CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: City of Cocoa Beach	**2. Amount:**
3. Fund/Account #: 1350/284000	**4. Department Name:** BCFR
5. Contract Description: Automatic Aid	
6. Contract Monitor: AC Richard Connor/Janine Ernst	**8. Contract Type:**
7. Dept/Office Director: Patrick Voltaire, Fire Chief	INTERGOVT/LOCAL
9. Type of Procurement: Other	

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	☑	☐	
Purchasing	☐	☐	
Risk Management	☐	☐	
County Attorney	☐	☐	

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

COUNTY OFFICE	YES	NO	SIGNATURE	
User Agency	☐	☐	Connor, Richard	Digitally signed by Connor, Richard Date: 2023.03.31 10:47:56 -04'00'
Purchasing	☐	☐		
Risk Management	☒	☐	Summer X Wheeler-Vice	4.5.23
County Attorney	☑	☐	Rebecca	4/4/2023

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

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

AO-29: EXHIBIT I