

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Florida Department of Environmental Protection		2. Amount: TBD	
3. Fund/Account #: 004 / 215275		4. Department Name: Natural Resources	
5. Contract Description: FDEP Petroleum Restoration Program Contract for Services Agreement			
6. Contract Monitor: Tina Swanson		8. Contract Type: INTERGOVT/STATE	
7. Dept/Office Director: Amanda Elmore, Deputy Director NRMD			
9. Type of Procurement: 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Tina C. Swanson</i> Digitally signed by Swanson, Tina Date: 2026.02.20 14:00:24 -05'00'
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bowers, Mary Digitally signed by Bowers, Mary Date: 2026.02.25 15:10:04 -05'00'
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Watson, Michael Digitally signed by Watson, Michael Date: 2026.02.26 09:04:12 -05'00'
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Balser, Heather Digitally signed by Balser, Heather Date: 2026.03.04 18:40:52 -05'00'

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"/>