

**TOWNSHIP OF UPPER**  
**REQUEST FOR PROPOSALS**  
**CLASS 5 CANNABIS RETAIL SALES LICENSE**

**TAKE NOTICE**, that the Township of Upper is seeking proposals, pursuant to the competitive contracting process set forth in N.J.S.A. 40A:11-4.1 – N.J.S.A. 40A:11-4.5, from interested applicants for the issuance of one (1) resolution of local support for a Class 5 Cannabis Retail Sales License to operate within the municipality. Only one (1) Class 5 Cannabis Retail Sales License is available.

All proposals shall be subject to the following requirements:

1. **Document Availability:** The Request for Proposals has been filed in the office of the Township Clerk at Township Hall, Petersburg, New Jersey and may be examined by prospective responders during business hours. Copies may be obtained upon request from the Upper Township Clerk’s Office, Physical Address: 2100 Tuckahoe Road, Petersburg, NJ 08270; Mailing Address: PO Box 205, Tuckahoe, NJ 08250-0205, or 609-628-2011 ext. 200, or [clerk@uppertownship.com](mailto:clerk@uppertownship.com).
2. **Submission Deadline:** Proposals must be received on or before **2:00 p.m.**, prevailing time Tuesday, June 23, 2026, in order to be considered for acceptance by the Township of Upper.
3. **Delivery Protocol:** All proposals shall be delivered to the attention of the Township of Upper, **Attn: Municipal Clerk**, at 2100 Tuckahoe Road, Petersburg, New Jersey 08270. All proposals shall be submitted in a sealed envelope and shall bear the words **“Proposal for Class 5 Cannabis Retail Sales License”** written conspicuously on the front exterior.
4. **Opening of Proposals:** Proposals shall be opened, read aloud, and recorded at **2:00 p.m.**, prevailing time, on **Tuesday, June 23, 2026**. No proposals shall be considered if received after the proposal deadline. It is the applicant's responsibility to ensure that delivery of the proposal is made to the Municipal Clerk, and not merely to the Municipal Building, in a timely manner.
5. **Submission Format:** Applicants must submit proposal packages in the following format: One (1) unbound original hard copy, four (4) bound hard copies for the Review Committee, and one (1) electronic copy provided on a secure USB flash drive.
6. **Fees and Deposits:** Every proposal must be accompanied by a bank check in the total amount of **\$10,000.00**. This total is comprised of:
  - A **\$5,000.00 non-refundable administrative fee** to cover the costs of the Township’s professional review and evaluation process.
  - A **\$5,000.00 refundable deposit**. This deposit shall be returned to all applicants **not** selected for a resolution of local support. For the successful applicant, this deposit shall be retained by the Township and applied toward the first year’s annual license fee.

7. **Contract Execution:** The successful applicant must execute a written Agreement with the Township of Upper, in a form satisfactory to the municipal solicitor, within ten (10) business days after the approval of a resolution awarding local support by the Township Committee.
8. **Evaluation Threshold:** A Review Committee appointed by the Governing Body will evaluate and score each proposal in accordance with the established objective Evaluation Criteria. **Applicants must earn a minimum of 80 points** within the core scoring categories in order to qualify for further consideration for a resolution of local support.
9. **Insurance Requirement:** The successful applicant must provide comprehensive general liability insurance coverage in the amount of One Million (\$1,000,000.00) Dollars and shall name the Township of Upper as an additional insured.
10. **Reservation of Rights:** The Township Committee of the Township of Upper reserves the right to reject all proposals, in the sole discretion of the Township Committee, and to waive any minor non-material defects when it may be in the best interests of the Township of Upper to do so.
11. **Questions:** Any questions regarding the requirements may be directed in writing via email to the Township Clerk, at [clerk@uppertownship.com](mailto:clerk@uppertownship.com) no later than **Friday, May 22, 2026**.

## **FORMAT FOR PROPOSALS**

1. Request for Proposals Project Title: Class 5 Cannabis Retail Sales License
2. Name of Proposing Applicant:
3. Address and Telephone Number:
4. Name and Title of Contact Person:
5. Date of Submission: