct of the Concession Operation described in the Agreement; **specifically, but not limited to, an Act concerning smoking at public beaches and parks and amending and supplementing PL 2005 c. 383 (P.L. 2018 c. 64).**
- C. Concessionaire shall comply with the requirements of all insurance policies required by the Agreement.
- D. If Concessionaire:

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- (i) receives a notice of failure to comply with the insurance required by the Agreement;
- (ii) is issued a summons or any notice of violation of any license, permit, certification, authorization, approval, or any similar instruments required by any governmental authority having jurisdiction necessary to maintain and operate the Concession in accordance with the provisions of the Agreement; or
- (iii) is issued a summons for violation of any duly promulgated and applicable federal, State, county, municipal, and other governmental statutes, laws, rules, ordinances, regulations, or orders affecting the Concession Operation or any part thereof,

Concessionaire shall immediately forward a copy of the notice of non-compliance, summons, or notice of violation to Department, and Concessionaire shall have such amount of time to correct said violation as is prescribed in the notice or summons. If such violation is not cured within the prescribed period or any extension thereof, it shall be deemed a material breach of the Agreement, and Department may suspend Concessionaire's operation of all or the affected portion of the Department-Designated Delivery and Department-Designated Pick Up Sites, Access Points and Kingwood Boat Launch in accordance with the terms and conditions set forth in Paragraph 10, and/or terminate the Agreement in accordance with the terms and conditions set forth in Paragraph 11.

- E. Concessionaire shall indemnify Department against all liabilities, claims, losses, damages, costs, expenses (including all attorneys' fees and expenses), causes of action, suits, demands, judgments, or payments of any kind arising from Concessionaire's failure or omission to comply with any such insurance policy, license, permit, certification, authorization, approval, or any applicable federal or State statute, law, rule, ordinance, regulation, or order.

37. SERVICE PERFORMANCE WITHIN U.S.

Concessionaire agrees, in accordance with Executive Order 129 (2004) and N.J.S.A. 52:34-13.2 (P.L. 2005, c. 92), that all services performed under the Agreement shall be performed within the United States. In the event that all services performed under the Agreement shall not be performed within the United States, Concessionaire shall send Department a letter that states with specificity the reasons why the services cannot be so performed. Any such letter shall require review and approval pursuant to N.J.S.A. 52:34-14.2 prior to execution of the Agreement or the delivery of the services which will not be performed within the United States. Unless previously approved by Department, a shift to performance of services outside the United States during any Term of the Agreement shall be deemed a material breach, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.

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38. PUBLIC USE

Concessionaire shall have exclusive use of the Park for the purposes of conducting the Concession Operation only. Concessionaire's operation and the Agreement shall not be construed so as to affect the privileges accorded to the general public's use of the Park, except for activities conducted under Subparagraph 1(H), or to restrain or prevent individual persons or groups of persons from bringing their own food, beverages, and recreational equipment, including but not limited to river tubes, into the Park. Further, Concessionaire's operation shall not impede or restrict the public from recreating along the towpath in other ways including, but not limited to, hiking and biking and shall not be construed so as to restrain or prevent public, non-commercial tubing activities within the Park.

39. NO DISCRIMINATION

- A. Concessionaire shall comply with all provisions of the Americans with Disabilities Act (ADA), P.L 101-336, in accordance with 42 U.S.C. 12101, et seq.
- B. Concessionaire shall not discriminate, and shall abide by all anti-discrimination laws, including Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d-2000d-4; the discrimination and affirmative action provisions of N.J.S.A. 10:2-1 through N.J.S.A. 10:2-4; the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq.; and all rules and regulations promulgated pursuant thereto.
- C. Specifically, Concessionaire shall not unlawfully discriminate: 1) against any person, employee, or applicant for employment, or 2) in allowing access to and use of the Department-Designated Delivery and Department-Designated Pick Up Sites and Access Points.

40. AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT REQUIREMENTS

- A. Pursuant to N.J.A.C. 17:27-3.5, Concessionaire agrees that:
 - (i) Concessionaire will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Concessionaire will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that all employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Concessionaire agrees to post in conspicuous places, available to employees and applicants for employment, notices to be

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provided by the public agency compliance officer setting forth provisions of this nondiscrimination clause;

- (ii) Concessionaire shall, in all solicitations or advertisements for employees placed by or on behalf of Concessionaire, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex;
- (iii) Concessionaire shall send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of Concessionaire's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment; and
- (iv) Concessionaire agrees to comply with all regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time, and codified at N.J.A.C. 17:27-1.1 et seq.

B. Further, pursuant to N.J.A.C. 17:27-3.7, Concessionaire agrees that:

- (i) Concessionaire agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.
- (ii) Concessionaire agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- (iii) Concessionaire agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
- (iv) In conforming with the targeted employment goals, Concessionaire agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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41. PAYMENT ABATEMENT

Concessionaire acknowledges that the Park is subject to unscheduled closures for reasons of health, public welfare, public safety, and government closures. These closures may result from inclement weather, water quality, staffing, or emergencies. Payment abatements will not be given if Concessionaire is unable to operate at the Park for any reason.

42. FINAL DECISION

Concessionaire covenants that the decision of the Commissioner of Department, relative to the bidding process and/or award of the Agreement, as well as the performance of the terms and conditions of the Agreement, shall be final and conclusive.

43. CORPORATION

- A. For any Concessionaire that presents itself or represents itself as a corporation operating or doing business in the State of New Jersey, all papers of incorporation, including authorized agents for receipt of legal documents, shall be provided to Department, along with renewals, changes, or any other documents that in any way affect the current or future status of Concessionaire as a legal corporation.
- B. Concessionaire shall adopt the required corporate or partnership resolution, as applicable, authorizing the execution of the Agreement by Concessionaire. Concessionaire shall submit a copy of said resolution to Department prior to execution of the Agreement by Department.
- C. Prior to the Effective Date of the Agreement, Concessionaire shall provide the Department with a completed Ownership Disclosure Form pursuant to N.J.S.A. 52:25-24.2.

44. SUBCONTRACTING

Concessionaire shall be prohibited from subcontracting any part or all of this Concession Agreement.

45. ASSIGNMENT OF AGREEMENT OR SALE OF INTERESTS

The Concession Agreement is personal to Concessionaire. Concessionaire shall not assign the Agreement or sell controlling interest in the Concession.

46. PAY TO PLAY RESTRICTIONS AND CONTRIBUTION DISCLOSURE

- A. In order to safeguard the integrity of State government procurement by imposing restrictions to insulate the negotiation and award of State contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof, the Legislature has enacted P.L. 2005, c. 51 (codified at N.J.S.A. 19:44A-20.13 to -20.25) (Chapter 51) on

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March 22, 2005, effective retroactive to October 15, 2004, superseding the terms of Executive Order 134 (2004). In addition, on September 24, 2008, Executive Order 117 was issued and made effective on November 15, 2008 (EO 117) which set forth additional limitations on the ability of executive branch agencies to contract with business entities that have made or solicited certain contributions.

Chapter 51 and EO 117 restrict business entities which agree to certain contracts or agreements with the State from making or soliciting certain contributions. Compliance with Chapter 51 and EO 117 is a material term and condition of the Bid Specifications and Agreement, and binding upon the parties thereto upon the entry of all applicable contracts.

Thus, pursuant to the requirements of Chapter 51 and EO 117, it shall be a material breach of the terms of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11, for Concessionaire to do any of the following during any Term of the Agreement:

- (i) make or solicit a contribution in violation of Chapter 51 or EO 117;
- (ii) knowingly conceal or misrepresent a contribution given or received;
- (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution;
- (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor, or of Lieutenant Governor, or to any State, county, or municipal party committee, or any legislative leadership committee;
- (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would make or solicit any contribution, which if made or solicited by Concessionaire itself, would subject Concessionaire to the restrictions of Chapter 51 or EO 117;
- (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees;
- (vii) engage in any exchange or contributions to circumvent the intent of Chapter 51 or EO 117; or
- (viii) directly or indirectly, through or by any other person or means, do any act which would subject Concessionaire to the restrictions of Chapter 51 or EO 117. It is Concessionaire's continuing obligation to report any contributions it makes during any and all Term(s) of the Agreement.

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- B. Concessionaire shall submit the Two-Year Chapter 51/Executive Order 117 Vendor Certification and Disclosure of Political Contributions Form, certifying that no contributions prohibited by Chapter 51 have been solicited or made by Concessionaire and reporting all contributions Concessionaire made during the preceding four years to any political organization organized under 26 U.S.C. § 527 of the Internal Revenue Code that also meets the definition of a “continuing political committee” within the meaning of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required Certification and Disclosure Form can be found in the Prequalification Application, which Concessionaire is required to complete, and submit, with any bid. The Prequalification Application is available at: http://www.njparksandforests.org/parks/business_ops/current_concession.htm. If Concessionaire has a currently valid Two-Year Certification and Disclosure Form, it may be submitted instead of a new form.

The State Treasurer or his designee shall review the Disclosures submitted by Concessionaire pursuant to this Subparagraph, as well as any other pertinent information concerning the contributions or reports thereof by Concessionaire prior to award or during the term of the Agreement. If the State Treasurer determines that any contribution or action by Concessionaire violated Chapter 51 and EO 117, the State Treasurer shall disqualify Concessionaire from award of the Agreement. If the State Treasurer or his designee determines that any contribution or action constitutes a breach of the Agreement that poses a conflict of interest pursuant to Chapter 51 or EO 117, the State Treasurer shall disqualify Concessionaire from award of the Agreement.

- C. Concessionaire shall submit the Chapter 271 Vendor Certification and Political Contribution Disclosure Form, disclosing its political contributions within the immediately preceding twelve (12) month period. The required Certification and Disclosure Form can be found in the Prequalification Application, which Concessionaire is required to complete, and submit, with any bid. The Prequalification Application is available at: http://www.njparksandforests.org/parks/business_ops/current_concession.htm.

No prospective Concessionaire will be precluded from being retained by virtue of the information provided in the Chapter 271 Vendor Certification and Political Contribution Disclosure Form, provided the form is fully and accurately completed.

- D. Concessionaire is required, on a continuing basis, to report any contributions and solicitations Concessionaire makes during any Term of the Agreement at the time any such contribution or solicitation is made. Failure to do so is a breach of the Agreement, subject to Suspension of Operations and/or Termination in accordance with the terms and conditions set forth in Paragraphs 10 and 11.
- E. Concessionaire shall file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 (P.L. 2005, c. 271, section 2) if Concessionaire receives contracts in excess of Fifty Thousand (\$50,000.00) dollars from public entities in a calendar year. It is Concessionaire’s responsibility to determine if filing is necessary. Failure to so file can result in the

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imposition of financial penalties by ELEC. Additional information about this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

47. NEW JERSEY BUSINESS REGISTRATION

Concessionaire must submit with any bid a copy of a valid New Jersey Business Registration for itself. If Concessionaire is not already registered with the New Jersey Division of Revenue, registration can be completed online at the Division of Revenue Website: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

48. SUBMISSIONS, APPROVALS, AND NOTICES

Department and Concessionaire agree that all submissions, approvals, and notices which may be required under the Agreement shall be forwarded by email or fax, regular and certified mail return receipt requested and addressed as follows:

To Department: Department of Environmental Protection
Natural and Historic Resources
Office of Leases & Concessions
PO Box 420, Mail Code: 501-04C
Trenton, New Jersey 08625-0420
Fax: (609) 984-0836
Email: OfficeofLeases@dep.nj.gov

Copy to Park Superintendent: Delaware & Raritan Canal State Park
145 Mapleton Road
Princeton, New Jersey 08540
Fax: (609) 924-6507
Email: Patricia.Kallessen@dep.nj.gov

To Concessionaire: **Name**
Title and/or Entity Designation
Street Address
Town, NJ Zip Code
Email:

Either Department or Concessionaire may, at any time, change such address(es) by mailing, to the address(es) of the other, above, a notice of the change at least ten (10) calendar days prior to the effective date of such change.

49. RECEIPT OF WRITTEN NOTICE

Department and Concessionaire agree that the receipt of a written notice is considered five (5) calendar days after the date on the said written notice.

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50. PREQUALIFICATION APPLICATION

Concessionaire shall submit a completed Prequalification Application along with any bid. The Prequalification Application is available at: http://www.njparksandforests.org/parks/business_ops/current_concession.htm.

51. CONCESSION BID EVALUATION & SELECTION PROCESS

Department shall review and evaluate all bids in accordance with the procedures and upon the criteria outlined in the Concession Bid Evaluation & Selection Process, available at: http://www.njparksandforests.org/parks/business_ops/current_concession.htm.

52. PREFERENCE FOR WOOD, PAPER PRODUCTS DERIVED FROM SUSTAINABLY-MANAGED FORESTS OR PROCUREMENT SYSTEMS

Pursuant to N.J.S.A. 52:32-45, any bid that calls for the use of wood or paper products derived from sustainably managed forests or procurement systems shall receive preference, whenever possible, where relevant. Accordingly, Department shall give such preference when entering into or renewing the Agreement, whenever possible, where relevant.

53. NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

Department reserves the right to enter into negotiations with and/or invite submission of a Best and Final Offer (BAFO) from one bidder or multiple bidders in accordance with the procedures as outlined in the Concession Bid Evaluation & Selection Process.

54. REJECTION OF PROPOSAL

Department reserves the right to reject, in its sole discretion, any or all bids at any point in the Concession Bid Evaluation & Selection Process. In addition, any entity, including any individual, corporation, partnership, sole proprietorship, affiliate or other entity related thereto, that is: (a) listed as debarred by the State of New Jersey; (b) was a party to a prior agreement with the Department that was terminated or not renewed due to breach, non-performance, failure to make required payments due thereunder or otherwise for cause; or (c) owes the Department compensation of any type from a prior agreement shall be considered non-responsive to this solicitation. The Concessionaire shall not employ, or subcontract or assign the Concession Operation to, any individual, corporation, partnership, sole proprietorship, affiliate or other entity related to a disqualified entity.

55. CONTRACT AMOUNT

Compensation amount(s), when stated in this Bid Specifications, shall not be construed as either the maximum or minimum amount which Department shall be obligated to accept

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as the result of this Bid Specifications or any Agreement entered into as a result of this Bid Specifications.

56. DEFAULT OR REFUSAL TO ENTER CONTRACT

In the event of default of the successful bidder or his/her refusal to enter into a contract with Department, Department reserves the right to accept any other qualified bidder.

57. CHANGES TO TERMS AND CONDITIONS

A bidder may propose changes or modifications or take exception to any of the State's terms and conditions. If a bidder does so, the bidder must state bidder's change, modification or exception specifically in writing in the bid proposal. Any proposed change, modification or exception in the State's terms and conditions by a bidder will be a factor in the determination of an award. Bidders must be aware, however, that there are certain terms and conditions that are required by law (e.g., Pay to Play, Affirmative Action, Business Registration, Prevailing Wage), and are, therefore, a mandatory component of this Bid Specification and the Concession Agreement.

58. LIST OF EXHIBITS

- Exhibit A: Overview of Department-Designated Delivery Site and Department-Designated Pick Up Site and Access Points
- Exhibit B: Department-Designated Delivery Site and Access Point
- Exhibit C: Department-Designated Pick Up Site and Access Point
- Exhibit D: Concession Payment Schedule

59. QUESTIONS AND INQUIRIES

The Department will accept questions and inquiries regarding this Bid Specifications from all potential bidders. Questions may be directed only to the Department and must be submitted by email to: OfficeofLeases@dep.nj.gov.

The cut-off date for the submission of questions shall be ~~March 16, 2020~~ **March 26, 2020**. It is requested that bidders with long, complex, or multiple-part questions submit them as far in advance as possible. Questions must be directly tied to the Bid Specifications. Questions should follow the organization of the Bid Specifications and be asked in consecutive order, from beginning to end. Each question should begin by referencing the page number and the paragraph number of the Bid Specifications to which it relates.

Brief *procedural* inquiries may be accepted over the telephone by the Office of Leases and Concessions. The Office of Leases and Concessions will not answer any inquiries that require interpretation of the Bid Specifications. However, oral explanations or instructions given over the phone shall not be binding upon the State. **Bidders shall not**

ALL 3/18/20 REVISIONS ARE HIGHLIGHTED IN YELLOW

ALL 4/9/20 REVISIONS ARE HIGHLIGHTED IN GRAY

contact the Division of Parks and Forestry, or any other branch of the Department directly, in person or by telephone, concerning this Bid Specifications.

All responses to written questions will be posted at http://www.njparksandforests.org/parks/business_ops/current_concession.htm on or before ~~March 20, 2020~~ **March 31, 2020**.

60. PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a proposal responding to this Bid Specifications must arrive at the Office of Leases and Concessions no later than ~~noon on March 31, 2020~~ **4 p.m. on April 6, 2020** ~~noon on May 29, 2020~~. All bidders submitting proposals are advised to allow adequate delivery time to ensure punctual delivery of proposals by the date and time set forth herein. Late proposals shall be ineligible for consideration. The exterior of the Bid Proposal package envelope must be labeled with the Name of the State Park/Forest and Concession Opportunity, the Bid Proposal package Due Date, and the name of the individual or corporation submitting the proposal. The proposal shall be submitted to the following address:

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