



## **Waukesha County Department of Parks and Land Use**

### **Waukesha County Cropland Rental Bidding Process**

#### **October**

An official public notice is posted in the Waukesha Freeman once weekly, over a two-week period. In addition, it is posted on the Land Resources Division (LRD) web page at [www.waukeshacounty.gov/ag](http://www.waukeshacounty.gov/ag). Complete the online bid form, print it and sign it, then submit it to Waukesha County as directed on the form. Sealed bids are due approximately two weeks after publication at the time stated in the notice. If you are interested in receiving public notices in the future, please send your request to [water@waukeshacounty.gov](mailto:water@waukeshacounty.gov).

#### **November**

A public bid opening is held in the Waukesha County Administration Center, room 260. A summary of all the bids submitted is emailed to anyone that has submitted a bid. Any questions will be researched and resolved. The Waukesha County Department of Parks & Land Use reserves the right to reject any or all bids, or may accept the bid most advantageous to the County.

#### **December**

LRD staff will schedule an appointment with the potential lessee. At this meeting, we will review the [Waukesha County Cropland Conservation Standards](#), review terms of the [lease](#), and obtain a signature on the lease.

#### **February**

Invoices mailed for the one-third down payment for the annual rent due on or before March 1. A Certificate of Liability Insurance is also due at that time.

For additional information, call the Waukesha County Department of Parks and Land Use, Land Resources Division at **(262) 896-8300**.