July 31, 2008

Dear Prospective Bidder:

Bids are invited by Illinois Valley Community College, District 513, 815 North Orlando Smith Avenue, Oglesby, Illinois 61348, for the leasing of its farmland consisting of approximately 149.48 acres located in the immediate area of the college campus. An aerial map, EXHIBIT II, identifying the location of all fields is enclosed. Bidders are encouraged to visit and inspect the farmland. Please call Pat Reed; 815.224.0417 or Doug Stockley; 815.224.0483 to schedule a visit.

Bids will be accepted until 2:00 p.m. on, August 27, 2008 at the office of Pat Reed, Director of Purchasing, Room C-343. Bids will be publicly opened in Room C-342 and read aloud at that time. Bids must be submitted on the form furnished by the College in a sealed envelope to the Purchasing Office plainly marked “Cash Farm Lease”. Bids received after this time will not be accepted and will be returned unopened. Faxed bids will not be considered for award.

The following must be submitted with your bid:

- A resume pertaining to your farming ability,
- A minimum of two (2) references relating to your farming background,
- A minimum of two credit references,
- Complete the enclosed W-9 form and return with your bid, and
- Sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the rejection of your bid.

The successful bidder will be determined based on what is most advantageous to IVCC taking into consideration the following criteria:

- Price offered,
- General reputation and performance capabilities, and
- Stability

The successful bidder will be required to submit a certificate of insurance naming the college as an additional insured.

The College reserves the right to reject any and all bids and to award the contract in the College’s best interests.

___________________________
Pat Reed
Director of Purchasing
Illinois Valley Community College
815 North Orlando Smith Avenue
Oglesby, IL 61348
Telephone: 815.224.0417

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE:
www.ivcc.edu/purchasing
Cash Farm Lease
Due: August 27, 2008 at 2:00 p.m.

Date _______________2008

Having read and understand the bid requirements, I/we submit the following offer for the leasing of 149.48 acres:

$______________ per acre

Addendum Receipt: Receipt of the following Addenda is hereby acknowledged:

No. _____, Dated______________   No. _____, Dated______________
No. _____, Dated______________   No. _____, Dated______________

Attachments:
1. Resume
2. Farm References
3. Credit References
4. W-9 Form
5. IVCC Certification Form

Submitted by:
Typed of printed name

Signature

Address

Telephone number

E-mail address