

BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS



**CONTRACT REVIEW AND APPROVAL FORM**

**SECTION I - GENERAL INFORMATION**

1. Contractor: Florida Department of Transportation	2. Amount: 4,625,000
3. Fund/Account #: 219600	4. Department Name: Valkaria Airport
5. Contract Description: Hangars Development at Valkaria Airport	
6. Contract Monitor: Adam Hied	8. Contract Type: GRANT
7. Dept/Office Director: Steve Borowski	
9. Type of Procurement: Invitation to Bid (ITB)	

**SECTION II - REVIEW AND APPROVAL TO ADVERTISE**

**APPROVAL**

<b>COUNTY OFFICE</b>	<b>YES</b>	<b>NO</b>	<b>SIGNATURE</b>
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**

<b>COUNTY OFFICE</b>	<b>YES</b>	<b>NO</b>	<b>SIGNATURE</b>
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Adam Hied Digitally signed by Adam Hied Date: 2022.05.16 15:35:28 -04'00'
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wilson, Shannon Digitally signed by Wilson, Shannon Date: 2022.05.17 15:49:27 -04'00'
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"/>