

Processing Contracts

Only an authorized Contracts Officer for Oregon State University may sign on behalf of OSU and the OSU Extension Service.*

* - Designation is made only by the Vice-President for Finance & Administration, in writing to the Chancellor's Office

The following guidelines will help you process contracts in a timely manner:

1. Use the Rental Agreement Form (# 02) Revised 11/17/2000 whenever possible.
2. Complete the form, including getting the owner's signature and the information in the box at the bottom of the page. The box at the bottom should be completed by the agent/specialist who is responsible for the event.
3. Send the completed form to:
Kelly Kozisek
Procurement Supervisor
OSU Procurement & Construction Contracting
644 SW 13th Street
Corvallis, OR 97333-4238
4. Kelly or another analyst will sign on behalf of Aaron Howell, Associate Director of Business Services, and return the form to you (be sure you have filled in all the information in the box at the bottom of the page so Kelly knows where to return the form). Kelly or another analyst will contact you if there are questions about the information on the form.

If you're dealing with a facility/service that is firm on using their own contract use the following guidelines:

1. Communicate to the firm that we are self-insured as a State Agency up to \$500,000 per occurrence (which is our limit – we can't go higher than that). It makes it simpler if they will agree to waive being listed as an additional insured. (The State of Oregon is self-insured under provisions of ORS 278.425 and 278.435 for its tort liabilities, including personal injury and property damage. The limits of liability for this coverage, as established by ORS 30.270, are \$100,000 for bodily injury, \$50,000 for property damage, and \$500,000 combined total for a single occurrence.)
2. Send the contract to Kelly Kozisek for review. Be sure Kelly knows who is sending in the form and your return address.
3. Kelly or another analyst will review the contract and make changes if needed -- depending on what the facility/service has included in their contract.
4. Kelly or another analyst will coordinate with Joyce Fred, the Risk Officer, to process any special insurance requirements as well as any Certificate of Insurance.