



# CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

|                                                        |  |                                               |  |
|--------------------------------------------------------|--|-----------------------------------------------|--|
| <b>1. Contractor:</b> Aerospace Technology Group       |  | <b>2. Amount:</b> \$994.09 Per Month          |  |
| <b>3. Fund/Account #:</b> 0020/219600                  |  | <b>4. Department Name:</b> Valkaria Airport   |  |
| <b>5. Contract Description:</b> Facility Use Agreement |  |                                               |  |
| <b>6. Contract Monitor:</b> Liesl King                 |  | <b>8. Contract Type:</b><br><br>USE AGREEMENT |  |
| <b>7. Dept/Office Director:</b> Adam Hied              |  |                                               |  |
| <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 checked="" type="checkbox"/> | <input type="checkbox"/> | Hied, Adam<br><small>Digitally signed by Hied, Adam<br/>Date: 2026.07.14 10:36:01 -04'00'</small>           |
| Purchasing           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Bowers, Mary<br><small>Digitally signed by Bowers, Mary<br/>Date: 2026.07.14 13:28:05 -04'00'</small>       |
| Risk Management      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Watson, Michael<br><small>Digitally signed by Watson, Michael<br/>Date: 2026.07.14 11:42:10 -04'00'</small> |
| County Attorney      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Caron, Justin<br><small>Digitally signed by Caron, Justin<br/>Date: 2026.07.14 11:23:14 -04'00'</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"/> |