

**INSTRUCTIONS TO BIDDERS FOR
LICENSE TO HUNT ON CERTAIN TOWNSHIP PROPERTY**

XXX Road – Block XX, Lot XX

In accordance with the legal advertisement attached, and a resolution of the Township Committee of the Township of Readington (hereinafter “Township Committee” or “Township”), legal bids are requested by the Township Committee for a written license (that is, permission) to hunt game during the official New Jersey **2023-2024 hunting season** as they apply to the property involved in Readington Township, during the period from the date of the signing of a Hunting Agreement by the successful bidder and the Township, but not earlier than **September 9, 2023**.

To be eligible to be awarded a contract for the license to hunt, a bidder must comply with the following conditions:

1. The bidder must be a New Jersey non-profit corporation or an unincorporated non-profit association of New Jersey. The non-profit corporation must be in good standing with the State of New Jersey. As evidence, the bidder must submit a copy of its certificate of incorporation filed with the State of New Jersey and, *if incorporated for six months or more*, a copy of a “Good Standing Certificate” must also be included with its bid. A sample form of the Good Standing Certificate is included with these bid instructions. (Bidder can obtain a Good Standing Certificate and a filed copy of the certificate of incorporation by ordering from the State of New Jersey, a title company or a search company). If the association is not incorporated, a copy of the organization articles or by-laws shall be submitted.
2. The bidder must have at least five (5) regular members and have no membership qualifications which are contrary to law.
3. The bidder must carry commercial general liability insurance with an insurance company with an “A” rating or better and such insurance must have limits per occurrence, and in the aggregate, of at least \$1,000,000. The successful bidder must submit a certificate of such insurance within three (3) business days from notification of award and must name the Township of Readington as an additional insured under such policy. Insurance coverage must be effective during the term of the hunting agreement. If the Hunting Club does not provide certificate of insurance within three (3) business days from notification of award, the bid will be rejected. A sample form of insurance certificate is included with these instructions.
4. All bids must be accompanied by a Bid Guarantee in the form of a Certified or Cashier’s Check, payable to the Township of Readington, in the amount of ten percent (10%) of the amount bid or \$100, whichever is greater, for each bid submitted.
5. Bids shall be submitted on the attached bid form. Bids, including the bid form and accompanying documents, are to be submitted in a sealed envelope marked “**Hunting Bid, (insert name of road), Block (insert #), Lot (insert #)**” on the outside.

Bids must be submitted to the Administrator before the time set for opening of bids. Bids which arrive after that time will not be considered. The Bid will be awarded to the highest

Bidder. Action will be taken on the bids by the Township Committee within 21 days of the opening of the bids, and bids shall be considered firm for that period of time. However, the Township reserves the right, insofar as is consistent with law, to reject any and all bids, to waive informalities and to award the agreement in the best interests of the Township.

Also, a Hunting Club may bid on as many properties as they would like, however, a maximum of two (2) properties will be awarded per Hunting Club if deemed the successful bidder. Upon bid submittal, the Hunting Club should mark in priority order the properties they are bidding on for the 2023-24 hunting season.

6. Every member of the successful bidder's hunt club who intends to hunt on the property shall be subject to a background check by the Readington Township Police Department prior to being allowed to hunt on the bid property and must sign a consent form. A copy of the consent form is attached to the Hunting Agreement which is part of this bid package. Bidder may make copies of the form as needed to match the number of members who will be hunting as part of Bidder's hunt club and shall return the completed consent forms with the Hunting Agreement to the Township.

7. The successful bidder must enter into the Hunting Agreement in the attached form within two (2) weeks of the award of the Bid. The successful bidder must comply with all of the conditions and provisions in this Agreement, including furnishing the information and documents specified in Paragraph 7 of the Hunting Agreement, before the Agreement is signed.

8. No oral interpretations will be given to any bidder as to the meaning of the bid instructions or specifications or any part thereof. Any questions or requests for interpretations must be made **in writing** and addressed to: Richard Sheola, Administrator at the Township of Readington, 509 Route 523, Whitehouse Station, N.J. 08889 and must be received by the Township at least 12 business days prior to the date fixed for opening the bids to allow time for publication of any necessary addenda or revisions. Responses which constitute revisions or addenda to the specifications shall be published no later than five business days prior to the date fixed or opening of the bids in one of the official newspapers of the Township and shall be provided to any person who has submitted a bid or who has received a bid package in one of the following ways:

1. in writing by certified mail;
2. by email, meaning that the sender's email produces a receipt showing date and time of submission and that the transmission was successful; or
3. by a delivery service that provides certification of delivery to the sender.

BID FORM

Road – Block , Lot

The corporation named below, having read the Instructions to Bidders, Notice to Bidders and form of Hunting Agreement, made available to prospective bidders by the Township Committee of Readington Township, herewith submits its bid for a license (that is, permission) to bow/shotgun hunt game in accordance with the above documents.

The sum of _____ Dollars (\$_____) is hereby bid for the license to bow/shotgun hunt game in accordance with the bid documents.

Submitted with this bid are the following:

_____ Copy of Bidder's certificate of incorporation filed with the State of N.J. and Certificate of Good Standing, or, Bidder's articles of association, organization or by-laws. (The Certificate of Good Standing is required only if the Club has been incorporated for six months or more).

_____ Insurance certificate showing insurance coverage and naming the Township as an additional insured, as required by the bid documents, will be provided within three (3) business days from notification of award. If the Hunting Club does not provide certificate of insurance within three (3) business days from notification of award, the bid will be rejected.

_____ A list of members' names and addresses demonstrating that Bidder has at least five (5) regular members.

_____ Bid Guarantee in the form of a Certified or Cashier's Check, payable to the Township of Readington, in the amount of ten percent (10%) of the amount bid or \$100, whichever is greater, for each bid submitted.

I acknowledge receipt of the following addenda: _____

The undersigned hereby declares that they:

(A) have carefully reviewed the instructions and specifications of this bid;

(B) have no questions about or objections to, the instructions or specifications, and how they are to be interpreted or construed and takes no exception to them. If there are questions or objections, they must be made in writing before the bid date.

I certify that the statements made by me are true to the best of my knowledge and belief knowing that the Township of Readington will rely on same and that if any of the above information I have given is recklessly or willfully false, I am subject to punishment.

Name of Hunting Club:

Name of Bidder:

By _____
(Signature of corporate officer authorized
To sign this bid, if applicable)

Date

(Printed name of the person signing above)