

Please review the enclosed information regarding the Hay Ground Lease for Missouri Western State University. The documents included are as follows:

* Invitation for Formal Revenue Bid (Has red printing on it, #1)
* Revenue Bid Specification Sheet (#2)
* Map showing locations at Missouri Western State University
* Cash Rent Lease agreement
* Historical Data on past winning bids
* Return Envelope

Please read through the information included in order to review if this would be beneficial to you. If you would like to participate then you will need to follow these steps.

1. Attend a **MANDATORY** pre-bid meeting on **Thursday, January 14, 2016 at 2:00pm** in the Physical Plant break room located at Missouri Western State University, 4525 Downs Drive, St. Joseph, MO 64507 West Campus.
2. Optional: Have campus representative point out all the locations available for haying after pre-bid meeting or at an arranged time.
3. Complete the Invitation for Formal Revenue Bid Sheet (#1) with contact information and sign.
4. Complete Revenue Bid Specification Sheet (#2) with your bid proposal.
5. Return paperwork listed in step 3 and step 4 to Purchasing in the self-addressed envelope for the formal bid opening on **Thursday, January 28, 2015 at 2:00pm**. Please note that faxed or electronic bids will NOT be accepted. For your bid to be included, you must have the two documents to Purchasing (Popplewell Hall room 221) no later than 2:00pm.

Please contact me with any questions that you might have. If you know others who would like to be considered for this bid, you may have them contact me as well. I appreciate your time.

Thanks,

Kelly Sloan

Purchasing Manager

Missouri Western State University

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Popplewell 221

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