

REQUEST FOR BIDS

CROPLAND LEASE – RICHLAND AIRPORT & NORTH INDUSTRIAL PARK

Issue Date:	May 1, 2026
Bid Deadline:	May 20, 2026 at 4:00 PM (CST)
Properties:	Richland Airport (≈ 54 tillable acres) & North Industrial Park (≈ 94 tillable acres)
Submit Bids To:	Email: ashley.oliphant@richlandcenterwi.gov Drop-off: City Clerk’s Office, 450 S Main St, Richland Center, WI 53581

I. INTRODUCTION AND PURPOSE


The City of Richland Center (hereinafter “City”) is soliciting competitive bids from qualified farm operators for the cash lease of cropland located at two City-owned properties: the Richland Airport and the North Industrial Park. The City’s previous tenant has terminated early, and the City seeks to enter into a new lease agreement effective June 3, 2026. The minimum lease term shall run from June 3, 2026 through December 31, 2027; however, the City is willing to consider multi-year lease proposals with a maximum end date of December 31, 2031. Bidders should specify their proposed lease term in their bid submission.

The successful bidder will be required to execute a formal Cropland Lease Agreement with the City on terms consistent with those described in this solicitation. The City reserves the right to award separate leases for each property or a combined lease to a single tenant, at the City’s sole discretion; however, the City expresses a preference for awarding a single combined lease to one tenant covering both properties. Bidders are encouraged to submit bids covering both properties together. Additionally, Tenant shall have the right to terminate the lease upon sixty (60) days’ written notice to the City; provided, however, that Tenant shall remain responsible for rent through the earlier of: (a) the date on which the City executes a new lease agreement for the affected property with a replacement tenant, or (b) the end of the lease term.


II. PROPERTY DESCRIPTIONS

A. Richland Airport Cropland

Location:	Section 6, Township of Buena Vista, Town 9 North, Range 2 East, Richland County, Wisconsin
Tillable Acres:	Approximately 54 acres (mutually agreed acreage)
Crop Restrictions:	Alfalfa, hay, forage grass, and soybeans only. Growing of corn is PROHIBITED.
Access:	Access shall not be through or over any active runway, paved or grass. Access is by going around active runway areas per Airport Map.
Runway Setback:	No agricultural activities within 125 feet of the centerline of either runway.

Special Notes:	Certain areas marked "Restrictions" on aerial photo require low crops due to proximity to runways.
Aerial Photo:	

B. North Industrial Park Cropland

Location:	Sections 4, 5 and 9, Town 10 North, Range 1 East, City of Richland Center, Richland County, Wisconsin (East of Pine River)
Tillable Acres:	Approximately 94 acres (mutually agreed acreage; certain parcels marked "Removed" on Exhibit 1 are excluded)
Crop Restrictions:	Alfalfa, hay, forage grass, soybeans, and corn permitted.
Access:	Access is via existing curb cuts only.
Area of Concern:	A 10-acre parcel identified on Exhibit 1 as "Area of Concern" may be subject to State or Federal archeological restrictions. If limitations are imposed, rent will be adjusted accordingly per lease terms.
Aerial View:	

III. LEASE TERMS AND CONDITIONS

The successful bidder will be required to execute a Cropland Lease Agreement containing substantially the following terms:

A. Term of Lease

- Minimum lease term: June 3, 2026 through December 31, 2027.
- The City will also consider multi-year lease proposals with a maximum end date of December 31, 2031.

B. Rent Payment Schedule

- Annual rent shall be paid in two equal installments:
- First installment (50%): Due on or before April 1 of each lease year.
- Second installment (50%): Due on or before December 1 of each lease year, following harvest.

C. Land Use and Cropping Requirements

- All tillable fields shall be actively farmed throughout the lease term.
- Tenant shall furnish all labor, machinery, seed, and fertilizer at Tenant's expense.
- Tenant shall not pasture or graze livestock of any nature on the rented lands.

D. Airport Property – Additional Requirements

- No agricultural equipment shall be driven across any portion of the grass runway, paved runway, taxiway, or ramp.
- No manure shall be deposited, spilled, or spread on any portion of the grass runway.
- No manure or mud shall be deposited, spilled, or spread on any portion of the paved runway or paved taxiways.

E. Additional Tenant Obligations (Both Properties)

- Tenant shall follow farming practices generally recommended for this type of land and locality.
- Tenant shall preserve all established watercourses, tile drains, tile outlets, grass waterways, and terraces, and shall refrain from any operations that will injure them.
- Tenant shall take reasonable steps to keep down weeds on the rented lands and along abutting fencerows and field access roads.

F. Insurance Requirements

Tenant shall maintain liability insurance issued by an insurance company licensed in Wisconsin, including bodily injury and property damage coverage, naming the City as an additional insured, with minimum policy limits of:

- \$1,000,000 single limit
- \$3,000,000 aggregate

Tenant shall provide the City with a Certificate of Insurance prior to commencement of farming activities. The Certificate shall provide for a ten-day written notice to the City in the event of cancellation or material change of coverage.

IV. BID SUBMITTAL REQUIREMENTS

Bids must be submitted by email or physical drop-off by the deadline stated above. Email submissions should be sent to ashley.oliphant@richlandcenterwi.gov. Physical submissions should be delivered to the City Clerk's Office at 450 S Main St, Richland Center, WI 53581. Each bid must include the following information:

1. Bidder's full legal name, mailing address, email address, and telephone number.
2. A statement of the bidder's experience as a farm operator, including the number of years farming and a general description of current farming operations.
3. The property or properties for which the bid is submitted (Airport, North Industrial Park, or both).
4. The proposed annual cash rent per acre for each property bid on.
5. The proposed total annual cash rent for each property bid on.
6. Acknowledgment that the bidder has reviewed the lease terms contained in this solicitation and agrees to execute a Cropland Lease Agreement on substantially those terms.
7. Proof of ability to obtain required insurance (e.g., agent contact information or letter of insurability).

V. EVALUATION CRITERIA AND AWARD

The City of Richland Center reserves the right to accept or reject any and all bids, to waive informalities in bidding, and to award the lease(s) in a manner deemed to be in the best interest of the City. Bids will be evaluated on the following criteria:

- Proposed annual cash rent (primary factor)
- Demonstrated experience and qualifications as a farm operator
- Ability to meet insurance requirements
- References from prior landlords, if applicable
- Any proposed terms or conditions that deviate from the standard lease

The City may award a single combined lease for both properties or separate leases for each property. The City is not obligated to accept the highest bid.

VI. IMPORTANT DATES AND SUBMISSION

Bid Solicitation Issued:	May 1, 2026
Questions Deadline:	May 14, 2026 at 4:00 PM
Bid Submission Deadline:	May 20, 2026 at 4:00 PM (CST)
Anticipated Award Date:	June 2, 2026
Lease Commencement:	June 3, 2026

Bids must be received by email or physical drop-off no later than the deadline above. Email submissions should be sent to ashley.oliphant@richlandcenterwi.gov. Physical submissions should be delivered to the



CITY OF RICHLAND CENTER, WISCONSIN

450 South Main Street, Richland Center, WI 53581

Phone: (608) 647-3466

www.richlandcenterwi.gov

City Clerk's Office at 450 S Main St, Richland Center, WI 53581. Bids received after the deadline will not be considered.

VII. QUESTIONS AND ADDITIONAL INFORMATION

Questions regarding this solicitation should be directed to Ashley Oliphant via email at ashley.oliphant@richlandcenterwi.gov. Prospective bidders are encouraged to inspect the properties prior to submitting a bid.

VIII. DISCLAIMERS AND RESERVATIONS

- The City makes no representation as to the exact number of tillable acres. Acreage figures are approximations. Tenant relies upon his/her own inspection and experience as to available tillable acres.
- The City reserves the right to sell or convey any portion of the rented lands during the lease term. In such event, rent will be adjusted per the formula specified in the lease agreement.
- The executed lease will be subordinate to the provisions of any existing or future agreement between the City and the United States government.
- This solicitation does not commit the City to award a lease or to pay any costs incurred in the preparation of a bid.

Issued by:

City of Richland Center, Wisconsin

450 South Main Street, Richland Center, WI 53581

Date: May 1, 2026