



Town of Ponoka
Request for Proposal
Agricultural Lease Agreement

Town of Ponoka
200, 5604 – 50 Street
Ponoka, Alberta T4J 1G5
Main: 403-783-4431
Fax: 403-783-6745
www.ponoka.ca

Town of Ponoka
Request for Proposal

RFP 2019-001

AGRICULTURAL LEASE AGREEMENT

Closing Date & Time **Friday, February 21, 2019**
At 3:00 pm [Alberta Time]



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REQUEST FOR PROPOSAL

Agriculture Lease Agreement

INTRODUCTION

The Town of Ponoka is seeking an experienced farming entity, capable of managing and maintaining productive agricultural operations, willing to lease Town owned land, and, actively use it for crop or hay production or grazing.

The tentative start date of this lease is May 1, 2019.

MAILING INSTRUCTIONS

Town of Ponoka
Attention: Chris McKenna
Manager of Operations
200, 5604 – 50 Street
Ponoka, Alberta T4J 1G5

Physical Location: Public Works Shop, 5614 – 49 Street

INQUIRIES

Questions pertaining to the Request for Proposal (“RFP”) and the selection process should be directed to Chris McKenna by email chris.mckenna@ponoka.ca or phone 403-783-0528.

SUBMITTAL DATE

Proposals are due no later than 3:00 p.m. on Friday, February 21, 2019 and must be received by that time and date. Proposal postmark dates and times **will not be** considered as meeting that deadline. Proposers must submit in a sealed envelope an original of their proposal to the address shown under “Mailing Instructions” above.

The Town is not responsible for proposals that are delinquent, lost, mismarked and sent to an address other than that given above, or sent by mail or courier service. The Town reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment is (are) in the best interest of the Town.



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PROPOSAL SELECTION

The Town of Ponoka reserves the right, without qualification, to:

1. Select any proposal as a basis for written or oral communication with any or all of the companies or individuals when such action is considered to be in the best interest of the Town of Ponoka.
2. Select proposals, based on initial proposals received, without discussion or after detailed discussions or contract negotiations.
3. Reject all proposals.

SELECTION PROCESS

Proposals shall be evaluated by Town of Ponoka staff based on the criteria in the Agricultural Lease Bylaw, SER-008-00. Awarding of the lease involves determining the fair market value of the land based on present values within the Ponoka area. Then to consider proposals from adjacent landowners that are set at fair market. If there is more than one interested party, it is a physical and random draw to determine who the lease is awarded to. If no proposals offer fair market value, the Town has the right to re-evaluate and accept the highest bid.

If no adjacent land owners submit proposals, the lease will be open to the public for RFP with a reserve of fair market value and the highest bidder receiving the right to leasing. In the case that no bids exceed the fair market value, the Town has the right to re-evaluate and accept the highest bid.

PROPOSAL CONTENT

The proposal must include, at a minimum, the following sections in the order indicated.

1. Appendix A – Farm Lease Bid Submittal Form
2. Appendix B – Agriculture Lease Proposal Form; each proposal shall contain the signed Proposal Form in its entirety as provided
3. Appendix C – List of Lots Available and Maps

Please do not submit a signed/executed lease since the terms of the final lease may be subject to further revisions and/or negotiated terms.



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SCOPE OF WORK

Information regarding the Scope of Work is included in the Lease Agreement.

PROPOSED CONTRACT

The Town's intent is to utilize the Lease format as shown in the attachment to formalize the lease award. Comments, if any, objecting to any clause(s) in the Lease shall be included in writing with the proposal. Objections shall clearly state the objection and the section or provision being objected to.

GENERAL CONDITIONS

1. General Information

Bids shall be submitted as previously outlined in "proposal content". Bids shall be written in ink, computer generated, or by typewriter. Mistakes may be crossed out and corrections inserted adjacent thereto and must be initialed in ink by the person signing the bid. Bids are to be verified before submission as they cannot be corrected or altered or signed after bids are opened.

2. Interpretation of Bids

Should a bidder find discrepancies in, or omissions from the specifications, or should bidder be in doubt as to their true meaning, bidder may submit to the Operations Director a written request for an interpretation thereof prior to the bid opening. The person submitting the request shall be responsible for its prompt delivery. Any interpretation of, or change in the proposed documents will be made only by an addendum issued to each person to whom specifications have been issued, and shall become part of any contract awarded. The Town will not be responsible for any other explanation or interpretations.

3. Amendments

The Town reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted on the Town of Ponoka website at www.ponoka.ca Proposers should check this web page daily for new information.

4. Addenda

Any addenda issued by the Town during the time of bidding shall be covered in the bid and shall be made a part of the contract.



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5. Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the proposer. All proposals submitted become the property of the Town.

6. Bid Openings

Bids shall be delivered to the Town on or before the day and hour set for the opening of bids in the published Notice to Bidders. A bidder may withdraw his bid, either personally or by written request, at any time prior to the scheduled time for opening of bids.

7. Late Bids

Any bids received after the scheduled time of opening will be noted as received, but they will not be opened or considered.

8. Contract Discussions

Prior to award, the apparent successful individual may be required to enter into discussions with the Town to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm.

9. Assignment

No assignment by the contractor or any contract to be entered into hereunder or of any part thereof, except of funds to be received there under by the contractor, will be recognized by the Town unless such assignment has had the prior written approval of the Town.

10. Governing Law

This contract shall be construed and interpreted according to the laws of the Province of Alberta.

11. Insurance Requirements

The Town of Ponoka requires that licensees, lessees, and vendors have an approved Certificate of Insurance (not a declaration or policy) on file with the Town for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful proposer must furnish the Town with the Certificates of Insurance proving coverage as specified in Appendix B.

Please carefully review the Agreement and Insurance Requirements before responding to the Request for Proposal enclosed herein. The terms of the agreement, including insurance requirements are mandatory. Your response to the Request for Proposal must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. The Town will consider this in determining responsiveness to the Request for Proposal.



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APPENDIX A

AGRICULTURAL LEASE BID SUBMITTAL FORM

BIDDER'S INFORMATION

The undersigned, being familiar with local conditions, having made field inspections and investigations deemed necessary, being familiar with all factors and other conditions affecting the work and costs thereof, hereby propose to furnish all labor, tools, materials, skills, equipment and all else necessary to completely farm the Town of Ponoka's property in accordance with the Agricultural Lease Agreement.

Name of Company/Person Submitting Bid: _____

Contact Person: _____

Address: _____

Phone Number: _____

FARM LEASE BID AMOUNT

Agricultural Lease: 1 May 2019 to 31 December 2022

Parcel No. 1 \$ _____ per acre

Parcel No. 5 \$ _____ per acre



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APPENDIX A *Continued*

AGRICULTURAL LEASE BID SUBMITTAL FORM

Anticipated crops: _____

SUBMITTED on the _____ day of _____, 2019

Signature: _____

Printed Name: _____

Title: _____



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APPENDIX B

AGRICULTURAL LEASE PROPOSAL FORM

PROPOSER

Name / Company: _____

INFORMATION

1) Please provide a brief summary of your experience in farming, years of experience, and your ability to perform the required agricultural activities, or attach it hereto.

2) Please provide one professional reference.

a) Name: _____

Phone Number: _____

3) Please provide one personal reference.

a) Name: _____

Phone Number: _____



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APPENDIX C

LIST OF AGRICULTURAL LOTS & MAPS

Parcel No.	Legal Description	Area in Acres
1	Part of NE1/4 - 10 43 25 W4M	35.00
5	NE1/4 - 6 43 25 W4M Part of Lot C&D - Plan 818NY	6.70

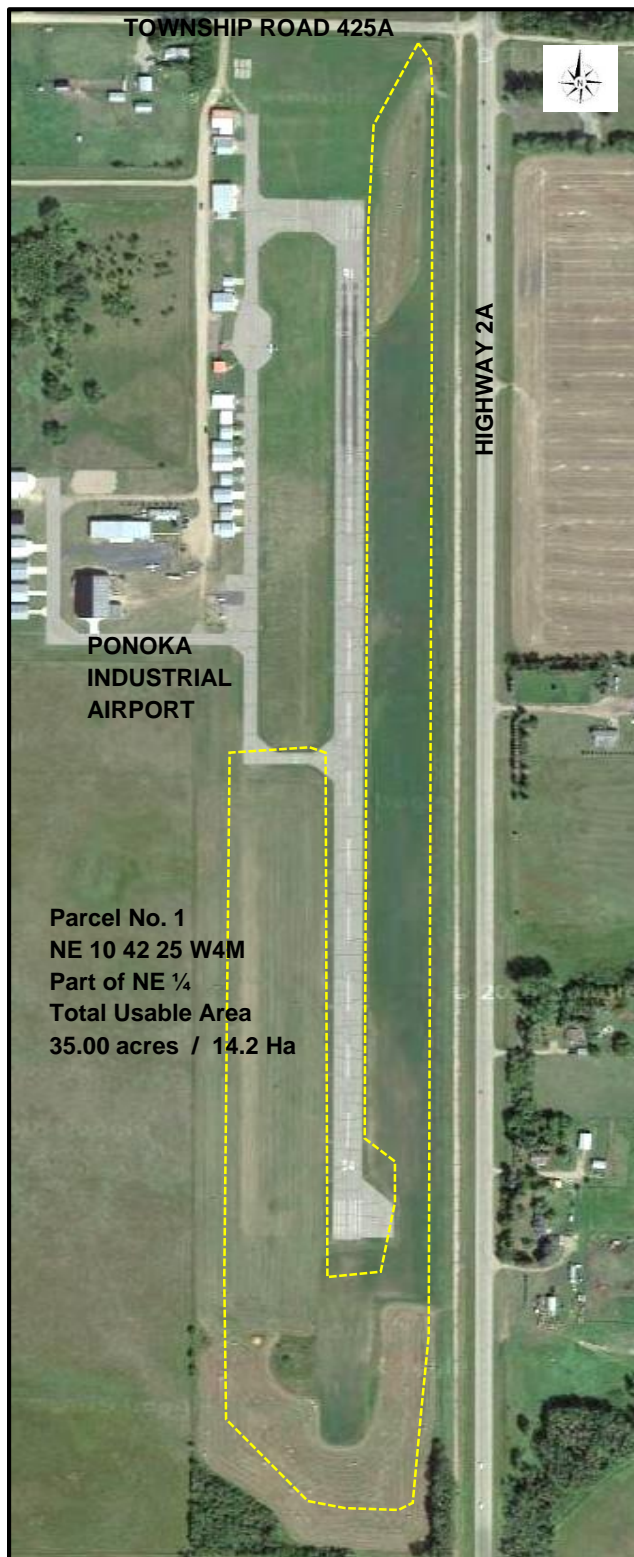
[See maps on pages 11 and 12]



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Agricultural Lease
Parcel No. 1
Part of NE ¼
NE10 42 25 W4M
35.00 acres / 14.2 Ha





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Agricultural Lease
Parcel No. 5
Part of NE 1/4 of Section 6-43-25-W4M
6.7- acres / 2.70 Ha

