



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE

Karen Ross, Secretary

August 27, 2018

Dave Kegebein
Santa Cruz County Fair (14th DAA)
2601 East Lake Avenue
Watsonville, CA 95076

Agreement Number: 18-0188

In regard to the enclosed Standard Agreement, please complete the following item(s) and return to the **California Department of Food and Agriculture, Acquisitions Office, 1220 N Street, Room 115, Sacramento, CA 95814** within 15 business days of the date of this letter. Failure to comply may result in delayed payment. If you cannot return the documents within the 15 business days, please contact the analyst named below to inform her of when you will return the contract.

This Agreement cannot be considered binding on either party until fully executed and approved by the Department of General Services, when required. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval.

Standard Interagency Agreement (STD 213) with attached exhibits. Please have the person within your organization, who has full authority to commit to all of the contents of this agreement, review and sign the two signature pages of the Standard Agreement package. **Return ALL originals** to this office. Once the contract is finalized (see above paragraph), the agreement is considered fully executed and an original will be mailed to you.

Payee Data Record (STD 204). No payment can be made unless this form is completed and returned.

A copy of your insurance certification which states coverage will not be canceled without 30 days written notice to the State of California and which also includes the State of California, its officers, agents, employees, and servants as additional insured. **Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.**

Initial all changes on the enclosed Agreement and return the same for further processing.

If you have any questions regarding this Agreement, please contact the analyst identified below.

Sincerely,

Donna Weber for

Donna Weber, (916) 403-6521
Acquisitions Office
Administrative Services

