

BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor:		2. Amount: Increase \$1,718,055
3. Fund/Account #: 0020/219600	4. Department Name: Valkaria Airport	
5. Contract Description: Grant Amendment 4 - North Hangar Development		
6. Contract Monitor: Phillip Adam Hied		8. Contract Type: GRANT
7. Dept/Office Director: Phillip Adam Hied		
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Phillip Adam Hied <small>Digitally signed by Phillip Adam Hied Date: 2024.04.24 11:06:08 -04'00'</small>
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"/>	Phillip Adam Hied <small>Digitally signed by Phillip Adam Hied Date: 2024.04.24 11:06:48 -04'00'</small>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>PA 2 test 4/25/2024</i>
County Attorney	<input type="checkbox"/>	<input type="checkbox"/>	_____

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"/>

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<u>COUNTY OFFICE</u>	YES	NO	<u>SIGNATURE</u>
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Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	_____
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>	_____
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature]</i> 4/25/24

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APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒☐

Phillip Adam Hied Digitally signed by Phillip Adam Hied
Date: 2024.04.24 11:06:08 -04'00'

Purchasing

☐☐

Risk Management

☐☐

County Attorney

☐☐

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒☐

Phillip Adam Hied Digitally signed by Phillip Adam Hied
Date: 2024.04.24 11:06:48 -04'00'

Purchasing

☒☐

Bowers, Mary Digitally signed by Bowers, Mary
Date: 2024.04.24 14:27:07 -04'00'

Risk Management

☐☐

County Attorney

☐☐

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