

**BID SUBMISSION INSTRUCTIONS**

In order to be considered, a proposal responding to a License Opportunity must arrive at the Public Land Administration Section no later than **noon on June 7, 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 License 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 License Operation Bid Specifications when framing the requested answers.
2. The specific BID PROPOSAL FORM for the License Opportunity for which the Bidder is submitting a bid. The BID PROPOSAL must be completed as instructed. Please note that each License 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 License Opportunity.
2. The Bid Proposal package Due Date.
3. The name of the individual or corporation submitting the proposal.

For example: *Spruce Run Recreation Area – Guided Outfitter Experience License*  
*June 7, 2022*  
*ABC Corporation*

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

Department of Environmental Protection  
Legal, Regulatory, and Legislative Affairs  
Office of Transaction and Public Land Administration  
Public Land Administration Section  
Attn: Adria Wentzel, Manager  
Mail Code 401-07, PO Box 420  
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 [OfficeofLeases@dep.nj.gov](mailto:OfficeofLeases@dep.nj.gov) or (609) 940-4307 for directions for hand delivery.

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