

CITY OF MARSHALL

REQUEST FOR PROPOSALS

**For the Rental of
Approximately 446.1 Acres of
Agricultural Land at Various Locations**

**See Attached Parcel Maps for
Locations**

RESPONSES MUST BE RECEIVED BY:

SEPTEMBER 21, 2023 at 11:00 A.M.

DELIVERED TO:
Attn: City Clerk
City Hall
344 W Main St
Marshall, MN 56258
507-537-6775

Notice: This request for proposals is subject to final approval by the appropriate local governing authorities.

**CITY OF MARSHALL
REQUEST FOR
PROPOSALS
FOR RENTAL OF AGRICULTURAL PROPERTY AT
LISTED VARIOUS LOCATIONS**

Sealed proposals for rental of approximately 446.1 acres of agricultural real property located at listed locations will be received by the City of Marshall, at the City Clerk's office located at City Hall, 344 W Main St, Marshall, MN 56258, until 11:00 a.m., September 21, 2023. At which time the proposals will be publicly opened and read aloud immediately after the proposal closing in the City of Marshall Council Chambers. All responders will be notified of the winning proposal by mail within 30 days of proposal opening.

The proposal will be for the rental of agricultural property only. The land will remain property of the City of Marshall. The successful responder will be responsible for all input costs and expenses of the property, including, without limitation, all labor, fertilizer and seed costs.

Proposals and specifications for the proposal, as well a site visit may be secured via the City Clerk at City Hall located at: 344 W Main St, Marshall, MN 56258 or by calling (507) 537-6775 or online at ci.marshall.mn.us .

No proposal may be withdrawn through October 20, 2023. The City reserves the right to reject any and all proposals and to waive informalities and irregularities.

Dated: August 24, 2023

Steven Anderson
City Clerk

INSTRUCTIONS TO RESPONDERS

1. GENERAL INFORMATION

Project Name: **Rental of approximately 446.1 acres of real property located at listed locations.**

Proposals Close: 11:00 a.m., September 21, 2023

NOTICE TO RESPONDERS:

Sealed proposals will be received by the Marshall City Council, at the City Clerk's office located at Marshall City Hall, 344 W Main St, Marshall, MN 56258, until the date and hour indicated above, and will be publicly opened and read aloud immediately after the proposal closing in the City of Marshall Council Chambers. All responders will be notified of the winning proposal by mail and/or telephone. The following are important facts each responder should know before submitting a proposal.

- a. Proposals are being solicited for the rental of agricultural property only. All title to the land will remain with City of Marshall. The length of the lease will be three (3) years.
- b. The successful responder will be required to furnish all material and labor, at the responder's cost, necessary to grow crops on the real estate.
- c. The lease is made on an "as-is" basis. Potential responders are urged to investigate the site, and to review soil maps or other information available, before submitting a proposal.
- d. All farming activities must be done in a safe and clean manner, and in accordance with all federal, state and local laws, rules and regulations.
- e. Tours of the property may be arranged by contacting the Public Ways Superintendent Dean Coudron at the telephone number listed in Section 4 of these proposal documents.
- f. The rental price shall be paid in cash, check, money order, or other immediately available funds on an annual basis.
- g. The successful responder will be required to enter into a reasonable lease with the City of Marshall. No subleases are permitted without written approval by the Marshall City Council.
- h. The use of the word bid or bidder, if any, in these documents does not reflect the competitive proposal process set forth in Minnesota statute.

The Marshall City Council reserves the right to reject any and all proposals, or to select one or more proposals from different responders.

The above description is general in nature. Potential responders are advised to visit the site for particulars.

2. PROPOSAL FORMS

Proposals shall be submitted on the attached Proposal Forms. No other Proposal Form is acceptable.

3. BID SECURITY

Bid security is waived for this project.

4. ADDITIONAL INFORMATION

Responders with specific questions about the real property are urged to contact the Public Ways Superintendent Dean Coudron, City of Marshall, 344 W Main St, Marshall, MN 56258:

Contact: Dean Coudron
Phone: 507-337-9016
Email: Dean.Coudron@ci.marshall.mn.us

Responders are encouraged to call Mr. Coudron with any questions concerning the project and to arrange for a site visit.

Responders with specific questions about the proposal opening, lease agreement or any terms are asked to contact the Director of Administrative Services, E.J. Moberg, City of Marshall, 344 W Main St, Marshall, MN 56258:

Contact: E.J. Moberg
Phone: 507-337-6160
Email: E.J.Moberg@ci.marshall.mn.us

5. SUBMISSION OF PROPOSALS

The responder shall deliver to the City of Marshall, not later than time and date indicated above, in a sealed envelope with the Project Name and Date clearly marked on the outside of the envelope with the following Information:

Proposal For: City Ag Land Rental
Proposal Opening: September 21, 2023

6. METHODS OF AWARD

The Marshall City Council shall award a contract to the highest responsible responder(s). The Marshall City Council, however, reserves the right to reject any or all proposals and to waive any minor irregularities, informalities, or discrepancies.

7. QUALIFICATIONS OF RESPONDERS

The City of Marshall may make such investigations, as they deem necessary to determine the ability of responder to perform work. Upon request by the City of Marshall, responder shall furnish all qualification information and data for this purpose as Lyon County may request. The City of Marshall Council reserves the right to reject any proposal if evidence submitted by, or investigation of, such responder fails to satisfy the City of Marshall that such responder is properly qualified to carry out the obligations of these specifications and to complete work contemplated therein within the prescribed timeframe. Conditional proposals will not be accepted.

8. INSPECTION OF SITE

Each responder is urged to fully investigate the site(s) in order to inform themselves of the conditions of the real property. Failure of a responder to investigate the site shall not be a valid reason to rescind a proposal once opened.

It shall be understood that the responder's proposal is submitted on the basis of such inspection.

9. PAYMENT AND PERFORMANCE BONDS

Payment and performance bonds are waived for this project.

10. PROPOSALS EXECUTED ON BEHALF OF RESPONDER

A proposal executed by an attorney or agent on behalf of the responder shall be accompanied by an authenticated copy of his or her Power of Attorney (or other documentation indicating the agent's authority) to act on behalf of the responder.

Any corporations submitting proposals must furnish evidence that the officer(s) or employee(s) who execute the proposal have been given the power to act on behalf of the corporation.

11. ELIGIBILITY OF RESPONDERS

Responders must be at least 18 years of age.

12. RESERVATIONS

The City of Marshall reserves the right to amend this request for proposals, reject any or all proposals, and to waive defects and technicalities in the proposal process. Any announcements made at the proposal opening will take precedence over any material published about this event.

13. CAUSES FOR PROPOSAL REJECTION

- a. PROPOSALS CONTAINING ALTERATIONS OR ERASURES. An alteration or erasure of any price contained in the proposal shall be rejected, unless: the original price is crossed out or erased and the correction is printed in ink or typewritten adjacent to the alteration or erasure; and the person signing the proposal initials the correction in ink.
- b. PROPOSALS IN PENCIL. Proposals made in pencil will be rejected.
- c. UNMARKED PROPOSAL ENVELOPE. It is requested that responders identify “Proposal For: City Ag Land Rental” or similar on the envelope in order to prevent inadvertent opening of the sealed proposal before the official date and time. Any proposal envelope that is inadvertently opened prior to the stated proposal due date and time will be rejected.
- d. LATE PROPOSAL All proposals must be received by the date and time indicated above at the Office of the City Clerk, 344 W Main St, Marshall, Minnesota 56258. All late proposals will be rejected.

PLEASE NOTE - Some parcels may NOT have access to a public road or right of way so the responder may need to request and obtain approval from an adjacent property owner to access the City property.

PROPOSAL FORM

Farm Lease Parcel #1; 1.97 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$_____ per acre (1.97 acres) annually for three (3) years.

\$_____ total annual rent

Total Proposal: (\$)_____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____


Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



 MARSHALL	CITY ENGINEERING DEPT. 344 WEST MAIN STREET MARSHALL, MINNESOTA 56258	1.97 TOTAL ACRES ±	DATE 06/23/23
		Farm Lease Parcel # 1	SHEET NO. 1 OF 1

PROPOSAL FORM

Farm Lease Parcel #2; 54.62 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (54.62 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



CITY ENGINEERING DEPT.
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MARSHALL, MINNESOTA
56258

54.62 TOTAL ACRES ±

DATE
06/23/23

Farm Lease
Parcel # 2

SHEET NO.
1 OF 1

PROPOSAL FORM

Farm Lease Parcel #3; 3.77 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (3.77 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



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3.77 TOTAL ACRES ±

DATE
06/23/23

Farm Lease
Parcel # 3

SHEET NO.
1 OF 1

PROPOSAL FORM

Farm Lease Parcel #4; 14.00 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (14.00 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



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14.0 TOTAL ACRES ±

DATE
06/23/23

Farm Lease
Parcel # 4

SHEET NO.
1 OF 1

PROPOSAL FORM

Farm Lease Parcel #5; 112.14 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (112.14 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



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112.14 TOTAL ACRES ±

DATE
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Farm Lease
 Parcel # 5

SHEET NO.
 1 OF 1

PROPOSAL FORM

Farm Lease Parcel #6; 29.72 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (29.72 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



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29.72 TOTAL ACRES ±

DATE
06/23/23

Farm Lease
Parcel # 6

SHEET NO.
1 OF 1

PROPOSAL FORM

Farm Lease Parcel #7; 8.36 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (8.36 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



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8.36 TOTAL ACRES ±

DATE
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Farm Lease
Parcel # 7

SHEET NO.
1 OF 1

PROPOSAL FORM

Farm Lease Parcel #8 (Hay Ground); 3.04 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (3.04 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

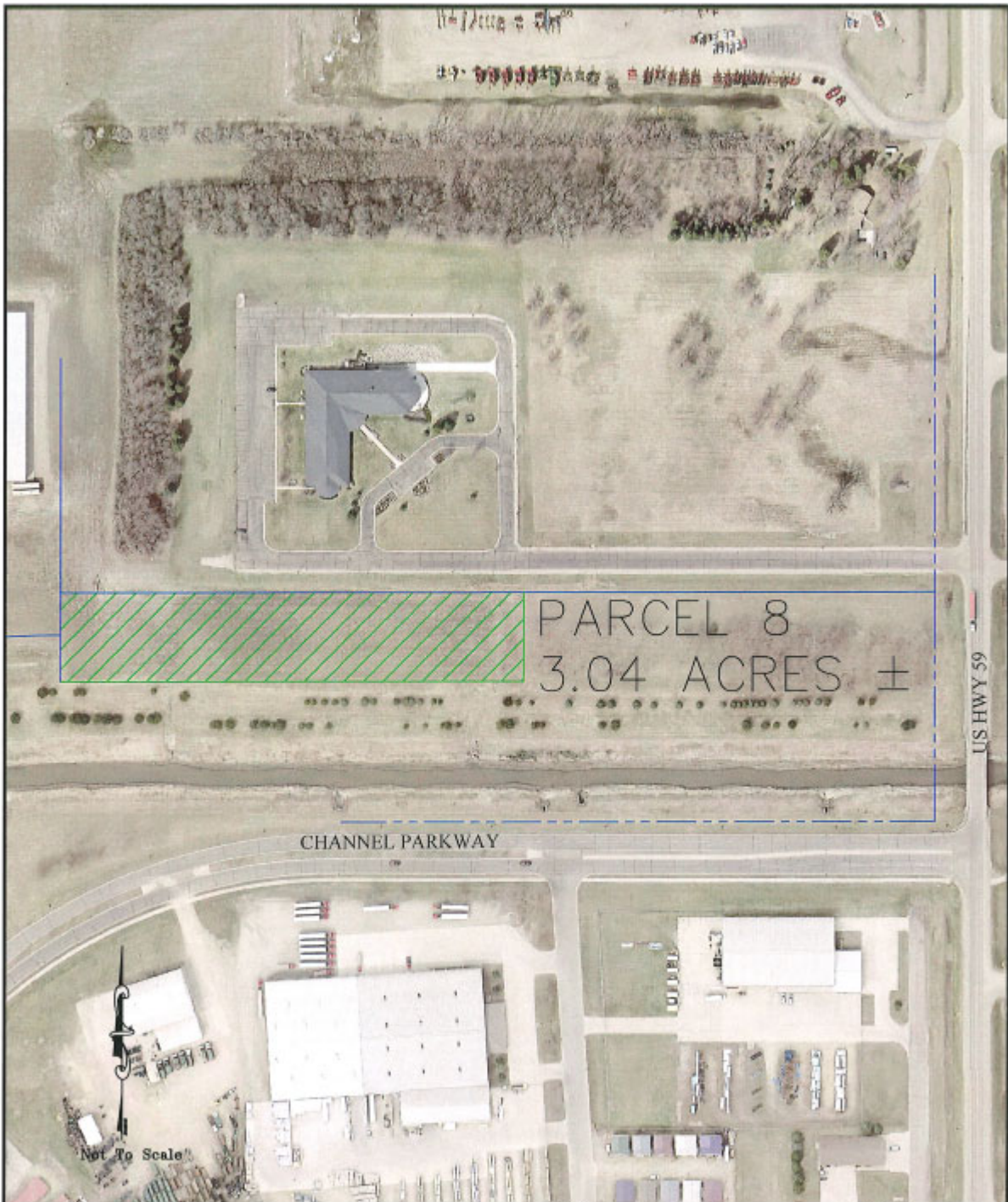
Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



PARCEL 8
3.04 ACRES ±

CHANNEL PARKWAY

US HWY 59

Not To Scale



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56258

3.04 TOTAL ACRES ±

DATE
06/23/23

Hay Ground Lease
Parcel # 8

SHEET NO.
1 OF 1

PROPOSAL FORM

Farm Lease Parcel #9; 9.00 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (9.00 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



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9.0 TOTAL ACRES ±

DATE
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Farm Lease
Parcel # 9

SHEET NO.
1 OF 1

PROPOSAL FORM

Farm Lease Parcel #10; 107.10 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$_____ per acre (107.10 acres) annually for three (3) years.

\$_____ total annual rent

Total Proposal: (\$)_____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

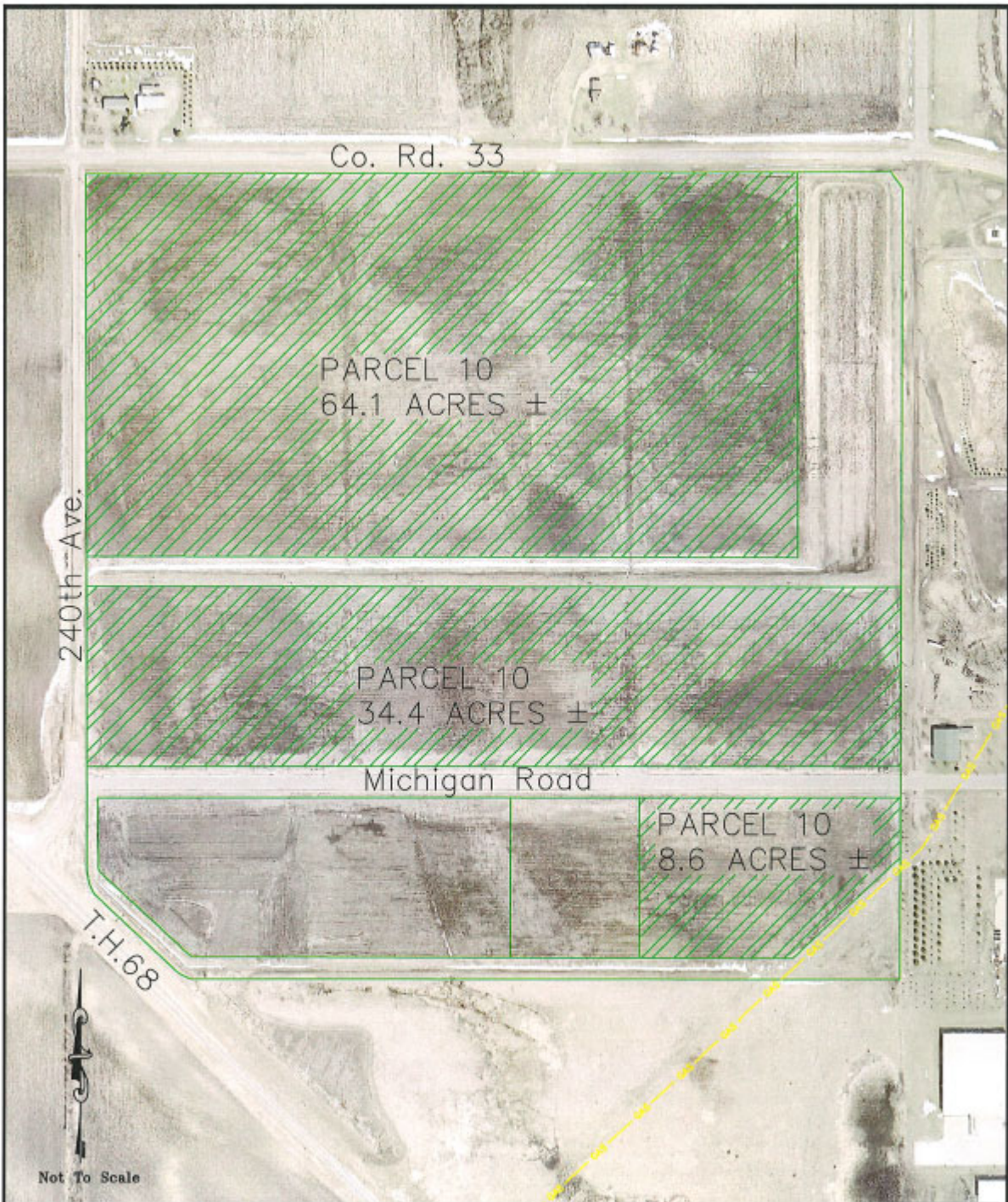
Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



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107.1 TOTAL ACRES ±

DATE
 06/23/23

Farm Lease
 Parcel # 10

SHEET NO.
 1 OF 1

PROPOSAL FORM

Farm Lease Parcel #11 (Hay Ground); 20.11 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$ _____ per acre (20.11 acres) annually for three (3) years.

\$ _____ total annual rent

Total Proposal: (\$) _____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

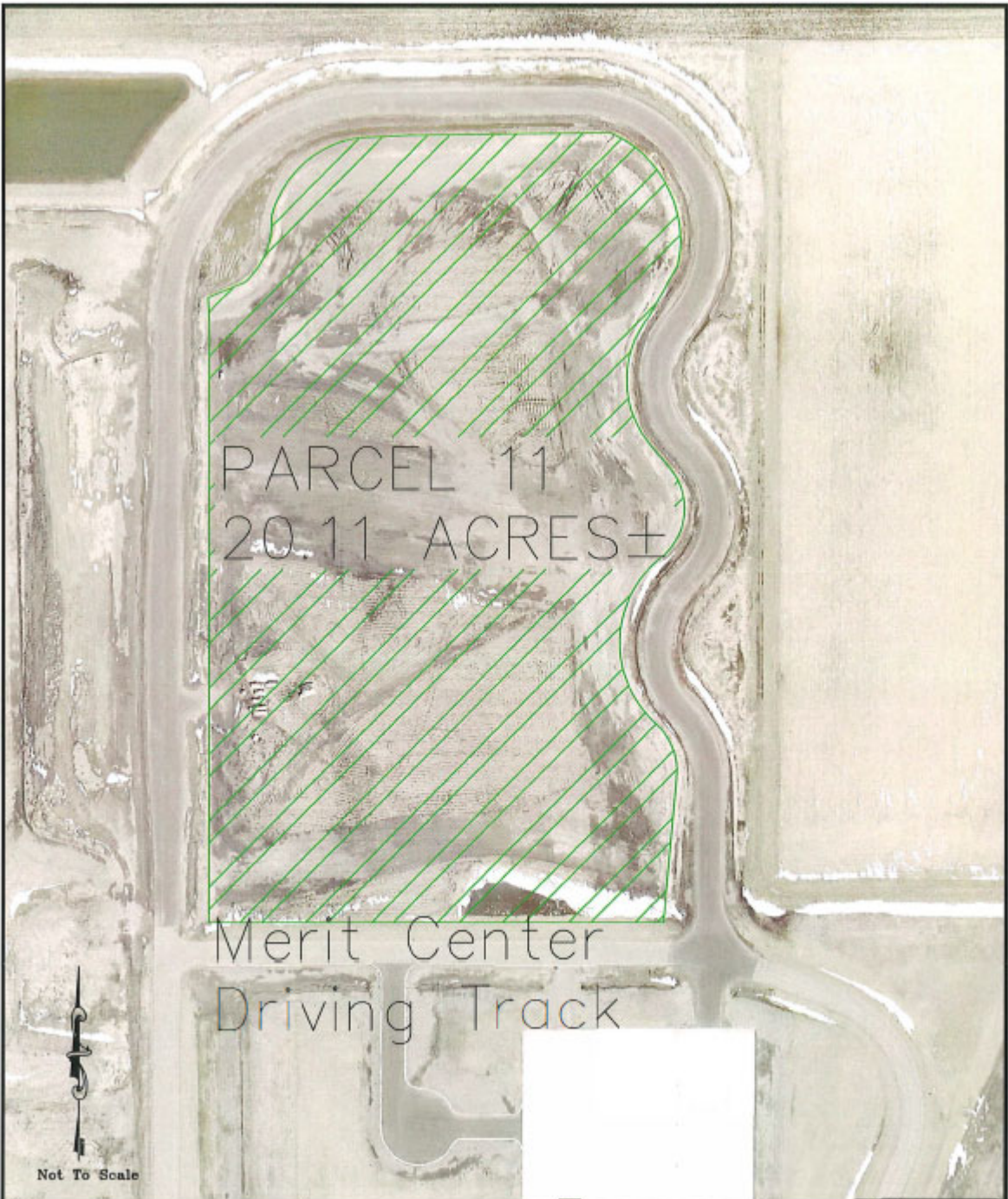
Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



Not To Scale



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20.11 TOTAL ACRES ±

DATE
06/23/23

Hay Ground Lease
Parcel # 11

SHEET NO.
1 OF 1

PROPOSAL FORM

Farm Lease Parcel #12; 82.27 acres

To: City of Marshall

Subject to the instructions to responders, all of which are incorporated as part of this proposal, the undersigned responder hereby offers and agrees, if this proposal is accepted within 30 calendar days after date of the proposal opening, to cash rent the above property for the following price:

\$_____ per acre (82.27 acres) annually for three (3) years.

\$_____ total annual rent

Total Proposal: (\$)_____ (sum of all years)

Name: _____

Company: _____

Street: _____

City/State/Zip: _____

Telephone number: _____

Authorized Signature: _____

(The individual signing certifies that he/she is authorized to sign the proposal.)

Date: _____

*** Responder acknowledges and agrees the City of Marshall, MN has made no representations or warranties, except as explicitly set forth in the proposal documents, as to the condition of the real estate or suitability for any specific purpose.***



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82.27 TOTAL ACRES ±

DATE
06/23/23

Farm Lease
Parcel # 12

SHEET NO.
1 OF 1