

## 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 April 23, 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 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.

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

For example: *LE24-067*

*Parvin State Park – Food/Novelty Concession  
April 23, 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

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 “Concession Bid” and the LE Number associated with the Concession Opportunity (e.g. *Concession Bid for LE24-067*), and the body of the email must contain 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.
4. The total number of emails being submitted for the Bid Proposal package (if applicable).

For example: *Parvin State Park – Food/Novelty Concession*  
*April 23, 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) 940-4307 prior to the Bid Proposal Due Date.

**All Bid Proposal Packages must arrive at the Public Land Administration Section no later than noon on April 23, 2024. LATE PROPOSALS SHALL BE INELIGIBLE FOR CONSIDERATION.**