

**BREVARD COUNTY  
BOARD OF COUNTY COMMISSIONERS**

## CONTRACT REVIEW AND APPROVAL FORM

### SECTION I - GENERAL INFORMATION

<b>1. Contractor:</b> Golf Brevard, Inc.		<b>2. Amount:</b> \$10. annually
<b>3. Fund/Account #:</b>	<b>4. Department Name:</b> Parks & Recreation	
<b>5. Contract Description:</b> Spessard Holland Golf Course Management Agreement		
<b>6. Contract Monitor:</b> Mary Ellen Donner		<b>8. Contract Type:</b>  SERVICES
<b>7. Dept/Office Director:</b> Mary Ellen Donner		
<b>9. Type of Procurement:</b> Other		

### SECTION II - REVIEW AND APPROVAL TO ADVERTISE

#### APPROVAL

COUNTY OFFICE	YES	NO	SIGNATURE
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

COUNTY OFFICE	YES	NO	SIGNATURE
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Mary Ellen Donner 8/25/2022</i>
Purchasing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature] 8/25/2022</i>
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature] 8/25/22</i>
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>[Signature] 8/25/22</i>

### 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"/>