

**BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## CONTRACT REVIEW AND APPROVAL FORM

### SECTION I - GENERAL INFORMATION

<b>1. Contractor:</b> City of Rockledge		<b>2. Amount:</b>	
<b>3. Fund/Account #:</b> 1350/5340000		<b>4. Department Name:</b> BCFR	
<b>5. Contract Description:</b> Interlocal Agreement/Auto Aid/Facility Use (Tri-Party) with BCSO			
<b>6. Contract Monitor:</b> AC Matthew Luisi/Janine Ernst		<b>8. Contract Type:</b>	
<b>7. Dept/Office Director:</b> Patrick Voltaire, Fire Chief		INTERGOVT/LOCAL	
<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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	Luisi, Matthew <small>Digitally signed by Luisi, Matthew Date: 2025.01.08 09:13:54 -05'00'</small>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	Wall, Katherine <small>Digitally signed by Wall, Katherine Date: 2025.01.10 14:16:02 -05'00'</small>
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	Watson, <small>Digitally signed by Watson, Michael</small>
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Michael <small>Digitally signed by Michael Date: 2025.01.10 13:24:29 -05'00'</small>

### 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"/>