

BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

INITIAL CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Core Construction Services of Florida, LLC	
2. Fund/Account #:	3. Department Name: Parks & Recreation
4. Contract Description: Construction Manager Contract for South Mainland Community Center Gym Floor	
5. Contract Monitor: Melissa Renninger	7. Contract Type: CONSTRUCTION
6. Dept/Office Director: Mary Ellen Donner	

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<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

COUNTY OFFICE	APPROVAL		SIGNATURE	DATE
	YES	NO		
User Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Renninger, Melissa <small>Digitally signed by Renninger, Melissa Date: 2019.12.16 13:48:04 -05'00'</small>	12/16/2019
Risk Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lairsey, Matt <small>Digitally signed by Lairsey, Matt Date: 2019.12.17 09:24:26 -05'00'</small>	12/17/2019
County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/>	 _____	12/17/2019

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	<input checked="" type="checkbox"/>
Department	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Contact Name	<input checked="" type="checkbox"/>
Cost Center, Fund, and G/L Account	<input checked="" type="checkbox"/>
Vendor Information (SAP Vendor #)	<input checked="" type="checkbox"/>
Contract Status	<input checked="" type="checkbox"/>
Contract Title	<input checked="" type="checkbox"/>
Contract Type	<input checked="" type="checkbox"/>
Contract Amount	<input checked="" type="checkbox"/>
Storage Location (SAP)	<input checked="" type="checkbox"/>
Contract Approval Date	<input checked="" type="checkbox"/>
Contract Effective Date	<input checked="" type="checkbox"/>
Contract Expiration Date	<input checked="" type="checkbox"/>
Contract Absolute End Data (No Additional Renewals/Extensions)	<input checked="" type="checkbox"/>
Material Group	<input checked="" type="checkbox"/>
Contract Documents Uploaded in CM database (Initial Contract Form with County Attorney/ Risk Management 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"/>



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<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>	<u>DATE</u>
	<u>YES</u>	<u>NO</u>		
User Agency			_____	_____
Risk Management			_____	_____
County Attorney			_____	_____

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<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>	<u>DATE</u>
	<u>YES</u>	<u>NO</u>		
User Agency			_____	_____
Risk Management			_____	_____
County Attorney			_____	_____



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