BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS

EMAIL FORM

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: Federal Aviation Administration	**2. Amount:** $ 1,219,937
3. Fund/Account #:	**4. Department Name:** Valkaria Airport
5. Contract Description: Grant Agreement - Install Taxiway A Lighting	
6. Contract Monitor: Adam Hied	**8. Contract Type:** GRANT
7. Dept/Office Director: Steve Borowski	
9. Type of Procurement: Other	

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

COUNTY OFFICE	APPROVAL YES	APPROVAL NO	SIGNATURE
User Agency	☑	☐	
Purchasing	☐	☐	
Risk Management	☑	☐	
County Attorney	☑	☐	

SECTION III - REVIEW AND APPROVAL TO EXECUTE

COUNTY OFFICE	APPROVAL YES	APPROVAL NO	SIGNATURE
User Agency	☑	☐	Adam Hied — Digitally signed by Adam Hied Date: 2021.07.22 08:30:13 -04'00'
Purchasing	☐	☐	
Risk Management	☑	☐	Lairsey, Matt — Digitally signed by Lairsey, Matt Date: 2021.07.27 08:36:35 -04'00'
County Attorney	☑	☐	Caron, Justin — Digitally signed by Caron, Justin Date: 2021.07.27 08:22:29 -04'00'

SECTION IV - CONTRACTS MANAGEMENT DATABASE CHECKLIST

CM DATABASE REQUIRED FIELDS	Complete ✓
Department Information	☐
Department	☐
Program	☐
Contact Name	☐
Cost Center, Fund, and G/L Account	☐
Vendor Information (SAP Vendor #)	☐
Contract Status, Title, Type, and Amount	☐
Storage Location (SAP)	☐
Contract Approval Date, Effective Date, and Expiration Date	☐
Contract Absolute End Date (No Additional Renewals/Extensions)	☐
Material Group	☐
Contract Documents Uploaded in CM database (Contract Form with County Attorney/ Risk Management/ Purchasing Approval; Signed/Executed Contract)	☐
"Right To Audit" Clause Included in Contract	☐
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	☐