

**ALL JUNE 5, 2024 REVISIONS ARE HIGHLIGHTED IN YELLOW.**

**ALL JUNE 19, 2024 REVISIONS ARE HIGHLIGHTED IN BLUE.**

**ALL JUNE 27, 2024 REVISIONS ARE HIGHLIGHTED IN GRAY.**

## BID SUBMISSION INSTRUCTIONS

In order to be considered, a proposal responding to this Lease Opportunity must arrive at the Public Land Administration Section no later than **noon on ~~June 27, 2024~~ ~~July 15, 2024~~ ~~August 1, 2024~~ ~~August 22, 2024~~**. Proposals may be submitted by mail, by hand delivery, or by email. 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.***

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 Bid 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 (included in the Bid Application) for the Opportunity for which the Bidder is submitting a bid. The BID PROPOSAL must be completed as instructed. Please note that the Opportunity has a minimum guaranteed bid amount that must be met.

**If submitted by mail or hand delivery**, the exterior of the Bid Proposal package envelope must be labeled with the following information:

1. The LE Number associated with the Lease Opportunity.
2. The Name of the State Park/Forest/Area and Lease Opportunity.
3. The Bid Proposal package Due Date.
4. The name of the individual or corporation submitting the proposal.

For example: *LE24-001*

*Spring Meadow – Golf Course & Inn Lease*

~~*June 27, 2024*~~ ~~*July 15, 2024*~~ ~~*August 1, 2024*~~ ~~*August 22, 2024*~~

*ABC Corporation*

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

Department of Environmental Protection  
Office of Transactions and Public Land Administration  
Public Land Administration Section  
PO Box 420, Mail Code 401-07  
Trenton, New Jersey 08625-0420

Each bidder must submit one (1) complete original proposal that clearly has been marked as the “ORIGINAL” proposal. Each bidder also must submit one (1) full, complete, and exact copy of

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the original. The copy is necessary in the evaluation of your bid proposal. Bidders failing to provide the requisite number of copies shall be charged the cost incurred by the Department to produce the required number of copies. It is suggested that the Bidder make and retain a copy of its bid proposal for its own records.

It is permissible to hand carry a sealed Bid Proposal package to the Public Land Administration Section. Please contact the Public Land Administration Section at [PublicLandAdministration@dep.nj.gov](mailto:PublicLandAdministration@dep.nj.gov) for directions for hand delivery.

**If submitted by email**, the subject line of the email must contain “Lease Bid” and the LE Number associated with the Lease Opportunity (e.g. *Lease Bid for LE24-001*), and the body of the email must contain the following information:

1. The Name of the State Park/Forest/Area and Lease Opportunity.
2. The Bid Proposal package Due Date.
3. The name of the individual or corporation submitting the proposal.
4. The total number of emails being submitted for the Bid Proposal package (if applicable).

For example: *Spring Meadow – Golf Course & Inn Lease*

~~June 27, 2024~~ ~~July 15, 2024~~ ~~August 1, 2024~~ ~~August 22, 2024~~

*ABC Corporation*

*Email 1 of 3*

All bidders submitting proposals by email are advised that the maximum email size Department is capable of receiving is twenty-five (25) megabytes (MB). Proposals exceeding twenty-five (25) MB must be submitted in multiple emails, each less than twenty-five (25) MB, and each containing the information outlined in this paragraph. Bidders submitting proposals by email will receive an automatic reply confirming receipt of the email. If the proposal is submitted in multiple emails, only one automatic reply will be generated. Department will make its best effort to confirm receipt of all bid submission emails. If an automatic reply is not received after submitting a proposal by email, or if Department has not confirmed receipt of a proposal submitted in multiple emails, please contact the Public Land Administration Section at [PublicLandAdministration@dep.nj.gov](mailto:PublicLandAdministration@dep.nj.gov) or (609) 940-4400 prior to the Bid Proposal Due Date.

**All Bid Proposal Packages must arrive at the Public Land Administration Section no later than noon on ~~June 27, 2024~~ ~~July 15, 2024~~ ~~August 1, 2024~~ ~~August 22, 2024~~. LATE PROPOSALS SHALL BE INELIGIBLE FOR CONSIDERATION.**