



LANE COUNTY, OREGON

Lane County Fair Board

**REQUEST FOR PROPOSALS
(FOR ELECTRONIC SUBMISSION)**

**TALENT BUYER/PRODUCTION MANAGER
FOR THE 2024 - 2026 LANE COUNTY FAIRS**

PROPOSALS DUE:

**4:00pm, local time
Wednesday, October 4, 2023**

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REQUEST FOR PROPOSALS

1. INVITATION TO SUBMIT PROPOSALS

Lane County Fair Board (LCFB) will receive proposals for the Request for Proposals (RFP) for:

TALENT BUYER/PRODUCTION MANAGER FOR 2024-2026 LANE COUNTY FAIRS

Until:

4:00 pm, local time, Wednesday, October 4, 2023

Submitted to:

Corey Buller, Fair Manager

corey@laneeventscenter.org

Briefly, the work of the RFP includes Fair Concert talent buyer to purchase talent, manage artist services and assist with artist marketing strategy for the Lane County Fair. Additionally, the work includes managing all elements of concert stage production for each year's Fair. The budget to purchase National Acts each year is approximately \$325,000 for four to five nights of entertainment. Production budget is approximately \$80,000 each year. Agency fees for the purchase of talent are beyond the aforementioned totals. This agreement will be for a three-year term.

Proposals properly submitted and received will be opened immediately following the time proposals are due, and a list of the names of persons submitting proposals will be promptly sent to all such proposers, along with such other information as the public officer considers appropriate at the time.

To be considered, proposals must be submitted electronically in accordance with all the following instructions:

1. Proposals must be submitted as an attachment to an email, submitted to the email address stated above,
2. The subject line of the email must clearly identify the submission as a response to this specific RFP,
3. Unless otherwise stated in the Proposal Requirements, proposal documents may be submitted in PDF format only, and
4. Proposals must not include .zip files, and cannot be more than 30 megabytes in size.

Interested parties may download a complete set of RFP documents from the Lane County Procurement & Purchasing webpage at: www.lanecounty.org/bids.

The LCFB may issue an addendum to modify or add to the terms of the RFP, or to change the time or date for submission of proposals. Any such addendum will be posted and may be downloaded from the Procurement & Purchasing webpage in the same location as the RFP posting. Each proposer is responsible to verify for itself if any addendum has been issued prior to submission of its proposal; the LCFB is not responsible to notify individual prospective proposers of the issuance of an addendum. The requirements or clarifications contained in any addenda issued must be included in the proposals received and will become part of any resulting contract.

The LCFB may reject any proposal not in compliance with all prescribed proposal procedures, requirements, rules, or laws, and may reject for good cause any and all proposals upon the LCFB's finding that it is in the public interest to do so.

2. PREPARATION AND SUBMISSION OF PROPOSALS

2.1 Proposal Preparation. Proposers are responsible to read and understand all portion of the solicitation documents, including attachments and addenda, if any, and to include all requirements in their proposals. To be responsive, proposals must be made in writing, and address the background, information, questions, criteria, and requests for information contained in the RFP. Proposals must be submitted in the required form and containing all required documents and responses, be signed by the proposer or its authorized representative, and submitted in the manner and number described in the Invitation to Submit Proposals.

- 2.2 Proposals Subject to Oregon Public Records Law.** Proposals submitted in response to this RFP become public records under Oregon law and, following contract award, will be subject to disclosure to any person or organization that submits a public records request. Proposers are required to acknowledge that any proposal may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law.

Each proposer must clearly identify all information included in its proposal that is claimed to be exempt from disclosure. If the LCFB receives a records request, including subpoena, covering information the bidder believes is covered by an applicable public records exemption, it is the proposer's responsibility to defend and indemnify the LCFB for any costs associated with establishing such an exemption.

- 2.3 Proposal Submission.** Proposals must be received by the time and date stated for receipt in the Invitation to Submit Proposals. To be considered, proposals must be submitted in the form and manner stated in the Invitation for Proposals, complete with a Proposer's Statements & Certifications Form signed by the proposer or its authorized representative, responses to all criteria and requirements included in the RFP, other documents required to be submitted, if any, and contain the number of copies required.

By submitting a proposal, proposer acknowledges that the proposer has read and understands the terms and conditions applicable to this RFP, and accepts and agrees to be bound by the terms and conditions of the contract, including the obligation to perform the scope of work and meet the performance standards.

- 2.4 Correction, Withdrawal, and Late Submissions.** A proposer may withdraw its proposal at any time prior to the deadline set for receipt of proposals, by email to the person identified for receipt of proposals, and may submit a new sealed proposal in the manner stated in the Invitation to Submit Proposals. The LCFB will not consider proposals received after the time and date indicated for receipt of proposals. A proposer may not modify its proposal after it has been deposited with the public officer, other than to address minor informalities, unless the proposal is withdrawn and resubmitted as described above.

3. CLARIFICATION OR PROTESTS OF SOLICITATION DOCUMENTS

- 3.1 Clarifications.** If a proposer finds discrepancies or omissions in the RFP documents, or is in doubt as to their meaning, the proposer must immediately notify the public officer designated for receipt of proposals or other person identified for submission of questions.

If the public officer believes a clarification is necessary, an addendum will be issued in writing not less than 48 hours prior to the deadline for receipt of proposals, and available on the LCFB'S Procurement & Purchasing webpage listed above. The addendum may postpone the date for submission of proposals. The requirements or clarifications contained in any addenda so issued must be included in the proposals received and will become part of any resulting contract.

The apparent silence of the solicitation documents regarding any detail, or the apparent omission from the RFP of a detailed description concerning any point, means that only the best commercial or professional practice, material, or workmanship is to be used.

- 3.2 Protest of Solicitation Documents.** A prospective proposer may protest the competitive selection process or provisions in the RFP documents if the prospective proposer believes the solicitation process is contrary to law or that a solicitation document is unnecessarily restrictive, legally flawed, or improperly specifies a brand name pursuant to the requirements of ORS 279B.405(2). Any written protest must be submitted to the public officer identified for receipt of proposals in the Invitation to Submit Proposals not less than 10 days prior to the deadline for submission of proposals.

LCFB will consider the protest if the protest is timely filed and contains all the following items:

- Sufficient information to identify the solicitation that is the subject of the protest;
- The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a brand name;

- Evidence or supporting documentation that supports the grounds on which the protest is based; and
- The protest must state the changes to the procurement process or the solicitation document that the prospective proposer believes will remedy the conditions upon which the protest is based.

If the protest meets these requirements, the LCFB will consider the protest and issue a decision in writing. If the protest does not meet these requirements, the LCFB will promptly notify the prospective proposer that the protest is untimely or that the protest failed to meet these requirements and give the reasons for the failure. The LCFB will issue its decision on the protest not less than 3 business days before proposals are due, unless a written determination is made by the LCFB that circumstances exist that justify a shorter time limit.

4. OPENING OF PROPOSALS

- 4.1 Proposals Held Until Time for Opening.** The LCFB will not examine any proposal prior to opening. The public officer designated for receipt of proposals may, as time allows, verify that the response document(s) attached to a submission was received intact, and may, but is not required to, notify a proposer that an emailed submission was received in a defective form.
- 4.2 Late Submissions.** Any proposal or modification received after the designated deadline will not be opened or considered.
- 4.3 Inspection of Proposals Submitted.** The proposals submitted will be open to public inspection after the issuance of notice of intent to award, with the exception of any information covered by an exemption to disclosure.

5. PROPOSAL EVALUATION AND AWARD

- 5.1 Responsiveness.** Proposals will be reviewed by the public officer for responsiveness to the minimum requirements established by the RFP, which include at a minimum, but are not limited to:
- Submission of a completed Proposer Statements & Certifications Form in the form included as Attachment C.
 - Compliance with proposal procedures, public contracting laws, and the requirements of the Lane Manual.
 - Application of any applicable preferences for goods and services that have been manufactured, produced or performed in Oregon (ORS 279A.120), resident bidders (ORS 279A.120), recycled materials (ORS 279A.125), or printing performed within the State (ORS 282.210).
- 5.2 Proposal Evaluation.** The LCFB will make the contract award based on the responsiveness of the actual proposals received to the requirements established in Attachments A and B, considering price, qualifications, experience, resources, proposed services, proposers' past record of performance for the LCFB, and other factors identified in the RFP, as well as responses received from references, interviews, and follow-up questions, if any.

Each proposal will be evaluated by the evaluation committee on the basis of the process and scoring established in Attachment D. Based upon evaluation of the submitted proposals, the evaluation committee may choose to conduct interviews with two or more proposers with the highest-scored proposals. Interviews may include a presentation by the proposer and questions regarding the proposal and services to be provided. Specific criteria for selection interviews, if any, will be distributed at the time interviews are scheduled.

In evaluating the proposals and selecting a contractor, LCFB reserves the rights to:

- Reject any and all proposals,
- Issue subsequent Requests for Proposals for the same or similar goods or services,
- Not award a contract for the requested services,
- Waive any irregularities or informalities,
- Accept the proposal which the LCFB deems to be the most beneficial to the public and LCFB,

- Negotiate with any proposer to further amend, modify, redefine or delineate its proposal,
- Negotiate and accept, without re-advertising, the proposal of the next-highest scored proposer, in the event that a contract cannot be successfully negotiated with the selected proposer, which may occur prior to the time a final recommendation for award is made for executive approval, and
- Further question any proposer to substantiate claims of experience, background knowledge, and ability.

5.3 Mistakes in Proposals. Minor informalities may be waived. Mistakes discovered after opening where the intended correct statement or amount is clearly evident or properly substantiated may be corrected. Where the intended correct statement or amount is not clearly evident or cannot be substantiated by accompanying documents, and where the statement or amount is material to determining compliance with the minimum requirements of the RFP, the proposal may not be accepted. The LCFB reserves the right to waive technical defects, discrepancies and minor irregularities, and to not award a contract when it finds such action to be in the public interest.

5.4 Notice of Award. The LCFB will provide written notice of its intent to award to a given proposer or proposers at least 7 days before the award, unless the LCFB determines that a shorter notice period is more practicable. Unless otherwise stated in the RFP documents, the Notice of Intent to Award will be given by posting the notice on the Procurement & Purchasing webpage in the same location as the RFP posting.

5.5 Protest of Intent to Award. Any proposer that submitted a proposal for the RFP and is not recommended for award may protest the LCFB'S recommendation for award. To be considered, the protesting proposer must be eligible to be awarded the contract in the event that the protest is successful. Determination on protests will be made by the decision maker, the LCFB. To be considered, a protest must be submitted in writing and received within 7 calendar days after the Notice of Intent to Award is posted, and must contain the grounds for the protest in accordance with Lane Manual Chapter 20.730.

5.6 Rejection of Proposals. If all proposals are rejected, new proposals may be called for in a new solicitation, or the proposals received may be considered with an opportunity for supplemental submission from those proposers that submitted proposals, if the LCFB finds that it is unlikely that re-advertising would lead to greater competition. The public officer is delegated the authority to reject all proposals, prepare findings of best interests, and provide written notice of rejection of all proposals.

ATTACHMENT A – SCOPE OF SERVICES REQUIRED

Lane County Fair is seeking an agency to procure entertainment that best fits the budget, audience, schedule and venue. The fair currently budgets \$300,000 to \$330,000 for performances each year but this is subject to review and change each year. The agency is responsible to represent the Fair's interest to the act by defining market area, arranging and assisting with marketing, meet and greets, transportation need for act, coordinate production aspects of the performance with the fair and act, catering, contract and rider review, security or other items as deemed appropriate. The fair currently budgets up to \$80,000 for all stage production related activities.

In addition, the agency will provide an onsite representative to act as the liaison between the Fair to advance performances and address day of performance logistical needs. Agency representative needs timely and open communication with fair representative as well as all related parties and contractors. Daily pre-show meetings with fair representatives, security and other related parties. All advances and additional requests must be received 10 days prior to performance date.

Additional information about the Lane County Fair:

Lane County is one of the largest and most diverse counties in the state spanning from the coast to the mountains. Our audience reflects that with a huge variation in demographics on all levels. Over the past five years, the concerts booked have become increasingly diverse to attract all areas of our population. It is the intent of the Lane County Fair to continue on that path while making sure the artists booked will provide a more favorable ROI in terms of higher levels of tickets sales, for both reserved seats and overall fair attendance as well as by increasing ancillary revenues.

Lane County Fair takes place the 4th weekend of July, Wednesday thru Sunday. Dates for 2024 – 2026 are as follows:

2024: July 24 – 28

2025: July 23 – 27

2026: July 22 - 26

The concert venue at Lane County Fair currently seats 1,300 surrounded by a large free SRO areas. Average sales over the last five years have been between 60% and 70% for a total of between 3,700 and 4,300 reserve seat tickets sold each year. Total crowd size to include SRO areas range from 1,500 to 10,000+. The goal moving forward is to increase the number of acts bringing in crowds closer to the high end of the spectrum.

A. Talent Buyer Responsibilities:

1. Maintaining open, honest and frequent communication with fair management during the booking, advance and day of show processes.
2. Increase pool of available talent in a variety of genres for booking a Lane County Fair.
3. Seek lower-cost artists through any creative means appropriate.
4. Submitting offers and negotiating on behalf of Lane County Fair for management approved talent along with review and editing of contracts and riders.
5. Greatly reduce the risk in relation to ROI.
6. Identify artists that are not previously saturated in the Lane County Fair and greater Oregon market area.
7. Move sales to an average of 90% capacity through careful routing, accurate section and marketing advice.

8. Provide support to our marketing agency with regard to strategy, tactics, artist relations (liners, giveaways, meet and greets etc.)

B. Production Manager Responsibilities/Requirements:

1. Procuring bids and negotiating on behalf of Lane County Fair for cost efficient production equipment to include but not limited to: staging, audio, video, lighting, power and backline for the fair within the management approved budget.
2. Advancing with all main stage talent and creating a day of show schedule for fair management as well as, any finalized hospitality riders, no later than 10 days prior to show.
3. Obtaining and coordinating all stagehands, equipment operators, and other necessary production staff for fair concerts.
4. Working within the designated budget determined by Lane County Fair Management and to include the producer's fees, artist's fees, production costs and all other necessary expenses in direct relation to concert execution. This amount will not include any buying fees, hospitality rider fulfillment, lodging or transportation expenses for the artists.
5. The Producer is responsible for getting approval from Lane County Fair Management prior to entering into any agreement for the fair.

ATTACHMENT B – REQUIRED ELEMENTS OF PROPOSALS

1. PROPOSAL DOCUMENTS AND FORMAT.

1.1 Documents to be Submitted. The proposal submitted must include all the following:

- Responses to each of the required items stated under 1.2 below,
- A completed and executed Proposer Statements and Certifications form, and
- A statement of any exceptions taken to the requirements of this RFP.

1.2 Format Requirements. The proposal submitted must be in compliance with the following rules:

- Be in the order and numbering requested,
- Be submitted in the form and within the limitations stated in the Invitation to Submit Proposals,
- Contain primary text and headings in not less than 10 point type (with smaller text acceptable in notes, graphs, requested tables, and images), and
- Be limited to **40 pages**, nominal 8.5" x 11" size. Pages used for a cover letter (which may not exceed two pages), section dividers, resumes, and exceptions are not included in the page limit.

2. REQUIRED RESPONSE CRITERIA. The proposal must address each of the following:

Proposals are not required to follow a specific format. However, each proposal should (1) be organized in a logical fashion, (2) include sufficient narrative and documentation to establish the proposer's qualifications and ability to perform, (3) highlight any specific approaches or experience relevant to the work described, and (4) contain sufficient information to allow the evaluation committee to assess their proposal according to the criteria stated.

All proposals and resumes received in proper form will be evaluated by a committee composed of at least three Lane Events Center/Lane County Fair Board Staff according to the following criteria:

2.1 Buyer/Producer Qualifications:

Please include credentials for all parties that would be assigned to the Lane County Fair account.

2.2 List of current and former clients:

List of current active clients and potential routing partners for the Lane County Fair. List of former clients for the last five year.

2.3 Past Performance:

Successful past performance working on events of similar size and scope. Please include examples from within the last five years. The following details are required: event, venue size, artist, total ticket sales, total audience size, event contact information.

2.4 On-site Services:

Description of on-site services the production manager will provide. Describe experience and ability to procure necessary services within an agreed upon budget.

2.5 Fees Charged for Services:

Include fees associated with booking talent and production fees.

RESPONDENT STATEMENTS AND CERTIFICATIONS

(CONTRACT FORM D-2, 2020 EDITION)

Respondent's Name: _____

RFQ or RFP Title: _____

RESPONDENT STATEMENTS

Respondent's Offer. Respondent offers to provide the required goods or services in accordance with the requirements of the Request for Proposals (RFP) or Request for Qualifications (RFQ) stated above as stated in the enclosed response. The undersigned Respondent declares that Respondent has carefully examined the above-named RFP or RFQ, and that, if an award is made, Respondent will execute a contract with the LCFB to furnish the goods or services required under the RFP or RFQ response submitted with this form. Respondent attests that the information provided is true and accurate to the best of the personal knowledge of the person signing this document, and that the person signing has the authority to represent the individual or organization in whose name the response is submitted.

Respondent's Acceptance of Terms and Conditions. By execution of this form, the undersigned Respondent accepts all terms and conditions of the RFP or RFQ except as modified in writing in its response. Respondent agrees that the offer made herein will remain irrevocable for a period of 60 days from the date responses are due.

Respondent's Acknowledgement of Public Records Law. By execution of this Form, the undersigned Respondent acknowledges that its entire response is subject to Oregon Public Records Law (ORS 192.410–192.505), and may be disclosed in its entirety to any person or organization making a records request, except for such information as may be exempt from disclosure under the law. Respondent agrees that all information included in this bid that is claimed to be exempt from disclosure has been clearly identified either in the Respondent Statement, or in an itemization attached hereto. Respondent further acknowledges its responsibility to defend and indemnify the LCFB for any costs associated with establishing a claimed exemption.

ADDENDA

Respondent has received and considered, in the accompanying response, the terms of the following addenda, if any:

CERTIFICATIONS

By signing this Respondent's Certification form, Respondent certifies that:

1. **Certification of Resident Bidder Status.** Respondent is _____ is not _____ (check one) a resident bidder, as defined in ORS 279A.120.
2. **Certification of Non-Discrimination.** Respondent has not discriminated and will not discriminate against a subcontractor in awarding a subcontract because the subcontractor is a disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns, or an emerging small business that is certified under ORS 200.055.
3. **Certification of Non-Collusion.** This bid is made without connection or agreement with any individual, firm, partnership, corporation, or other entity making a bid for the same services, and is in all respects fair and free from collusion or collaboration with any other Respondent.

4. **Certification of Compliance with Tax Laws.** Respondent has, to the best of Respondent's knowledge, complied with Oregon tax laws in the period prior to the submission of this bid, including:
- a. All tax laws of the State of Oregon, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318,
 - b. Any tax provisions imposed by a political subdivision of this state that applied to Respondent or its property, goods, services, operations, receipts, income, performance of or compensation for any work performed, and
 - c. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

The undersigned, by signature here, acknowledges, accepts, and certifies to the statements and certifications as stated above.

RESPONDENT

Authorized signature

Respondent's legal name

Name of authorized signer

Address

Title

Date

Federal Tax ID number

CONTACT INFORMATION FOR THIS SUBMISSION

Contact name

Telephone number

Email address

ATTACHMENT D – SELECTION PROCEDURE AND SCORING

1. SELECTION COMMITTEE. The Selection Committee will be comprised of:

Rachel Bivens, Marketing Manager & Assistant Fair Manager
 Corey Buller, Division Manager & Fair Manager
 Fair Board Member(s) or other Fair Staff

2. EVALUATION PROCESS. The selection process for this RFP will include the procedures checked here:

- Will include evaluation and scoring of initial proposal
- May Will Not (check one) include interviews of top-scored proposers
- May Will Not (check one) include a requirement for additional questions and responses from top-scored proposers
- May Will Not (check one) include competitive negotiations with top-scored proposers

Notwithstanding the selection procedures identified above, the LCFB reserves the right to terminate the evaluation process after completion of any procedural stage when, in the LCFB’s sole opinion, further evaluation procedures are not required for the LCFB to identify the proposer whose offer will best suit the interests of the LCFB.

3. PROPOSAL SCORING. The County will score proposals according to the following criteria:

	Criterion	Points
1.	Buyer/Producers Qualifications	20
2.	List of Current and Former Clients	20
3.	Past Performance	20
4.	On-site Services	20
5.	Fees Charged for Services	20
	Total Possible Points	100

4. SHORTLIST DETERMINATION. If the LCFB is unable to make a determination of the best proposal based upon the proposal scoring, the LCFB may invite up to three proposers to proceed to a further stage of evaluation as identified in A.2 above. If further stage is required, the proposal score Will Will Not (check one) be added to the proposal score. If not added to the proposal score, the score of this next stage may be used as the sole scoring method for selecting the proposer.

5. **INTERVIEW SCORING (if used).** The LCFB will score interviews according to the following criteria. Each proposer’s interview score will be added to the proposer’s RFP score to produce a final score.

	Criterion	Points
1.	Verbal or written proposal regarding how talent buyer will meet or exceed past performance and help the Fair meet its current goals.	30
2.	Verbal or written proposal on suggested routing partners and what partnership opportunities there are to collaborate on acts each year.	20
	Total Possible Points	50

ATTACHMENT E – SAMPLE CONTRACT AND INSURANCE REQUIRED

- 1. CONTRACT FORM.** The contract resulting from this RFP will be prepared using the standard Lane County contract form checked here. The LCFB's standard contract forms may be downloaded from the Lane County Procurement & Purchasing webpage at: www.lanecounty.org/bids.

- A-1 Goods and/or Services Contract form
- A-3 Professional (non-design) Services Contract form
- Other contract form included with this RFP

- 2. INSURANCE REQUIREMENTS.** The insurance requirements for the contract resulting from this RFP will be as stated on the following page, "INSURANCE COVERAGES REQUIRED".

- 3. PROPOSER COMMENTS ON CONTRACT FORM AND INSURANCE REQUIREMENTS.**

Any proposer may take exception to conditions in the County's contract form and insurance requirements by including such exceptions and any proposed changes with the proposal submitted.

The County will consider any proposed changes, inclusions, or exclusions in determining proposal responsiveness or in scoring the proposal.

INSURANCE COVERAGES REQUIRED

Contractor shall not commence any work until Contractor obtains, at Contractor's own expense, all required insurance as specified below. Such insurance must have the approval of Lane County as to limits, form and amount. The types of insurance Contractor is required to obtain or maintain for the full period of the contract will be:

- COMMERCIAL GENERAL LIABILITY WITH ADDITIONAL INSURED STATUS** shall include:
 - Policy must include:*
 - Commercial General Liability
 - Damage to Rented Property (\$50,000)
 - Medical Expenses (\$5,000)
 - Personal and Advertising (Same as per occurrence)
 - Products/Completed Operations (Same as per occurrence)
 - MINIMUM POLICY LIMITS*
 - \$1 million per occurrence*/\$2 million aggregate*
 - Amount required by funding source \$ _____ /\$ _____
 - Other Amount pre-approved by Risk Management: \$ _____ occurrence /\$ _____ aggregate

Aggregate limits: Per Policy (most contracts) Per Project (construction contracts)

All policies must be of the occurrence form with combined single limit for bodily injury and property damage. Any deviation from this must be approved by Risk Management. All claims-made forms must be approved by Risk Management in advance and provide tail/continuous coverage for 24 months from the end of the project.

- ADDITIONAL INSURED STATUS** for general liability insurance coverage is required for performance of this contract. Unless otherwise specified below, blanket additional insured is acceptable and is considered a written contract requirement on any insurance policies required herein with respect to Provider's activities being performed under the Contract, excluding Professional Liability coverage. The contract **MUST** either include language that the additional insured status is required, or include this Insurance Coverages Required document as an attachment, and proof of blanket coverage from your policy must be provided either by a copy of your policy or by separate blanket endorsement.

When this box is checked, the Additional Insured status for this contract **MUST** be by scheduled (or named) **endorsement only**, and must read:
Lane County, its officers, agents, employees and volunteers are named as additional insureds with respect to Provider's activities being performed under the Contract. The **additional insureds must be named as an additional insured by separate endorsement**, the policy must be endorsed to show cancellation notices to the Lane County department who originated the contract, and the Endorsement must be attached to the COI.

- AUTOMOBILE LIABILITY WITH ADDITIONAL INSURED STATUS:** Insurance with limits as specified below. The coverage shall include owned, hired, and non-owned automobiles and include Lane County and its divisions, its commissioners, officers, agent, and employees as additional designated insureds (CA 20 48 02 99 or equivalent).
 - LIMITS**
 - \$1 million combined single limit per accident for bodily injury and property damage
 - Amount required by funding source: \$ _____ /\$ _____
 - Other Amount pre-approved by Risk Management: \$ _____ /\$ _____

- WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY** as statutorily required for persons performing work under this contract. Any subcontractor hired by Contractor shall also carry Workers' Compensation and Employers' Liability coverage. Sole proprietors not subject to Workers' Compensation coverage must complete, execute, and submit the Workers' Compensation Coverage Exemption Statement.
 - Statutory amount (currently \$500,000 in Oregon, other states may vary)
 - Other: minimum of \$1,000,000 when not regulated by statute

- OTHER** – All non-occurrence coverages must provide tail/continuous coverage for 24 months from the end of the project and shall include completed operations where applicable. All coverages, except Professional Liability, must contain blanket Additional Insured status, unless otherwise indicated.
 - CYBER** coverage in the amount of \$ _____ (\$2,000,000/occurrence minimum unless indicated).
 - PROFESSIONAL LIABILITY** coverage: limits not less than \$ _____ (\$2,000,000/occurrence minimum unless indicated).
 - POLLUTION LIABILITY** coverage: limits not less than \$ _____ (\$2,000,000/occurrence minimum unless indicated).
 - Type:* _____ : limits not less than \$ _____ (\$1,000,000/occurrence minimum unless indicated).
 - Type:* _____ : limits not less than \$ _____ (\$1,000,000/occurrence minimum unless indicated).

***Umbrella or Excess coverage to increase the policy limits to the required amount is acceptable!**

- CERTIFICATE HOLDER:** Lane County, its officers, agents, employees and volunteers, c/o

- LANE COUNTY REQUIRES THE COVERAGE TYPES AND AMOUNTS SHOWN ABOVE OR POLICY LIMITS, WHICHEVER IS GREATER.** The policy limits specified above are minimum requirements; Lane County reserves the right to claim up to the policy limits. All coverages are Primary and Non-Contributory with any other insurance and self-insurance. Acceptance of a COI providing less than required coverages does not relieve contractor of the insurance requirements set out above or in the contract. The contractor must notify the County if non-County claims have infringed or impacted the policy. Contractor is required to notify Lane County of any changes to or cancellation of coverage(s) within 24 hours. Contractor is required to provide a copy of the policy to Lane County upon demand.

- DIRECT ALL INSURANCE RELATED DOCUMENTS FOR YOUR CONTRACT TO YOUR CONTACT AT LANE COUNTY; DO NOT DIRECT YOUR DOCUMENTS TO RISK MANAGEMENT AS THIS WILL RESULT IN DELAYS.**
 Your Lane County Contact: _____ email: _____ Phone: _____

This document is an attachment to and part of your contract with Lane County Fair Board.