



## CONTRACT REVIEW AND APPROVAL FORM

### SECTION I - GENERAL INFORMATION

1. Contractor: N/A	2. Amount: 0.00
3. Fund/Account #: N/A	4. Department Name: Public Works
5. Contract Description: License Agreement with Brevard Schools re: bus parking at Merritt Island Complex	
6. Contract Monitor: Jeanette Scott	8. Contract Type:
7. Dept/Office Director: Marc Bernath	INTERGOVT/LOCAL
9. Type of Procurement: Other	

### SECTION II - REVIEW AND APPROVAL TO ADVERTISE

#### APPROVAL

##### COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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Purchasing

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Risk Management

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County Attorney

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### SECTION III - REVIEW AND APPROVAL TO EXECUTE

#### APPROVAL

##### COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒☐

Scott, Jeanette

Digitally signed by Scott, Jeanette  
Date: 2024.10.09 14:52:33 -04'00'

Purchasing

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Risk Management

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Watson, Michael

Digitally signed by Watson, Michael  
Date: 2024.08.12 09:44:35 -04'00'

County Attorney

☒☐

Esseesse, Alexander

Digitally signed by Esseesse, Alexander  
Date: 2024.08.13 11:29:09 -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"/>



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#### APPROVAL

##### COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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Purchasing

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Risk Management

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County Attorney

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### SECTION III - REVIEW AND APPROVAL TO EXECUTE

#### APPROVAL

##### COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

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Purchasing

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Wall, Katherine

Digitally signed by Wall, Katherine  
Date: 2024.08.08 12:52:21 -04'00'

Risk Management

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County Attorney

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