



# CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

|  |  |   |
|--|--|---|
| <b>1. Contractor:</b> MODERN INC                             |  | <b>2. Amount:</b>                             |
| <b>3. Fund/Account #:</b> 1610/300100                        | <b>4. Department Name:</b> P&R-EEL PROGRAM |   |
| <b>5. Contract Description:</b> MODERN INC TRAIL ACESS LEASE |  |   |
| <b>6. Contract Monitor:</b> JENNY WARNER                     |  | <b>8. Contract Type:</b><br><br>LEASE/RENTALS |
| <b>7. Dept/Office Director:</b> MARY ELLEN DONNER            |  |   |
| <b>9. Type of Procurement:</b> Other                         |  |   |

## SECTION II - REVIEW AND APPROVAL TO ADVERTISE

### APPROVAL

| <u>COUNTY OFFICE</u> | <u>YES</u>               | <u>NO</u>                           | <u>SIGNATURE</u> |
|----------------------|--------------------------|-------------------------------------|------------------|
| User Agency          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____            |
| Purchasing           | <input type="checkbox"/> | <input type="checkbox"/>            | _____            |
| Risk Management      | <input type="checkbox"/> | <input type="checkbox"/>            | _____            |
| County Attorney      | <input type="checkbox"/> | <input type="checkbox"/>            | _____            |

## SECTION III - REVIEW AND APPROVAL TO EXECUTE

### APPROVAL

| <u>COUNTY OFFICE</u> | <u>YES</u>                          | <u>NO</u>                | <u>SIGNATURE</u>   |
|----------------------|-------------------------------------|--------------------------|--|
| User Agency          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Warner, Jenny <small>Digitally signed by Warner, Jenny<br/>Date: 2024.01.07 22:00:42 -05'00'</small>     |
| Purchasing           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Wall, Katherine <small>Digitally signed by Wall, Katherine<br/>Date: 2024.01.25 11:17:59 -05'00'</small> |
| Risk Management      | <input type="checkbox"/>            | <input type="checkbox"/> | _____  |
| County Attorney      | <input type="checkbox"/>            | <input type="checkbox"/> | _____  |

## SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

| <b>CM DATABASE REQUIRED FIELDS</b>  | <b>Complete ✓</b>        |
|---|--------------------------|
| Department Information  | <input type="checkbox"/> |
| Department  | <input type="checkbox"/> |
| Program   | <input type="checkbox"/> |
| Contact Name  | <input type="checkbox"/> |
| Cost Center, Fund, and G/L Account  | <input type="checkbox"/> |
| Vendor Information (SAP Vendor #)   | <input type="checkbox"/> |
| Contract Status, Title, Type, and Amount  | <input type="checkbox"/> |
| Storage Location (SAP)  | <input type="checkbox"/> |
| Contract Approval Date, Effective Date, and Expiration Date   | <input type="checkbox"/> |
| Contract Absolute End Date (No Additional Renewals/Extensions)  | <input type="checkbox"/> |
| Material Group  | <input type="checkbox"/> |
| Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract) | <input type="checkbox"/> |
| "Right To Audit" Clause Included in Contract  | <input type="checkbox"/> |
| Monitored items: Uploaded to database (Insurance, Bonds, etc.)  | <input type="checkbox"/> |