



CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: City of Titusville	2. Amount: \$26,798.07
3. Fund/Account #: 0022/220000	4. Department Name: Parks & Recreation
5. Contract Description: Sewer Service Agreement Servicing Manatee Hammock Campground	
6. Contract Monitor: Diana Marquardt	8. Contract Type:
7. Dept/Office Director: Mary Ellen Donner	TERM CONTRACT
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

☒☐

Marquardt, Diana

Digitally signed by Marquardt, Diana
Date: 2024.08.16 10:46:06 -04'00'

Purchasing

☐☐

Risk Management

☒☐

Watson, Michael

Digitally signed by Watson, Michael
Date: 2024.08.16 11:58:38 -04'00'

County Attorney

☒☐

Caron, Justin

Digitally signed by Caron, Justin
Date: 2024.08.16 12:31:26 -04'00'

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"/>