

“Carnival” Fairtime Contract Worksheet Rental Agreement

(Formal Bid Process Required)

Check off each item, as it is completed and/or added to the contract package.

- 1- Std. 215, “Agreement Summary”** – Completed form. Include justification for multi-year contract, if applicable.
- CFSA Carnival Master Insurance List**
Check to ensure carnival operator is on current CFSA Carnival Master Insurance List to ensure that the carnival operator still has all insurance coverage’s in place.
- 1 - Board Resolution or Delegation of Authority** (if multi-year, submit Board Resolution, and include total number of years, and total dollar amount).
- 3 – F-31 “Rental Agreement Forms”**
- Submit 3 completed signed copies of the F-31 with all applicable items completed as required.
- Authorized signatures of contractor and DAA CEO on each copy of F-31.
- If changing termination clause, add new clause and line out pre-printed clause on reverse of F-31. Both parties initial.
- Any changes made to documentation initialed by both parties.

Attach and incorporate the following exhibits:

- Standard Contract Terms and Conditions, SCTC (F-31) or using new F-31 with SCTC language included.
- CFSA Insurance Requirements Form.

Bidding Documentation:

- 1 – Copy of DAA’s RFP.
- 1 – Copy of certified mail receipts (for notices sent and/or RFP’s sent to carnival operators on CFSA master insurance list).
- 1 – Copy of each proposal received.
- 1 – Copy of all score sheets.
- Add the following statement to the contract:

“The DAA’s bid package dated, and the contractor’s bid, dated, are on file at the DAA and at the Division of Fairs and Expositions’ Office in Sacramento, and are incorporated herein by reference and made a part of this contract.”