



Leasing Process with Boulder County POS

March 26, 2010

1. After the bid is awarded, the tenant cannot enter the property, until a formal lease is in place. **IT IS THE TENANTS RESPONSIBILITY TO ARRANGE TO MEET THE BOULDER COUNTY REQUIREMENTS OF INSURANCE.** This insurance is listed in the bid package sample lease and is also, on a separate form in the bid package.
2. The Lease Administrator creates a draft of the lease, with names, addresses, phone numbers, and terms/dates of the lease. The lease tracking begins at this point.
3. This “draft lease” is forwarded to a staff paralegal that reviews it, attaches maps and legal descriptions and sends it back to the lease administrator.
4. The lease Administrator then sends it to the POS designated County attorney, who reviews and either approves, or suggests changes to the lease. The attorney sends written approval for the file and the administrator prints, mails and starts working with the tenant on their insurance.
5. The tenant signs the lease and the attached insurance forms. They return the forms in the pre-stamped envelope. **IT IS THE TENANTS RESPONSIBILITY** to secure the correct insurance from his agent and send this to the POS Department.
6. Upon receipt of the signed lease, the lease administrator secures the necessary signatures from up to five (5) County Departments, and the final signature from either the POS Director or the BOCC. This is **NOT** done if Tenant’s insurance fails to comply with Boulder County requirements.
7. After the necessary signatures are in place, lease administrator mails one copy to the tenant.
8. The tenant accepts the lease and may enter property.

Timeline:

- ❑ Steps 1-4 – approximately 1 month
- ❑ Step 6 – approximately 2 weeks

Cycles:

Leases are renewed in August each year. Properties available for lease are advertised for bidding in October/November in local newspapers. Property tours and pre-bid meetings are conducted. New leases are finalized in January. Properties vacant for longer periods may be leased earlier in the year.

Bidding:

Documents for bidding can be obtained after the advertisements in newspapers (always in Longmont Times-Call, sometimes in other newspapers) at the County Purchasing office in Boulder, in the Parks office in Longmont, or at the pre-bid meeting location, which is announced in the paper.

For more information:

You may request addition to bid mailing list to receive a flyer for notification of available properties and requests for bids. Please contact the Administrator of Agricultural Leases at 303-678-6226 to request addition to this list and for further information.