



CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Barefoot Bay Recreation District		2. Amount: \$73,414.40
3. Fund/Account #: 4250/365460	4. Department Name: Utility Services	
5. Contract Description: Renewal of Lease for Barefoot Bay Utility Billing Office		
6. Contract Monitor: Marta Cuevas		8. Contract Type: LEASE/RENTALS
7. Dept/Office Director: Edward Fontanin		
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

☒
☐

Fontanin, Edward Digitally signed by Fontanin, Edward
Date: 2026.07.14 09:32:25 -04'00'

Purchasing

☒
☐

Bowers, Mary Digitally signed by Bowers, Mary
Date: 2026.07.23 08:17:55 -04'00'

Risk Management

☒
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Watson, Michael Digitally signed by Watson, Michael
Date: 2026.06.25 13:43:45 -04'00'

County Attorney

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Hughes, Gregory Digitally signed by Hughes, Gregory
Date: 2026.07.22 14:50:02 -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.)	☐