



# CONTRACT REVIEW AND APPROVAL FORM

## SECTION I - GENERAL INFORMATION

|  |  |   |  |
|--|--|---|--|
| 1. <b>Contractor:</b> Indian Harbour Beach   |  | 2. <b>Amount:</b> \$0                                   |  |
| 3. <b>Fund/Account #:</b> 1260/271150  |  | 4. <b>Department Name:</b> Natural Resources Management |  |
| 5. <b>Contract Description:</b> Indian Harbour Beach Dredging & IT SOIRL 19-72 Amendment 1 |  |   |  |
| 6. <b>Contract Monitor:</b> Terri Breeden  |  | 8. <b>Contract Type:</b><br><br>INTERGOVT/LOCAL         |  |
| 7. <b>Dept/Office Director:</b> Virginia Barker  |  |   |  |
| 9. <b>Type of Procurement:</b> Exempt from Competition                                     |  |   |  |

## 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 - CONTRACTS MANAGEMENT DATABASE CHECKLIST

### APPROVAL

| <u>COUNTY OFFICE</u> | <u>YES</u>                          | <u>NO</u>                | <u>SIGNATURE</u>   |
|----------------------|-------------------------------------|--------------------------|--|
| User Agency          | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Breeden, Terri <small>Digitally signed by Breeden, Terri<br/>Date: 2023.03.06 15:11:18 -05'00'</small>                       |
| Purchasing           | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Wall, Katherine <small>Digitally signed by Wall, Katherine<br/>Date: 2023.03.14 11:15:22 -04'00'</small>                     |
| Risk Management      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <i>Summer &amp; Wyllie-Vitt</i> <small>Digitally signed by Wyllie-Vitt, Summer<br/>Date: 2023.03.21 17:02:05 -04'00'</small> |
| County Attorney      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Balser, Heather <small>Digitally signed by Balser, Heather<br/>Date: 2023.03.14 16:19:05 -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"/> |