

REQUEST FOR PROPOSAL FARMING SERVICES

August 16, 2012

**City of Loveland
Public Works – Facilities Management**



NOTICE TO FARMERS OF REQUEST FOR PROPOSAL (RFP) FOR AGRICULTURAL FARM LEASE

The City of Loveland Facilities Management Team is requesting written proposals from qualified Farmers to lease approximately 90 acres of farmland located off of Interstate 25 and Colorado Highway 402 (legal description is Exhibit A of agricultural Farming Lease included with this packet). Proposals must be received by the City Clerk's Office, Loveland Civic Center, 500 East Third Street, Suite 230, Loveland, CO 80537 on or before 2:00 p.m. on Thursday, August 16, 2012. Proposals must be enclosed in a sealed envelope clearly labeled "Farm Lease". The Firm's name should also be printed on the outside of the envelope. Further requirements are described in the "Conditions of RFP Submittal."

A Pre-proposal meeting will be held Tuesday, August 7, 2012 at 9:00 a.m. at the City of Loveland Maintenance Operations Center, 105 W. 5th Street, Loveland, CO 80537 in the upper conference room. Interested parties are encouraged to attend.

Proposal documents are available for download at www.cityofloveland.org/farmbid. If you need assistance finding or downloading the documents contact Cindy Scymanski at cindy.scymanski@cityofloveland.org or at 970-962-2696.

The City Clerk's Office will receive, date, and time stamp all proposals. Proposals that have not been received by the deadline set forth above, as determined by the City Clerk, will not be considered. The City is not responsible for delays occasioned by the U.S. Postal Service, the City's internal mail delivery system, or any other means employed by a firm to deliver the proposal to the City Clerk's Office.

Questions concerning this RFP shall be directed to the City's Project Manager, Ken Cooper, at or ken.cooper@cityofloveland.org.

The City of Loveland does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in the provision of services. For disabled persons needing reasonable accommodations to attend or participate in a City service, program, or activity, call (970) 962-2000 or TDD # (970) 962-2620 (hearing impaired only) as far in advance as possible. Disabled access is available at the southeast side of the Civic Center Annex Building, garden-level entrance.

PURPOSE

The City is soliciting proposals from firms or individuals (firm) who desire to lease the following-described land (Premises) for agricultural farming purposes.

The City intends to award to the Firm that, in the City's judgment, will best serve the City's interests.

PROJECT DESCRIPTION

The selected firm (Tenant) agrees to farm the Premises in a good and farm-like manner; to use the Premises for agricultural crop production and, in due season, to plow, plant, cultivate, irrigate, and harvest the crops grown thereon; to follow the rotation practices required by the City, if any; to properly clean out the ditches on the Premises prior to irrigation season; and to engage in such farming practices and soil conservation practices as will protect the fertility of the Premises. The Tenant agrees to keep the Premises free of noxious weeds, trespassers, hunting and any other uses not allowed hereunder.

Current Tenant indicates that no product used in the past has any residual effect on Premises.

CONDITIONS OF RFP SUBMITTAL

All Proposals shall comply with the following conditions:

1. All firms should comply with the requirements, conditions and specifications contained in this RFP.
2. Each representative of a firm who has contractual authority must sign the proposal. Only one proposal will be accepted from any one firm.
3. All proposals submitted become the property of the City of Loveland. The City shall retain a minimum of one copy of the submittal in accordance with State of Colorado retention guidelines. Any material contained in the proposal that a firm considers confidential should be clearly marked as such.
4. Response to the RFP should be complete yet concise and contain only the required elements. The proposal must specify how the contractor would complete all of the elements of this RFP. Please avoid submittal of extraneous or unnecessary information, and do not use binders, which make reproduction of the proposal more difficult and expensive.
5. All costs incurred in the preparation and presentation of the proposal shall be borne entirely by the prospective firm. Reimbursement will not be made for costs incurred prior to a formal award.
6. Included in this package is the Agricultural Farming Lease that will be used by the City for the lease of this property. All detailed descriptions of property, water rights, accepted use, and required maintenance of land and appurtenances to and improvements on the property

are included in this document. Prospective firms are strongly urged to review this document and comment on any areas of objections in their technical proposals.

7. All questions and inquiries relating to this RFP should be addressed to Ken Cooper, Facilities Management, Fire & Administration Building, 410 East 5th Street, Loveland, CO 80537. He may also be reached by telephone at 970-420-8523 or by email at ken.cooper@cityofloveland.org.
8. The City reserves the right to waive any irregularities in the RFP process and to reject any and all proposals on any basis without disclosing a reason.

PROPOSAL ELEMENTS AND FORMAT

Qualified agricultural farming firms interested in the work described in this RFP should submit the following information to the City:

1. Name of the company and all affiliated companies including local and nationwide parent companies, subsidiary companies and international affiliates, including name, address, phone, fax, and email address;
2. Years of agricultural farming experience;
3. Description of resources firm has available to farm this property;
4. Proposed lease amount the Tenant shall pay the City per acre per year. Payment shall be due March 1 each year lease is in effect;
5. Maximum and minimum term of lease (in years) firm will be available to farm this property;
6. Termination payment calculation parameters (see paragraph 12. in Agricultural Farming Lease included in this packet
7. Willingness to comply with agricultural farming lease included in this packet.

SELECTION PROCESS

Proposals will be evaluated on the following criteria:

1. Experience;
2. Price;
3. Qualifications;
4. Completeness of proposal;
5. Resources available.