

**TOWNSHIP OF MOUNT LAUREL
LEASE OF TOWNSHIP PROPERTY –
750 CENTERTON ROAD, 2ND FLOOR OFFICE SPACE**

GENERAL INSTRUCTIONS TO BIDDERS AND STATUTORY REQUIREMENTS

I. SUBMISSION OF BIDS

- A. The Township of Mount Laurel, Burlington County, New Jersey (hereinafter referred to as "Township") invites sealed bids pursuant to the Notice to Bidders and the instruction herein.
- B. Sealed bids will be received by the designated representative at the time and place stated in the Notice to Bidders, and at such time and place will be publicly opened and read aloud.
- C. The bid proposal form shall be submitted, in a sealed envelope: (1) addressed to the Township, (2) bearing the name and address of the bidder written on the face of the envelope, and (3) clearly marked "BID ENCLOSED."
- D. The minimum bid is \$500.00 per month. All bids under \$500.00 per month will be immediately disqualified and considered no further.
- E. It is the bidder's responsibility to see that bids are presented to the Township on the hour and at the place designated. Bids may be hand delivered or mailed; however, the Township disclaims any responsibility for bids forwarded by regular or overnight mail. If the bid is sent by overnight mail, the designation in section C, above, must also appear on the outside of the delivery company envelope. Bids received after the designated time and date will be returned unopened.
- F. Sealed bids forwarded to the Township before the time of opening of bids may be withdrawn upon written application of the bidder who shall be required to produce evidence showing that the individual is or represents the principal or principals involved in the bid. Once bids have been opened, the bids must remain firm for a period of sixty (60) calendar days.
- G. All prices and amounts must be written in ink or preferably typewritten. Bids containing any conditions, omissions, unexplained erasures or alterations, items not called for in the bid proposal form and bid package not required by the specifications, or irregularities of any kind, may be rejected by the Township, in the Township's sole discretion. Any changes, white-outs, strike-outs, etc. on the proposal page must be initialed in ink by the person responsible for signing the bid.
- H. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the

State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

II. INTERPRETATION AND ADDENDA

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.

B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to Township's designated representative, the Township Clerk. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid, the Township Clerk. In order to be given consideration, written requests for interpretation must be received at least ten (10) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the lease documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.

D. Discrepancies in Bids -- If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

III. LEASE, INSURANCE AND INDEMNIFICATION

A. Lease. The Lessee ("Lessee"), as provided for herein, its respective agents and servants, employees, shall be the Highest Responsible Bidder for the Lease.

B. Insurance Requirements

1. Workers Compensation and Employers Liability Insurance

The Lessee shall procure and shall maintain worker's compensation insurance in accordance with statutory requirements for all of the Lessee's employees to be engaged in work on the property;

2. General Liability Insurance.

The Lessee shall procure and maintain during the life of this lease General Liability insurance of not less than One Hundred Thousand Dollars (\$100,000.00) bodily injury and property damage in any one occurrence.

C. Certificates of Required Insurance

The bidder shall, at its own expense, have all necessary insurance coverage required and shall submit to the Township with its bid evidencing that Comprehensive General Liability and Worker's Compensation has been obtained.

D. Indemnification

The Lessee will indemnify and hold harmless the Township from all claims, suits or actions and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, or servants under this lease.

IV. PREPARATION OF BIDS

A. The Lessee shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price proposal.

V. STATUTORY AND OTHER REQUIREMENTS

A. Non-Assignment of Lease

The Lessee shall not assign, transfer, convey, sublet or otherwise dispose of the lease, or the Lessee's rights, title or interest in or to the same of any part thereof except as otherwise provided herein. If permitted, any subletting of the Lease in no way relieves the Lessee from the Lessee's full obligations under this lease.

VI. PERIOD OF AWARD

A. This lease shall be awarded for a term of one (1) year from February 1, 2024 to January 31, 2025.

VII. REJECTION OF BIDS

A. Reservation of Rights

The Township reserves the right to waive any informalities, irregularities or minor defects in the bids received and to report any and all bids. In addition, Township reserves the right to reject any and all bids for reasons that the Township deems appropriate, and where said rejection is, in the judgment of the Township, determined to be in the best interest of the municipality. This bid is not final until approved by a Resolution of the Township Council.

B. Multiple Bids Not Allowed

More than one bid from an individual, a firm or partnership, a corporation or association under

the same or different names shall not be considered.

C. Failure to Enter Lease

Should the bidder to whom the lease is awarded fail to enter into the lease within twenty (20) days, the Township may then, at its option, accept the bid of the next highest responsible bidder.

D. Tenant Restrictions

The Township reserves the right to reject a potential leasehold where the business directly deals with the Township for permits / licensing and/or when the Lessee appears before the Mount Laurel Municipal Court, the Planning Board or the Zoning Board of Adjustment.

VIII. TERMINATION OF LEASE

A. If, through any cause, the Lessee shall fail to fulfill in a timely and proper manner obligations under this lease or if the Lessee shall violate any of the requirements of this lease, the Township shall thereupon have the right to terminate this lease by giving written notice to the Lessee of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any further obligation under the lease.

B. Notwithstanding the above, the Lessee shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the lease by the Lessee and the Township may withhold any payments to the Lessee for the purpose of compensation until such time as the exact amount of the damage due the Township from the Lessee is determined.

C. In case of default by the Lessee, the Township may attempt to then lease the property with other individuals or entities, and hold the Lessee responsible for any excess costs, losses, lost revenue or any other losses or expenses occasioned by the default or valid termination of the lease.

IX. GOVERNING LAW

The bid documents and lease shall be governed by and construed in accordance with the Laws of the State of New Jersey.

**SPECIFICATIONS
LEASE OF OFFICE SPACE
FEBRURAY 1, 2024 THROUGH JANUARY 31, 2025**

1. PURPOSE OF LEASE

- A. The purpose of this lease is to secure a lease for a second floor office space ("Office Space") located at Township owned property located at 750 Centerton Road in Mount Laurel Township from February 1, 2024 through January 31, 2025.
- B. The Township is the owner of said property in the Township of Mount Laurel, County of Burlington.
- C. The Office Space is located on the second floor at 750 Centerton Road, Mount Laurel, New Jersey. The office space is approximately 20 x 17.
- D. Township specifications shall prevail unless expressly superseded or preempted by applicable State law.

2. INTENT TO AWARD

- A. The Township shall award the lease to the highest responsible bidder who can demonstrate the ability to meet or exceed the terms and conditions set forth in the bid documents.
- B. This lease establishes conditions and procedures that are designed to be in the best interest of the general public and the residents of the Township.

3. TERM OF LEASE

The term of the main lease shall be for a period not to exceed twelve (12) months, from February 1, 2024 to January 31, 2025.

4. RESPONSIBLE BIDDER QUALIFICATIONS

Bids must be submitted on the Form of Proposal, attached. The lease will not be divided. The minimum bid is \$500.00 per month. Partial bids, zero bids, and negative bids will not be accepted.

5. RENTAL PAYMENT, FEES AND CHARGE

The Lessee shall pay when due all costs, rents. The Township shall pay all reasonable charges for utilities. The utilities shall be deemed to include the cost of heating, air conditioning, electricity, fuel, water, gas, sprinkler stand-by fee, sewer service and refuse removal, if applicable.

6. COVENANTS

The Lessee covenants, warrants, represents and agree that:

- a. The Lessee will not assign the lease, or rent or sublease any portion of the Property.
- b. The Lessee will permit the Township and its agents, representatives, Lessees and consultants to enter upon the leased portion of the premises for the purposes of inspection as may be required, in Township's sole discretion.
- c. The Lessee will cooperate with the Township in connection with the Township's proposed improvements on the Property.

7. DEFAULT

The Lessee shall be in breach and default under the terms of the Lease if:

- a. The Lessee fails to pay rent does not carry out or honor any provision of the Lease.
- b. The Lessee's breach and default shall empower the Township with the right to immediately terminate the lease in addition to the right to compensation for damages suffered by reason of such default. Such termination shall become effective thirty (30) days after written notice specifying the delinquency and the election to terminate has been served upon the bidder, unless during such thirty (30) day period the bidder has corrected the delinquency. In the event of default, the Township shall take actual possession and control of all equipment remaining on property and sell the same to mitigate the costs incurred by the default or in restoring the property to its original condition.

8. RENT

- a. Fixed Rent for Second Floor Office Space: The space is designated as a 20x17 office space located on the second floor of 750 Centerton Road. The Total Monthly Rent for the Office Space times 12 months shall equal the Bid Amount.
- b. Rent Payment Schedule: Rent is due by the first of every month.
- c. No renewals are authorized by this Lease. It is the Township's expectation to offer this lease space on an annual basis until the Township need for the space becomes necessary.
- d. Late Payment. Rent shall be late if not received within five (5) days of the due date. In addition to any other remedies available at law, rent payments not received within five (5) days of the due date shall be subject to a late fee of 5% of the monthly rent, which shall be paid as additional rent.

9. SIGNS

No sign, advertisement or notice shall be affixed to, placed upon or painted on any part of the Property by the bidder or anyone acting under or on behalf of the Lessee, without the written permission of the Township.

10. CONDITION OF PREMISES

The Township shall provide the Property in "as-is" condition and the Township is not required to perform any work or expend any monies in connection with the lease. In bidding on this lease, the highest responsible bidder has relied solely on such investigations, examinations and inspections as the Lessee has chosen to make or has made. The highest bidder acknowledges that the Township has afforded the Lessee an opportunity for full and complete investigations, examinations and inspections. The Township does not make any representations or warranties of any kind whatsoever pertaining, either express or implied, with respect to the physical condition, potential use, or any other matter or thing pertaining to or affecting or otherwise relating to the Property, except as expressly set forth herein.

11. ALTERATIONS AND TRADE FIXTURES

The Lessee shall make no alterations, additions, or improvements to the Property without Township's prior written consent, which consent may be withheld for any reason in the Township's sole judgment. Any approved alterations, additions or improvements shall be made at the Lessee's expense. Any alterations, additions or improvements, shall immediately upon installation be the property of Township, and shall remain upon and be surrendered with the Property, as part thereof, at the termination of this Lease.

Any property or fixtures which remains upon the property after the expiration of the Lease shall be deemed abandoned by the Lessee and the Township may take possession of same and dispose of them in any reasonable manner without any further liability of Township to the Lessee. Any costs associated with the removal of such property shall be payable by Lessee.

TOWNSHIP OF MOUNT LAUREL
Lease of Township Property
Bid Tabulation Sheet

Name: _____

Corporate Name: _____

Address: _____

Daytime Phone: _____

Fax: _____

Email: _____

I, _____, have read the conditions and instruction as part of this opportunity to bid on the Lease of the 750 Centerton Rd. Office Space and bid the following for the Lease of said office as follows:

Monthly Office Rent: MINIMUM BID: \$500 per month

In Words: _____

Numerically: _____

Total Annual Rent: (per Monthly Office Rent times 12 months)

In Words: _____

Numerically: _____

Bid Amount (Total Annual Rent x 1):

In Words: _____

Numerically: _____

Signature of Person Making Bid

Date

Sworn before me this _____ day of _____, 2023

Notary Public
4890-1592-4623, v. 1

NOTICE OF BID FOR OFFICE SPACE

Please be advised that the Township of Mount Laurel will accept bids for office space.

To obtain bid specifications please contact the office of the Municipal Clerk, Meredith Riculfy at 856-234-0001, ext. 1233 or mriculfy@mountlaurel.com

To be considered, a proposal for the above must be received on or before Thursday, April 17, 2025 at 9:00 a.m. Late responses will not be opened or reviewed. Responses must be fully sealed. The envelope shall be marked with the words "Bid of Office Space," which words shall be at the lower left of the front of the envelope. Proposals can be mailed to 750 Centerton Road, Mount Laurel NJ 08054 or hand-deliver between the hours of 8am and 4pm, Clerk's Office – 2nd floor. The said envelope shall be addressed as follows: Meredith Riculfy, Mount Laurel Municipal Clerk, 750 Centerton Road, Mount Laurel, New Jersey 08054.

MEREDITH RICULFY
MUNICIPAL CLERK

**TOWNSHIP OF MOUNT LAUREL
LEASE OF TOWNSHIP PROPERTY –
750 CENTERTON ROAD, 2ND FLOOR OFFICE SPACE**

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- H. Each bid proposal form must give the full business address of the bidder and be signed by an authorized representative. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed in the legal name of the corporation, followed by the name of the

State in which incorporated and must contain the signature and designation of the president, secretary or other person authorized to bind the corporation in the matter. When requested, satisfactory evidence of the authority of the officer signing shall be furnished.

II. INTERPRETATION AND ADDENDA

A. The bidder understands and agrees that its bid is submitted on the basis of the specifications prepared by the Township. The bidder accepts the obligation to become familiar with these specifications.

B. Bidders are expected to examine the specifications and related documents with care and observe all their requirements. Ambiguities, errors or omissions noted by bidders should be promptly reported in writing to Township's designated representative, the Township Clerk. In the event the bidder fails to notify the Township of such ambiguities, errors or omissions, the bidder shall be bound by the bid.

C. No oral interpretation of the meaning of the specifications will be made to any bidder. Every request for an interpretation shall be in writing, addressed to the Township's representative stipulated in the bid, the Township Clerk. In order to be given consideration, written requests for interpretation must be received at least ten (10) days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be distributed to all prospective bidders. All addenda so issued shall become part of the lease documents, and shall be acknowledged by the bidder in the bid. The Township's interpretations or corrections thereof shall be final.

D. Discrepancies in Bids -- If the amount shown in words and its equivalent in figures do not agree, the written words shall be binding. Ditto marks are not considered writing or printing and shall not be used.

III. LEASE, INSURANCE AND INDEMNIFICATION

A. Lease. The Lessee ("Lessee"), as provided for herein, its respective agents and servants, employees, shall be the Highest Responsible Bidder for the Lease.

B. Insurance Requirements

1. Workers Compensation and Employers Liability Insurance

The Lessee shall procure and shall maintain worker's compensation insurance in accordance with statutory requirements for all of the Lessee's employees to be engaged in work on the property;

2. General Liability Insurance.

The Lessee shall procure and maintain during the life of this lease General Liability insurance of not less than One Hundred Thousand Dollars (\$100,000.00) bodily injury and property damage in any one occurrence.

C. Certificates of Required Insurance

The bidder shall, at its own expense, have all necessary insurance coverage required and shall submit to the Township with its bid evidencing that Comprehensive General Liability and Worker's Compensation has been obtained.

D. Indemnification

The Lessee will indemnify and hold harmless the Township from all claims, suits or actions and damages or costs of every name and description to which the Township may be subjected or put by reason of injury to the person or property of another, or the property of the Township, resulting from negligent acts or omissions on the part of the bidder, the bidder's agents, or servants under this lease.

IV. PREPARATION OF BIDS

A. The Lessee shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price proposal.

V. STATUTORY AND OTHER REQUIREMENTS

A. Non-Assignment of Lease

The Lessee shall not assign, transfer, convey, sublet or otherwise dispose of the lease, or the Lessee's rights, title or interest in or to the same of any part thereof except as otherwise provided herein. If permitted, any subletting of the Lease in no way relieves the Lessee from the Lessee's full obligations under this lease.

VI. PERIOD OF AWARD

A. This lease shall be awarded for a term of two (2) years from May 6, 2025 to May 5, 2027.

VII. REJECTION OF BIDS

A. Reservation of Rights

The Township reserves the right to waive any informalities, irregularities or minor defects in the bids received and to report any and all bids. In addition, Township reserves the right to reject any and all bids for reasons that the Township deems appropriate, and where said rejection is, in the judgment of the Township, determined to be in the best interest of the municipality. This bid is not final until approved by a Resolution of the Township Council.

B. Multiple Bids Not Allowed

More than one bid from an individual, a firm or partnership, a corporation or association under the same or different names shall not be considered.

C. Failure to Enter Lease

Should the bidder to whom the lease is awarded fail to enter into the lease within twenty (20) days, the Township may then, at its option, accept the bid of the next highest responsible bidder.

D. Tenant Restrictions

The Township reserves the right to reject a potential leasehold where the business directly deals with the Township for permits / licensing and/or when the Lessee appears before the Mount Laurel Municipal Court, the Planning Board or the Zoning Board of Adjustment.

VIII. TERMINATION OF LEASE

A. If, through any cause, the Lessee shall fail to fulfill in a timely and proper manner obligations under this lease or if the Lessee shall violate any of the requirements of this lease, the Township shall thereupon have the right to terminate this lease by giving written notice to the Lessee of such termination and specifying the effective date of termination. Such termination shall relieve the Township of any further obligation under the lease.

B. Notwithstanding the above, the Lessee shall not be relieved of liability to the Township for damages sustained by the Township by virtue of any breach of the lease by the Lessee and the Township may withhold any payments to the Lessee for the purpose of compensation until such time as the exact amount of the damage due the Township from the Lessee is determined.

C. In case of default by the Lessee, the Township may attempt to then lease the property with other individuals or entities, and hold the Lessee responsible for any excess costs, losses, lost revenue or any other losses or expenses occasioned by the default or valid termination of the lease.

IX. GOVERNING LAW

The bid documents and lease shall be governed by and construed in accordance with the Laws of the State of New Jersey.

**SPECIFICATIONS
LEASE OF OFFICE SPACE
MAY 6, 2025 THROUGH MAY 5, 2027**

1. PURPOSE OF LEASE

- A. The purpose of this lease is to secure a lease for a second floor office space ("Office Space") located at Township owned property located at 750 Centerton Road in Mount Laurel Township from May 6, 2025 through May 5, 2027.
- B. The Township is the owner of said property in the Township of Mount Laurel, County of Burlington.
- C. The Office Space is located on the second floor at 750 Centerton Road, Mount Laurel, New Jersey. The office space is approximately 20 x 17.
- D. Township specifications shall prevail unless expressly superseded or preempted by applicable State law.

2. INTENT TO AWARD

- A. The Township shall award the lease to the highest responsible bidder who can demonstrate the ability to meet or exceed the terms and conditions set forth in the bid documents.
- B. This lease establishes conditions and procedures that are designed to be in the best interest of the general public and the residents of the Township.

3. TERM OF LEASE

The term of the main lease shall be for a period not to exceed twenty four (24) months, from May 6, 2025 through May 5, 2027.

4. RESPONSIBLE BIDDER QUALIFICATIONS

Bids must be submitted on the Form of Proposal, attached. The lease will not be divided. The minimum bid is \$500.00 per month. Partial bids, zero bids, and negative bids will not be accepted.

5. RENTAL PAYMENT, FEES AND CHARGE

The Lessee shall pay when due all costs, rents. The Township shall pay all reasonable charges for utilities. The utilities shall be deemed to include the cost of heating, air conditioning, electricity, fuel, water, gas, sprinkler stand-by fee, sewer service and refuse removal, if applicable.

6. COVENANTS

The Lessee covenants, warrants, represents and agree that:

- a. The Lessee will not assign the lease, or rent or sublease any portion of the Property.
- b. The Lessee will permit the Township and its agents, representatives, Lessees and consultants to enter upon the leased portion of the premises for the purposes of inspection as may be required, in Township's sole discretion.
- c. The Lessee will cooperate with the Township in connection with the Township's proposed improvements on the Property.

7. DEFAULT

The Lessee shall be in breach and default under the terms of the Lease if:

- a. The Lessee fails to pay rent does not carry out or honor any provision of the Lease.
- b. The Lessee's breach and default shall empower the Township with the right to immediately terminate the lease in addition to the right to compensation for damages suffered by reason of such default. Such termination shall become effective thirty (30) days after written notice specifying the delinquency and the election to terminate has been served upon the bidder, unless during such thirty (30) day period the bidder has corrected the delinquency. In the event of default, the Township shall take actual possession and control of all equipment remaining on property and sell the same to mitigate the costs incurred by the default or in restoring the property to its original condition.

8. RENT

- a. Fixed Rent for Second Floor Office Space: The space is designated as a 20x17 office space located on the second floor of 750 Centerton Road. The Total Monthly Rent for the Office Space times 24 months shall equal the Bid Amount.
- b. Rent Payment Schedule: Rent is due by the fifteenth of every month.
- c. Late Payment. Rent shall be late if not received within five (5) days of the due date. In addition to any other remedies available at law, rent payments not received within five (5) days of the due date shall be subject to a late fee of 5% of the monthly rent, which shall be paid as additional rent.

9. SIGNS

No sign, advertisement or notice shall be affixed to, placed upon or painted on any part of the Property by the bidder or anyone acting under or on behalf of the Lessee, without the written permission of the Township.

10. CONDITION OF PREMISES

The Township shall provide the Property in "as-is" condition and the Township is not required to perform any work or expend any monies in connection with the lease. In bidding on this lease, the highest responsible bidder has relied solely on such investigations, examinations and inspections as the Lessee has chosen to make or has made. The highest bidder acknowledges that the Township has afforded the Lessee an opportunity for full and complete investigations, examinations and inspections. The Township does not make any representations or warranties of any kind whatsoever pertaining, either express or implied, with respect to the physical condition, potential use, or any other matter or thing pertaining to or affecting or otherwise relating to the Property, except as expressly set forth herein.

11. ALTERATIONS AND TRADE FIXTURES

The Lessee shall make no alterations, additions, or improvements to the Property without Township's prior written consent, which consent may be withheld for any reason in the Township's sole judgment. Any approved alterations, additions or improvements shall be made at the Lessee's expense. Any alterations, additions or improvements, shall immediately upon installation be the property of Township, and shall remain upon and be surrendered with the Property, as part thereof, at the termination of this Lease.

Any property or fixtures which remains upon the property after the expiration of the Lease shall be deemed abandoned by the Lessee and the Township may take possession of same and dispose of them in any reasonable manner without any further liability of Township to the Lessee. Any costs associated with the removal of such property shall be payable by Lessee.

TOWNSHIP OF MOUNT LAUREL
Lease of Township Property
Bid Tabulation Sheet

Name: _____

Corporate Name: _____

Address: _____

Daytime Phone: _____

Fax: _____

Email: _____

I, _____, have read the conditions and instruction as part of this opportunity to bid on the Lease of the 750 Centerton Rd. Office Space and bid the following for the Lease of said office as follows:

Monthly Office Rent: MINIMUM BID: \$500 per month

In Words: _____

Numerically: _____

Total Annual Rent: (per Monthly Office Rent times 12 months)

In Words: _____

Numerically: _____

Bid Amount (Total Annual Rent x 2):

In Words: _____

Numerically: _____

Signature of Person Making Bid

Date

Sworn before me this _____ day of _____, 2025

Notary Public
4890-1592-4623, v. 1