



REQUEST FOR PROPOSAL RFP26-014
FOR
CASH RENT LEASE- HAY

Submission Deadline: April 13, 2026

2:00 PM CST

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Department at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until 12:00 PM CST on April 3, 2026. Questions received after this date may not be answered. Please reference RFP26-014 on all correspondence. Answers to the submitted questions will be emailed to each Bidder as an addendum to this solicitation on April 6, 2026. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

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Purpose of Request

Missouri Western State University, MWSU, is accepting sealed revenue bids for the lease of approximately 143.5 acres (mol) of land for “haying purposes” for the 2026 crop year. The land is owned by Missouri Western State University and is divided into 9 separate parcels surrounding the main campus. Proposals are due to Purchasing by April 6, 2026 by 2:00 PM. Late and/or faxed proposals will not be accepted.

Bid Specifications

- The lease agreement shall be entered into between Lessor and Lessee once the bids have been reviewed and a determination has been made as to the awarding of the bid.
- The Physical Plant can be reached at 816-271-4417 for site visits.
- The land shall be left in a “mowed off state” after the haying season (normally by November 1st)
- It is expected that normal practices of land husbandry shall be followed during the lease agreement
- The baled hay and farm equipment shall be removed from the university property promptly after baling (not to be stored on site)
- The land may be baled more than once per season
- The land shall be entered by MWSU personnel at any time for edge of parcel maintenance, removal of weeds, educational purposes, etc.
- All parcels of land shall be either hayed or kept mowed as to provide weed control for MWSU & community neighbors during the season
- All parcels are counted as acres (mol) for numerical purposes of land area to be hayed
- Any or all parcels shall be bid separate or together as to bring the best dollar value for MWSU for the purpose of leasing
- A land parcel map is provided with the number of the parcel(s)
- The initial term of the lease will commence on May 1, 2026 ending November 30, 2026 with an option to renew for two additional years.
- Lease payments shall be addressed to the Finance Department at 4525 Downs Dr Popplewell Hall 115 St Joseph, MO 64507 on or before May 15th for year 1.

Questions

All questions should be directed to the Purchasing Department, (816) 271-4464, purchase@missouriwestern.edu. The last day for questions regarding this RFP is April 3, 2026 at 9:00AM.

Submission Deadline

Confidential proposals must be submitted no later than April 13, 2026 2:00 PM CST to:

Missouri Western State University
Purchasing, Popplewell Hall 115



4525 Downs Drive
St. Joseph, MO 64507

Faxed bid proposals will not be accepted.

Electronic bid proposals can be emailed to purchase@missouriwestern.edu with the Subject line “RFP26-014 [COMPANY NAME] Submission” from the company email domain.

Written bid proposals must be signed and sealed in mailing envelopes with the respondent’s name and address clearly written on the outside. The RFP Number “RFP26-014” shall also be clearly marked on the outside of the envelope or package. Proposals may not be accepted if the RFP number is not on the outside of the envelope. In lieu of printed proposals, a non-returnable USB flash drive with only and all requested information and relevant information uploaded may be provided in mailed envelope as previously described.

Timeline

RFP Issued	March 27, 2026
Deadline for Submission of Questions	April 3, 2026 12:00 PM CST
RFP Due Date	April 13, 2026 2:00 PM CST
RFP Bid Opening	April 13, 2026 3:00 PM CST
RFP Award Notification (approximate)	April 15, 2026
Contract Date (approximate)	May 1, 2026

Proposal Instructions

All Bidders must include the following in their proposal submission:

Attachment A – Pricing

Please ensure all information requested on Attachment A is included within the submission.

- a. Section A Services Delivered Pricing

Attachment B - Response Cover Sheet

Please complete to ensure all information is accurate. Required to be included with submitted documents.

Addendum(s)

Include any addendum(s) with your initials for verification of receipt.



Attachment A: Pricing

Section A:

**PRICING SHEET FOR RFP26-014
HAY GROUND LEASE**

Land Parcel Area	Annual Lease Price
Parcel 1 Approx. (31) acres	\$
Parcel 5 Approx. (37.4) acres	\$
Parcel 6 Approx. (23) acres	\$
Parcel 7 Approx. (5.3) acres	\$
Parcel 8 Approx. (10) acres	\$
Parcel 9 Approx. (8.2) acres	\$
Parcel 10 Approx. (11) acres	\$
Parcel 11 Approx. (7.6) acres	\$
Parcel 12 Approx. (10) acres	\$
Total Annual Lease Payment	\$

Authorized Signature:

Date: _____



Attachment B: Response Cover Sheet

RFP NO: RFP26-014
BUYER: MISSOURI WESTERN STATE UNIVERSITY
Meredith Hartman (purchase@missouriwestern.edu)
PHONE: (816) 271-4464

PROPOSALS MUST BE RECEIVED NO LATER THAN:

Date: April 13, 2026

Time 2:00 PM. CST

RFP26-014 MUST BE CLEARLY IDENTIFIED

Return Proposals To: Missouri Western State University
Purchasing Department, Popplewell Hall, Room 115
4525 Downs Drive
St. Joseph, MO 64507
Purchase@missouriwestern.edu

All prospective applicants must submit this document along with their proposals.

By submitting this RFP and signing below, the respondent agrees to furnish or deliver the items or perform the services upon which prices are quoted herein. Subject to all terms and conditions contained in this RFP and in the manner and according to the schedule agreed to by the parties.

Bid Firm for 60 Days Unless Otherwise Stated:

Date of Submission _____	Minority _____	Yes _____	No _____
E-Mail Address _____			
Company (Entity) Name _____		Telephone _____	
Address _____	City/State _____	Zip _____	
By (Signature of Authorized Agent) _____	Title _____	Printed Name _____	

Unsigned Proposals May Be Considered Non-Responsive



University Standard Terms and Conditions

This Proposal Request is made upon and subject to the following conditions, all of which are accepted by the Respondent. Upon acceptance by MWSU, this Bid Request, Bid and the Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. **Right to Control RFP and Process:** MWSU reserves the right to accept or reject any submissions, in whole or in part, to advertise for new submissions, to abandon the need for services, and to cancel or amend this RFP at any time. MWSU reserves the right to reject any and all bids and to waive any informality in bids.
2. **Solicitation Caveat:** Respondent understands and agrees that MWSU shall have no financial responsibility for any costs incurred in responding to this RFP and shall not be liable for any costs until the Respondent has executed a contract with MWSU and has been authorized in writing to proceed. MWSU reserves the right to terminate this RFP. The submission of a proposal shall be conclusive evidence that the Respondent has investigated and understands, to its satisfaction, the conditions to be encountered, the character, quality, and scope of work to be performed the requirements of MWSU, and the applicable regulations as outlined in this RFP.
3. **Clarification.** No oral explanation in regards to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for the contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to MWSU a written request for an interpretation thereof. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. MWSU will not be responsible for any other explanation or interpretations of the proposed documents.
4. **Identification.** All invoices must be rendered containing full descriptive information on items or services furnished.
5. **Contract Price.** All prices and fees shall be firm, fixed for the term of the contract. MWSU shall not pay, nor be liable for, any other additional costs including, but not limited to taxes, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.
6. **Taxes.** The Respondent shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of items(s) specified herein. Materials and services furnished to MWSU are not subject to Federal Excise Taxes or Missouri State Tax.
7. **Applicable Laws and Regulations.** The contract shall be construed according to the laws of the State of Missouri. Additionally, the Respondent shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable. MWSU may serve from time to time as a Respondent for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
8. **Sovereign Immunity:** MWSU, due to its status as a state entity and its entitlement to sovereign immunity, cannot accept contract provisions that require MWSU to indemnify another party (§ 537.600, RSMo). Any



indemnity language in the proposed terms and conditions will be modified to conform to the language that MWSU can accept.

9. **Appropriations:** MWSU is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in § 172.250, RSMo. Therefore, if MWSU determines it has not received adequate, appropriate budget allocations or income to enable it to meet the terms of this contract, MWSU reserves the right to cancel any awarded contract with 30 days' notice.
10. **Changes.** No alteration in any of the terms, condition, delivery, price, quality, quantity or specifications of this order will be effective without the written consent of MWSU's Purchasing Office.
11. **Rejection.** MWSU reserves the right to reject at Respondent's risk and expense any and all goods resulting from nonconformity to the terms and specifications of the contract.
12. **Warranty and Acceptance:** The Respondent expressly warrants that all equipment supplies and/or services provided shall: (1) conform to every specification, drawing, sample, or other description which was furnished or adopted by MWSU, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of suitable materials and workmanship, and (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either because of MWSU's acceptance of or payment for such equipment, supplies, and or service. No equipment, supplies, and /or services received by MWSU pursuant to a contract shall be deemed accepted until MWSU has had a reasonable opportunity to inspect said equipment, supplies, and/or services. All equipment, supplies, and/or services that do not comply with specifications and/or requirements or are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services discovered to be faulty or which do not conform to the Respondent's warranty upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
13. **Insurance Requirements:** Respondent agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability, or Cross Liability; the Respondent may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There shall be no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. The Respondent agrees to endorse MWSU, its officers, employees, and agents as Additional Insured on the Umbrella or Excess Liability unless the Certificate of Insurance states the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
14. **Insurance Contract Language:** MWSU, its officers, employees, and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days before the inception date of the contract between the Respondent and MWSU. Respondent is required to maintain coverages as stated and provide written notice of cancellation according to the policy provisions. MWSU reserves the right to request a copy of the policy. MWSU reserves the right to require higher limits on any contract provided notice of such requirement is stated in the proposal request.
15. **Award of Bid.** MWSU reserves the right to award to the Respondent that is determined to be in the best interest of MWSU.
16. **Preference for Missouri Firms:** In accordance with Mo. Rev. Stat. §§ 34.070 and 34.073, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose.



17. **Indemnification.** The Respondent agrees to defend, indemnify, and save harmless MWSU, their Officers, Agents, Employees, and Volunteers from and against all loss or expense from any cause of action arising from the Respondent's operations. The Respondent agrees to investigate, handle, respond to, and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Respondent, or at the option of MWSU, agrees to pay to or reimburse MWSU for the defense costs incurred by MWSU in connection with any such liability claims. The parties hereto understand and agree that MWSU is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri (as from time to time amended) or otherwise available to MWSU, or its officers, employees, agents or volunteers. Failure to maintain the required insurance in force may be cause for contract termination. If Respondent fails to maintain and enforce the necessary insurance or obtain coverage from its subcontractors, then MWSU shall have the right to cancel and terminate the contract without notice. The insurance required by the provisions of this article is required in the public interest, and MWSU does not assume any liability for acts of the Respondent and/or their employees, subcontractors, agents, or assigns in the performance of this contract.
18. **Bidders Tie.** In the event of a tie, the awarding of the bid will be at the sole discretion of the Director of Purchasing. If the respondent's qualifications are such that no distinction can be made, the names of the bidders will be placed in a drawing and the firm's name that is picked will be recommended.
19. **Contract Award and Assignment:** The successful Respondent shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract prepared by MWSU. The Contract Documents shall include the Advertisement for Request for Proposals, Attachments, Request for Proposal Form, RFP#, Contract, Statement of Work, Letter of Award, Purchase Order, Payment and Performance Bond, if required. The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of MWSU.
20. **Termination of Contract.** In the event of a breach by Contractor of any of the provisions of any terms and conditions of this RFP or any provision of an agreement entered into pursuant to this RFP, MWSU reserves the right to cancel and terminate the agreement forthwith upon giving written notice to the Respondent. The Respondent shall be liable for damages suffered by MWSU resulting from the Respondent's breach of the agreement. Additionally, MWSU reserves the right, in its best interest as determined by MWSU, to cancel the contract by giving written notice to the Respondent thirty (30) days before the effective date of such cancellation.
21. **Notice Regarding Open Records Requests:** MWSU is a public governmental body subject to Missouri's Sunshine/Open Records law found at Mo. Rev. Stat. § 610.010 et seq. Generally, MWSU must disclose the entire contents of bids, proposals, and contracts submitted to or entered into with MWSU with regard to a particular bid/proposal/contract after an award. Limited exceptions to MWSU's disclosure obligations do exist, but most respondents should anticipate that the entire contents of their bid/proposal/contracts could be disclosed without notice pursuant to an open records request received by MWSU.
22. **Confidentiality of Information:** All records received from a Respondent will be deemed public records and presumed to be open. If the Respondent submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with: "This data shall not be disclosed outside MWSU or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal." A basis for the exemption must be identified by Respondent, and ultimate discretion as to whether the exemption applies shall rest with MWSU. In any case, if a contract is awarded to this Respondent as a result of or in connection with the submission of such information, MWSU shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit MWSU's right to use information obtained from another source.



23. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the Respondent and all subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment based on race, color, religion, national origin, sex, age, disability, or veteran status. The Respondent shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts, including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.
24. **Supplier Diversity Participation:** MWSU is committed to and supports supplier diversity as an essential part of MWSU's mission and core values. To qualify as a Diverse Supplier, the company must be at least 51% owned and controlled by someone in one of the recognized groups (see below). These firms can be sole proprietorships, partnerships, joint ventures, or corporations. Diverse suppliers should be certified by a recognized certifying agency.

MWSU recognizes the following groups:

- MBE (Minority Owned Business Enterprise): An independent business concern that is 51% owned and controlled by a minority group member.
 - African American
 - Asian American
 - Pacific Asian American
 - Subcontinent Asian American
 - Hispanic American
 - Native American
 - WBE (Women Owned Business Enterprise)
 - DVBE (Service-Disabled Veteran Owned Business Enterprise)
 - VBE (Veteran Owned Business Enterprise)
 - LGBT (Lesbian, Gay, Bisexual, Transgender)
 - DBE (Disadvantaged Business Enterprise)
25. **Unauthorized Employment of Illegal Aliens:** For contracts with a value in excess of \$5,000.00 and pursuant to Mo. Rev. Stat. § 285.530.2, the employment of unauthorized aliens in connection with the contract shall be strictly prohibited. Respondent shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. Respondent agrees that it will provide affidavits at MWSU's request that: (i) affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contract, and (ii) affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contract.
26. **No Boycott Against Israel:** For contracts with a value of \$100,000.00 or more, Respondent agrees that neither it nor any company affiliated with it boycotts Israel, and none will boycott Israel during the term of the contract. In this paragraph, the terms "company" and "boycott Israel" shall have the meanings described in Mo. Rev. Stat. § 34.600.

