

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: CITY OF PALM BAY		2. Amount:
3. Fund/Account #: 1350/5340000	4. Department Name: BCFR	
5. Contract Description: INTERLOCAL AGREEMENT/AUTO-AID/DISPATCH SERVICES/FACILITY USE		
6. Contract Monitor: DEPUTY CHIEF SCOTT JURGENSEN/PAMELA BARRETT	8. Contract Type: INTERGOVT/LOCAL	
7. Dept/Office Director: MARK SCHOLLMYER, FIRE CHIEF		
9. Type of Procurement: Select from pulldown:		

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

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☐

SECTION III - CONTRACTS MANAGEMENT DATABASE CHECKLIST

APPROVAL

COUNTY OFFICE

YES

NO

SIGNATURE

User Agency

☒
☐

Jurgensen, Scott

Digitally signed by Jurgensen, Scott
Date: 2020.07.14 11:11:44 -04'00'

Purchasing

☒
☐

John C. Dady 11 AUG 2020

Risk Management

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Lairsey, Matt

Digitally signed by Lairsey, Matt
Date: 2020.08.10 14:07:03 -04'00'

County Attorney

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Colchwerak 08/11/2020

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"/>