

## Agriculture Land Lease Process for Use in Poudre School District

### PSD's Agricultural Landholdings

PSD currently owns one parcel of agricultural land.

- Commonly referred to as the Cherry Heights site, is located at the southeast corner of the curve along State Highway 1 and County Road 15, approximately 35 acres of non-irrigated pastureland.

### Eligible Bid

The rent amount to be charged for this property owned by PSD will be determined through a bid process. A bid will be an "Eligible Bid" if it is submitted by the bid deadline, on the proper form, with all required information. Any bids submitted that are not Eligible Bids will not be considered by the Board.

### Agriculture Leasing Bid Process

The bid process for PSD agricultural landholdings is below.

1. August 1<sup>st</sup>, Lessee(s) may exercise their right to renew lease. If lessee(s) have until September 15<sup>th</sup> to exercise this right or the District will move forward with bid process.
2. No later than October 1<sup>st</sup>, the bid process for PSD agricultural land will begin and the Bid Notice will be posted.
3. The Bid Notice will be posted in The Fence Post, The Coloradoan, and the North Forty News, and will remain posted until the closing date.
4. Bid applications must be submitted as sealed bids to Poudre Schools District's Operations Department by the bid deadline, which shall be no later than 60 calendar days prior to the expiration of the existing agricultural lease, which will be on or around October 31<sup>st</sup> of any given year.
5. Bidders and current lessees must use the application forms provided by PSD, and all required blanks or fields must be filled in.
6. Current lessees on PSD agricultural land will be required to submit an application for lease and will be provided the right to meet the amount of the highest Eligible Bid received by PSD (also referred to herein as a right of first refusal). Such right of first refusal must be exercised within 5 business days of the right of first refusal offer. If the current lessee(s) exercise their right of first refusal within 5 business days, the current lessee(s) will be designated as the selected lessee(s).
7. If the current lessee does not exercise their right of first refusal within 5 business days, all Eligible Bids received by PSD will be evaluated, and the highest responsive Eligible Bid will be selected.
8. Once a final determination of the highest responsible Eligible Bid has been determined by the Operations Department staff, all Eligible Bid applicants will be notified of the results.
9. Once an Eligible Bid has been selected a lease agreement will be prepared for Board of Education consideration.
10. The Board of Education will be asked to take action to approve the negotiated lease between the District and the selected bid applicant prior to December 31<sup>st</sup>.

### Process and Timeline for the Lease Cycle

- October 1<sup>st</sup>, the Operations Department will post solicitation for offers (bids) from prospective lessees on The Fence Post, The Coloradoan, and The North Forty News.
- Bids must be submitted to the District by the last business day of October.
- Once current bids are received Operations staff will review submitted bids to ensure that applicants meet minimum qualifications and are Eligible Bids, with the highest responsive Eligible Bid being selected and all other bids placed in rank order.
- Operations staff will provide the current lessee(s) the opportunity for right of first refusal based upon the highest Eligible Bid. PSD prepares lease with the current lessee, if the current lessee exercises the right of first refusal, or with the applicant who submitted the next highest Eligible Bid if the current lessee declines.
- At the first board meeting of December Operations staff will present the Board of Education with a recommendation for contract approval. The lease(s) should be signed by the prospective lessee prior to approval by the Board of Education.
- January 1<sup>st</sup> the selected bid applicant may take possession of the property as lessee.