

BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor:		2. Amount: 24,000	
3. Fund/Account #: 0020/219600		4. Department Name: Valkaria Airport	
5. Contract Description: FDOT Grant - Precision Approach Path Indicator (PAPI) Project			
6. Contract Monitor: Liesl King-Tetrault		8. Contract Type: GRANT	
7. Dept/Office Director: Phillip Adam Hied			
9. Type of Procurement: Request for Proposal (RFP)			

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

COUNTY OFFICE**YES****NO****SIGNATURE**

User Agency

☒☐Phillip Adam Hied Digitally signed by Phillip Adam Hied
Date: 2024.04.24 11:12:51 -04'00'

Purchasing

☐☐

Risk Management

☐☐

County Attorney

☐☐

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

COUNTY OFFICE**YES****NO****SIGNATURE**

User Agency

☐☐Liesl King-Tetrault Digitally signed by Liesl King-Tetrault
Date: 2024.04.24 11:14:39 -04'00'

Purchasing

☐☐

Risk Management

☒☐

County Attorney

☐☐

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
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"/>