CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. **Contractor:** City of West Melbourne	2. **Amount:** $2,022,684
3. **Fund/Account #:** 1260	4. **Department Name:** Natural Resources

5. **Contract Description:** Amendment 4 to SOIRL 21-138 Ray Bullard Water Reclamation Facility

6. **Contract Monitor:** Terri Breeden	8. **Contract Type:**
7. **Dept/Office Director:** Virginia Barker	INTERGOVT/LOCAL

9. **Type of Procurement:** Exempt from Competition

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

APPROVAL

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

SECTION III - CONTRACTS MANAGEMENT DATABASE CHECKLIST

APPROVAL

COUNTY OFFICE	YES	NO	SIGNATURE	
User Agency	☑	☐	Hibbard, Joshua	Digitally signed by Hibbard, Joshua Date: 2025.10.08 09:01:28 -04'00'
Purchasing	☑	☐	Wall, Katherine	Digitally signed by Wall, Katherine Date: 2025.10.08 11:17:25 -04'00'
Risk Management	☑	☐	Watson, Michael	Digitally signed by Watson, Michael Date: 2025.10.16 08:43:46 -04'00'
County Attorney	☐	☐	_____	

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.)	☐