

## Rental Agreement (Year Round/Long Term) Worksheet

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. If the term exceeds five years, attach copy of DAA's request and F&E's approval of the term of the contract.
- Evidence of Insurance** - Insurance certificate or page showing CFSA master cert approval.
- 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 added.
- CFSA Insurance Requirements Form

### **Bidding Documentation (If applicable):**

- 1 – Copy of DAA's RFP.
- 1 – Copy of to whom notification and/or bid package sent.
- 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."