

BID SUBMISSION INSTRUCTIONS

In order to be considered, a proposal responding to a Concession Opportunity must arrive at the Office of Leases and Concessions no later than **noon on March 5, 2019**. All bidders submitting proposals are advised to allow adequate delivery time to ensure punctual delivery of proposals by the date and time identified above. ***LATE PROPOSALS SHALL BE INELIGIBLE FOR CONSIDERATION.***

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

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

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

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

For example: *Belleplain State Forest- Food/Novelty Concession*
March 5, 2019
ABC Corporation

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

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

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

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