

### BID SUBMISSION INSTRUCTIONS

In order to be considered, a proposal responding to an Opportunity must arrive at the Public Land Administration Section no later than **noon on September 5, 2022**. ~~All bidders submitting proposals are advised to allow adequate delivery time to ensure punctual delivery of proposals by the date and time identified above.~~ **LATE PROPOSALS SHALL BE INELIGIBLE FOR CONSIDERATION.**

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

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

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

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

~~For example: *High Point State Park—Autumn Food/Novelty Concession*  
*September 5, 2022*  
*ABC Corporation*~~

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

[OfficeofLeases@dep.nj.gov](mailto:OfficeofLeases@dep.nj.gov)

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