

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

| | | | |
|---|--|--------------------------------------|--|
| 1. Contractor: CITY OF COCOA | | 2. Amount: | |
| 3. Fund/Account #: 1350/5340000 | | 4. Department Name: BCFR | |
| 5. Contract Description: AUTOMATIC AID/FIRE PROTECTION/LEASE OF FIRE STATION #2 | | | |
| 6. Contract Monitor: AC PATRICK VOLTAIRE/PAMELA BARRETT | | 8. Contract Type: INTERGOVT/LOCAL | |
| 7. Dept/Office Director: MARK SCHOLLMAYER, FIRE CHIEF | | | |
| 9. Type of Procurement: Select from pulldown: | | | |




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 - CONTRACTS MANAGEMENT DATABASE CHECKLIST

APPROVAL

| COUNTY OFFICE | YES | NO | SIGNATURE |
|-----------------|-------------------------------------|--------------------------|---|
| User Agency | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div>  <div> Scott M. Jurgensen 2021.08.12 14:22:11 -04'00' </div> </div> |
| Purchasing | <input type="checkbox"/> | <input type="checkbox"/> | <div>  <div> Julie Jones Digitally signed by Julie Jones Date: 2021.09.14 13:40:06 -04'00' </div> </div> |
| Risk Management | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div>  <div> Powers, Melissa Digitally signed by Powers, Melissa Date: 2021.09.02 10:37:50 -04'00' </div> </div> |
| County Attorney | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |

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"/> |