



CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Oak Forest at Melbourne Homeowners Association, Inc		2. Amount: N/A
3. Fund/Account #: N/A	4. Department Name: Public Works	
5. Contract Description: Right-of-Way-Use Agreement for Oak Forest		
6. Contract Monitor: Jeanette Scott		8. Contract Type: USE AGREEMENT <input type="button" value="v"/>
7. Dept/Office Director: Marc Bernath		
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

☐
☐

SECTION III - REVIEW AND APPROVAL TO EXECUTE

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒
☐

Thomas-Wood, Tammy

Digitally signed by Thomas-Wood, Tammy
DN: cn=Thomas-Wood, Tammy, email=Tammy.Thomas-Wood@brevardfl.gov
Date: 2021.12.21 08:44:09 -0500

Purchasing

☒
☐

Darling, Steven

Digitally signed by Darling, Steven
Date: 2021.12.21 08:43:30 -05'00'

Risk Management

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Lairsey, Matt

Digitally signed by Lairsey, Matt
Date: 2021.12.21 08:47:52 -05'00'

County Attorney

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Esseesse, Alexander

Digitally signed by Esseesse, Alexander
Date: 2021.12.21 08:52:53 -05'00'

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"/>