

Name of Applicant: \_\_\_\_\_  
License Location & Type: \_\_\_\_\_

## PREQUALIFICATION APPLICATION

### APPLICATION INSTRUCTIONS

The following Prequalification Application (Application) including the Transmittal Letter **must** be used in applying for this license opportunity with the Department of Environmental Protection (Department). These documents must be completed in accordance with the instructions included within them and within this Application.

In the preparation of all proposal materials applicants should keep in mind the nature of the operations to be conducted when framing the requested answers. Applicants should feel free to add attachments to the Application that stays within its organizational framework.

To become qualified as a bidder you must submit a complete Application, including all required **Attachments**, prior to the established deadline.

Any entity, including any individual, corporation, partnership, sole proprietorship, affiliate or other entity related thereto, that is: (a) listed as debarred by the State of New Jersey; (b) was a party to a prior agreement with the Department that was terminated or not renewed due to breach, non-performance, failure to make required payments due thereunder or otherwise for cause; or (c) owes the Department compensation of any type from a prior agreement shall be considered non-responsive to this solicitation. The Concessionaire shall not employ, or subcontract or assign the Concession Operation to, any individual, corporation, partnership, sole proprietorship, affiliate or other entity related to a disqualified entity.

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### **OPEN PUBLIC RECORDS ACT**

The Legislature finds and declares it to be the public policy of this State that:

All records shall be accessible:

government records shall be readily accessible for inspection, copying, or examination by the citizens of this State, with certain exceptions, for the protection of the public interest, and any limitations on the right of access accorded by P.L. 1963, c. 73 (C. 47:1A-1 et seq.) as amended and supplemented, shall be construed in favor of the public's right of access;

All records public unless meets a permitted exemption:

all government records shall be subject to public access unless exempt from such access by: P.L. 1963, c. 73 (C. 47:1A-1 et seq.) as amended and supplemented; any other statute; resolution of either or both houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any federal law, federal regulation, or federal order;

Privacy interest:

a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information with which it has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy; and nothing contained in P.L. 1963, c. 73 (C. 47:1A-1 et seq.), as amended and supplemented, shall be construed as affecting in any way the common law right of access to any record, including but not limited to criminal investigatory records of a law enforcement agency.

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**APPLICANT'S FORMAT LETTER FOR SUBMITTING PROPOSAL**  
**(Please Print or Type)**

**TO: STATE OF NEW JERSEY  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
LEGAL, REGULATORY, AND LEGISLATIVE AFFAIRS  
OFFICE OF TRANSACTIONS AND PUBLIC LAND ADMINISTRATION  
PUBLIC LAND ADMINISTRATION SECTION  
ATTN: ADRIA WENTZEL, MANAGER  
MAIL CODE: 401-07, P.O. BOX 420  
TRENTON, NEW JERSEY 08625-0420**

To Whom It May Concern:

(I)(We) hereby offer to provide services at (State Park Service Location) \_\_\_\_\_ in accordance with the terms and conditions outlined in the posted Bid Specifications # LE \_\_\_\_\_ and as explained in detail in the enclosed and required Application which, by this reference, is made a part hereof. Any exceptions to the terms and conditions outlined in the Bid Specifications are noted and discussed in the Application where appropriate.

(I)(We) certify that the information furnished herewith is true to the best of (my)(our) knowledge and belief. In addition, (I)(we) agree to complete the negotiation and execution of a License Agreement (Agreement) within a reasonable time if presented by the Department.

**BY:**

**BUSINESS NAME:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**Printed Name**

**Signature**

**DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

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## PART I

### **IDENTIFYING INFORMATION**

**Criteria:**

**COMPLETE THE INFORMATION REQUESTED BELOW AND ATTACH A COPY OF YOUR NEW JERSEY BUSINESS REGISTRATION.**

Complete this form using the format and instructions on the next two pages adding information as necessary. Duplicate this form, as needed, to identify each of the entities or people involved.

A. Name of Business: \_\_\_\_\_  
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B. Federal ID #: \_\_\_\_\_

C. Form of Business:            ☐ Non-Profit  
                                 ☐ Corporation            ☐ Partnership            ☐ Sole Proprietorship

D. NJ Business Registration # (except non-profit corporations) \_\_\_\_\_

E. Name of Owner: \_\_\_\_\_

F. Business Address: \_\_\_\_\_  
\_\_\_\_\_

G. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

H. Present Telephone(s): (Business) \_\_\_\_\_  
(Cell) \_\_\_\_\_

I. Email address/es: \_\_\_\_\_  
\_\_\_\_\_

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J. Structure of Business:

Names and Addresses of Owners	Percentage of Ownership
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_____	_____
_____	
_____	
_____	_____
_____	
_____	

Has business or any principal owner declared bankruptcy in the past 5 years? Circle **(Yes / No)**

K. If Business is a corporation, list the names, addresses, and titles of corporate officers:

<u>Name</u>	<u>Address</u>	<u>Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

State of Incorporation: \_\_\_\_\_

L. The following attachments must be provided as applicable for each entity/person that is a subject of a copy of the preceding form:

**ALL APPLICANTS MUST ATTACH A CURRENT COPY OF THEIR NEW JERSEY  
BUSINESS REGISTRATION (except non-profit corporations)**

1. For a Corporate APPLICANT and proposed corporations: Articles of Incorporation and By-Laws.
2. For APPLICANTS who are Partnerships or for proposed partnerships: Partnership Agreements.

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3. For Non-Profit APPLICANTS: Certificate of Incorporation as a Non-Profit Corporation, By-Laws and Internal Revenue Service (IRS) Determination Letter

## **PART II**

### **EXPERIENCE AND ORGANIZATIONAL STRUCTURE**

**ATTACH** resumes for all License Managers which must include experience related to the type of license opportunity applicant is seeking prequalification for.

Resume must display proficiency in the use of Microsoft Office in order to complete various mandatory reports and correspondence, including but not limited to Excel and Word.

#### **ORGANIZATIONAL STRUCTURE**

**ATTACH** an organizational chart showing the principal lines of authority between functional areas and managers. Indicate the number of employees in each functional area and provide summary descriptions of the basic functions where those are not obvious by title. Make absolutely clear who the management decision-makers will be. Provide proposed wage levels and estimated hours per week for each position or group of positions.

The License shall be open for business during the Period of Operation, as outlined within the Bid Specification. In the organizational chart you must describe a contingency plan if a manager(s) cannot work on any given day or days. Describe, in detail, which employees will operate the license in these instances.

## **PART III**

### **OPERATION PLAN**

#### **Criteria:**

1. **The Applicant agrees to provide the facilities and/or service(s) substantially as requested and to operate on the schedule requested.**
2. **The maintenance activities proposed are systematic and reflect a goal of sustained high quality facilities.**
3. **Employee training is well planned. The proposed program will provide fully trained employees to start-up seasonal operations.**
4. **Safety, security and sanitation issues are identified and planned for thoughtfully.**

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- 5. The offer reflects an understanding of the Department's mission and a Licensee's place in carrying out that mission.**

**A. OPERATION PLAN**

**SEASONAL GUIDED OUTFITTER EXPERIENCE LICENSE:** Please refer to the License Bid Specifications

- (i) **ATTACH** the Operation Plan for the License Operation you propose to operate. The Operation Plan shall include, but not be limited to the following information:
- a. **ATTACH** a proposed SCHEDULE including dates and hours that Licensee will offer Guided Outfitter Experiences
  - b. **ATTACH** a draft MENU, with types and prices for all Guided Outfitter Experiences and associated vessels and equipment
  - c. **ATTACH** a written description or photo of the proposed uniform(s) and name tags to be worn by applicable employees

**B. LICENSED PREMISES INSPECTION**

- (i) Have you site inspected the Licensed Premises? Circle **(Yes / No)**
- (ii) What condition was the Licensed Premises found to be in?

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**C. SAFETY, SECURITY AND SANITATION**

Describe the safety, security and sanitation issues typical of this type of operation. Describe plans for managing these issues.

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## **PART IV**

### **FINANCIAL OPERATIONS**

#### **Criteria:**

- 1. The APPLICANT has a well-founded estimation of the level of sales and expenses the business will generate, can finance the business, and has made soundly based estimates showing sufficient cash flow and reasonable returns on the investments.**
- 2. The applicant agrees to pay no less than the minimum stipulated License Payment as determined by the bid process and made part of the proposed AGREEMENT.**

#### **BUDGET**

Provide a budget estimating the capital needed to establish the business in operation. Provide the following summary figures here:

Equipment required	\$ _____
Inventory/Goods	\$ _____
# of Employees & Wages (#Emps: _____)	\$ _____
Other (Specify) _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

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## **PART V**

### **CERTIFICATION**

#### **CERTIFICATION:**

I \_\_\_\_\_ hereby certify that:

- a) this APPLICATION does not contain any materially untrue statement or omit any material fact or contain any statement that might be misleading; and
- b) this APPLICATION is a true and fair description of myself and/or business.

I certify that the foregoing statements made by me are true to the best of my knowledge, information and belief. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

#### **CERTIFICATE OF CORPORATE OFFER (IF APPLICABLE)**

I, \_\_\_\_\_, certify that I am the  
\_\_\_\_\_ of the corporation named as applicant herein; that  
\_\_\_\_\_, who signed this Application on behalf of the corporation, was  
then \_\_\_\_\_ of said corporation; that said proposal was duly signed for  
and in behalf of the corporation by authority of its governing body within the scope of its corporate  
powers.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_