BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Town of Melbourne Beach	**2. Amount:** $1.00 per year
3. Fund/Account #:	**4. Department Name:** Parks & Recreation
5. Contract Description: Lease agreement and Resolution for Williams Building	
6. Contract Monitor: Amanda Pynn	**8. Contract Type:**
7. Dept/Office Director: Ian Golden	INTERGOVT/LOCAL
9. Type of Procurement: Exempt from Competition	

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	☑	☐	Pynn, Amanda	Digitally signed by Pynn, Amanda Date: 2025.08.08 11:21:51 -04'00'
Purchasing	☐	☐		
Risk Management	☑	☐	Watson, Michael	Digitally signed by Watson, Michael Date: 2025.08.11 08:41:32 -04'00'
County Attorney	☑	☐	Caron, Justin	Digitally signed by Caron, Justin Date: 2025.08.15 15:49:00 -04'00'

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	☐
Department	☐
Program	☐
Contact Name	☐
Cost Center, Fund, and G/L Account	☐
Vendor Information (SAP Vendor #)	☐
Contract Status, Title, Type, and Amount	☐
Storage Location (SAP)	☐
Contract Approval Date, Effective Date, and Expiration Date	☐
Contract Absolute End Date (No Additional Renewals/Extensions)	☐
Material Group	☐
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract)	☐
"Right To Audit" Clause Included in Contract	☐
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	☐