

**BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS**

# **CONTRACT REVIEW AND APPROVAL FORM**

## **SECTION I - GENERAL INFORMATION**

|                                                                         |                                             |                                       |
|-------------------------------------------------------------------------|---------------------------------------------|---------------------------------------|
| <b>1. Contractor:</b> Florida Department of Transportation              |                                             | <b>2. Amount:</b> 4,625,000           |
| <b>3. Fund/Account #:</b> 219600                                        | <b>4. Department Name:</b> Valkaria Airport |                                       |
| <b>5. Contract Description:</b> Hangars Development at Valkaria Airport |                                             |                                       |
| <b>6. Contract Monitor:</b> Adam Hied                                   |                                             | <b>8. Contract Type:</b><br><br>GRANT |
| <b>7. Dept/Office Director:</b> Steve Borowski                          |                                             |                                       |
| <b>9. Type of Procurement:</b> Invitation to Bid (ITB)                  |                                             |                                       |

## **SECTION II - REVIEW AND APPROVAL TO ADVERTISE**

### **APPROVAL**

| <u><b>COUNTY OFFICE</b></u> | <u><b>YES</b></u>                   | <u><b>NO</b></u>         | <u><b>SIGNATURE</b></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 - REVIEW AND APPROVAL TO EXECUTE**

### **APPROVAL**

| <u><b>COUNTY OFFICE</b></u> | <u><b>YES</b></u>                   | <u><b>NO</b></u>         | <u><b>SIGNATURE</b></u>                                                                                             |
|-----------------------------|-------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------|
| User Agency                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Adam Hied<br><small>Digitally signed by Adam Hied<br/>Date: 2022.05.18 15:35:28 -04'00'</small>                     |
| Purchasing                  | <input type="checkbox"/>            | <input type="checkbox"/> | _____                                                                                                               |
| Risk Management             | <input type="checkbox"/>            | <input type="checkbox"/> | _____                                                                                                               |
| County Attorney             | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Esseesse, Alexander<br><small>Digitally signed by Esseesse, Alexander<br/>Date: 2022.05.17 10:19:02 -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"/> |