



Agriculture (AG) Leasing Competitive Bid Process

1. Competitive Bid applications must be received by November 7, 2019 with the following requirements:
 - A completed Agriculture Lease Application
 - A completed Resource Management Questionnaire
2. An agriculture lease application must be made on the entire lease parcel, unless staff makes an exception. This exception must allow parcels of sufficient size to stand alone as an economic unit. The District's Executive Director of Operations decides if the unit can stand alone. The parcel must be legally described by normal U.S. government subdivision descriptions.
3. The current AG lessee will be notified a competitive bid application has been received and the lessee will be provided the opportunity to respond with a highest and best offer.
4. Based on this review and evaluation, the District Executive Director of Operations will recommend which applicant should be selected for the lease.
5. The District anticipates submitted bids will represent a fair market value and evaluation of bids will, in part, be based on the bidder's ability to offer a fair market value, as determined by the District.
6. Once final staff recommendation had been made, the applicant(s) will be notified of the results.
7. Staff's recommendation is presented to the Board of Education for review and approval of the lessee; the Board's decision is final.
8. When the competitive bid applicant is the selected lessee, the current lessee must vacate the premises in a manner in accordance with the lease by the expiration date of the lease. If an extensive amount of work is needed to vacate, the lessee may request an extension of time. Request for extension must be made in writing to the Executive Director of Operations, and shall in any event not exceed 15 days.
9. The lease agreement is sent to the lessee by the District Office. The lessee has 5 days from receipt of offered lease to sign and return. Failure to properly execute and return the leases within 5 days may result in forfeiture of the lease opportunity.

Note: Unless subject to exemption, applications and any information provided to the Poudre School District are subject to public release through the Colorado Open Records Act.