



Agenda Report

2725 Judge Fran Jamieson
Way
Viera, FL 32940

Consent

F.4.

1/7/2020

Subject:

Approval Re: Amended and Restated Right-of-Way Use Agreement for the Viera Town Center with The Viera Company - District 4

Fiscal Impact:

None

Dept/Office:

Public Works/Finance and Contracts Administration

Requested Action:

It is requested that the Board of County Commissioners approve and authorize the Chair to execute the Amended and Restated Right-of-Way Use Agreement with The Viera Company to permit improvements to be installed and maintained in the Viera Town Center.

Summary Explanation and Background:

On February 20, 2019, Brevard County and The Viera Company entered into the Right-of-Way Use Agreement (Viera Town Center). The Designated Premises in that Agreement were limited to the public right-of-way of Rodina Drive and only a portion of the public right-of-way of Town Center Avenue. The Amended and Restated Right-of-Way Use Agreement more clearly defines the Designated Premises to include all the public rights-of-way within the Viera Town Center which The Viera Company desires to install and maintain improvements. These public rights-of-way within the Viera Town Center, are depicted on Attachment "A" of the Amended and Restated Right-of-Way Use Agreement, which have been dedicated to Brevard County. The improvements will consist of landscaping, signage, hardscape, irrigation, and traffic control devices (excluding traffic signals). The improvements shall be submitted by The Viera Company to the County as right-of-way permit applications, and issuance of the permits shall be subject to approval by the County.

The County may allow the use of the public right-of-way for purposes which do not conflict with the interests of the public as set forth in Section 125.01, Florida Statutes. In accordance with the Agreement, The Viera Company shall be required to maintain, repair, and replace the permitted improvements without cost to the County. Additionally, The Viera Company is required to provide general liability insurance in an amount not less than one million dollars and name the County as additional insured.

The initial term of the Amended and Restated Agreement shall be twenty years commencing with the date of execution by the Board and shall automatically renew annually unless terminated by either party with sixty days' written notice. Upon termination, The Viera Company or the applicable assignee, at the request of the County, shall remove all improvements from the rights-of-way or The Viera Company or the applicable

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assignee shall reimburse the County for the cost of such removal. Furthermore, in the event of termination and the County assumes ownership of the improvements, the County does not assume maintenance responsibility unless expressly provided in writing.

In accordance with Administrative Order-29, the Amended and Restated Right-of-Way Use Agreement for Viera Town Center has been reviewed and approved by the County Attorney's Office and Risk Management. This Agreement will amend, restate, and supersede the Right-of-Way Use Agreement (Viera Town Center) entered into by the County and The Viera Company on February 20, 2019.

Clerk to the Board Instructions:

Please return the fully executed Amended and Restated Right-of-Way Use Agreement for the Viera Town Center to the Public Works Department.



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

January 8, 2020

M E M O R A N D U M

TO: Corrina Gumm, Interim Public Works Director

RE: Item F.4, Right-of-Way Use Agreement for Viera Town Center with The Viera Company

The Board of County Commissioners, in regular session on January 7, 2020, authorized the Chair to execute the Right-of-Way Use Agreement with The Viera Company to permit improvements to be installed and maintained in the Viera Town Center. Enclosed is a fully-executed copy of the Agreement.

Your continued cooperation is greatly appreciated.

Sincerely yours,

**BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK**

Tammy Rowe

Tammy Rowe, Deputy Clerk

/cmw

Encl. (1)

cc: Contracts Administration

AMENDED AND RESTATED RIGHT-OF-WAY USE AGREEMENT (Viera Town Center)

This Amended and Restated Right-Of-Way Use Agreement (this "Agreement"), made and entered into this _____ day of _____ 2020 by and between Brevard County, Florida, a political subdivision of the State of Florida (the "County"), and The Viera Company, a Florida corporation (the "The Viera Company"), whose principal address is 7380 Murrell Road, Suite 201, Viera, Florida 32940.

RECITALS

Whereas, the public right-of-way(s) within the Viera Town Center set forth in Attachment "A" attached hereto and incorporated herein by this reference (the "Public Right-of-Way") has/have been dedicated to Brevard County, Florida;

Whereas, The Viera Company desires to improve the Public Right-of-Way by installing improvements, which may consist of, but are not limited to, improvements for landscaping, signage, hardscape, irrigation, traffic control devices (excluding traffic signals), and/or other related improvements pursuant to plans and specifications approved by the County and further described below;

Whereas, the County pursuant to the authority set forth in Section 125.01, Florida Statutes, may allow the use of a public right-of-way for purposes which do not conflict with the interests of the public or are in the interests of the public;

Whereas, the County has determined that use of the Public Right-of-Way by The Viera Company for the installation, operation, maintenance, repair and improvement of such improvements to the Public Right-of-Way pursuant to this Agreement promotes the public interest; and

Whereas, the County and The Viera Company desire to enter into this Agreement to fully amend, restate, and supersede that certain Right of Way Use Agreement (Viera Town Center) entered into by the County and The Viera Company on February 20, 2018.

Now therefore, in consideration of the covenants herein contained, it is mutually agreed between the parties as follows:

1. Recitals

The above recitals are true and correct and incorporated into this Agreement by this reference.

2. Definitions

The following terms used in this Agreement shall have the meaning given to such terms below:

- a) Agreement: shall mean this Right-of-Way Use Agreement (Viera Town Center).

- b) Association: shall mean Viera Town Center Merchants Association, Inc., a Florida not-for-profit corporation , as more particularly described in that certain Declaration of Covenants, Conditions, Easements, Reservations and Restrictions for Viera Town Center District recorded on December 29, 2016 in Official Records Book 7788, Page 438, of the Public Records of Brevard County, Florida, as may be amended from time to time, to which The Viera Company elects to assign its rights, and delegates its duties and obligations to, under this Agreement as permitted under Paragraph 13 of this Agreement.
- c) County: shall mean Brevard County, Florida, a political subdivision of the State of Florida.
- d) Designated Premises: shall mean that portion of the Public Right-of-Way more particularly described in Attachment "A" attached hereto and incorporated herein by this reference, where the Improvements will be installed and maintained, with the Designated Premises to be more particularly described in the Plans as approved by the County.
- e) Improvements: shall mean those certain improvements installed or to be installed by The Viera Company within the Designated Premises in accordance with the Plans and maintained by The Viera Company in accordance with the provisions of this Agreement as approved by the County pursuant to any Right-of-Way Permit issued by the County.
- f) Plans: shall mean those certain plans for the construction and installation of Improvements which have been approved by The Viera Company and the County as part of a Right-of-Way Permit.
- g) Prompt or Promptly: For purposes of Paragraph 8, the term "promptly" shall mean no later than fourteen days after The Viera Company receives written notice of the need for maintenance, repairs, or replacements to the applicable Improvements (as may be extended on a day-by-day basis for acts of force majeure beyond The Viera Company's control); however, to the extent such maintenance, repairs, or replacements cannot reasonably be completed within fourteen days, the term "promptly" shall mean The Viera Company shall commence such maintenance, repairs, or replacements within such initial fourteen day period and shall diligently work to complete such maintenance, repairs, or replacements. For purposes of Paragraph 10, the term "promptly" or "prompt" shall mean no later than fourteen days after The Viera Company receives actual notice of the existence of a hazardous condition, or a condition in need of maintenance as required hereunder, at the Designated Premises.
- h) Public Right-of-Way: shall have the meaning given to such term in the second recital set forth above.
- i) Right-of-Way Permit: shall mean the official written approval to begin construction or installation of Improvements according to the application, plans, specifications and conditions approved by the County.
- j) The Viera Company: shall mean The Viera Company, a Florida corporation.

3. Construction and Maintenance of Property

During the term of this Agreement, The Viera Company hereby agrees to construct and maintain the Improvements within the Designated Premises in the manner described in this Agreement and as permitted by the County. Improvements shall be constructed and installed in such a manner so as to not cause damage to or interfere with any County improvements or facilities. Any such damage to County improvements or facilities shall be remedied immediately at no cost to the County.

4. Term

The initial term of this Agreement shall be twenty years commencing with the date of the execution of this Agreement by the County and The Viera Company, and shall thereafter be automatically renewed annually unless terminated by either party, in accordance with Paragraph 15 Termination herein.

5. Use of Designated Premises

During the term of this Agreement, The Viera Company shall use the Designated Premises only for construction and installation of the Improvements and related maintenance thereto. It is hereby mutually agreed and understood that the use of any structure, improvement or facility now or hereafter located on the Designated Premises as part of the Improvements shall be for decorative or informational purposes only and not for human occupancy, nor shall such Improvements create traffic hazards. It is specifically agreed and understood that the use herein set forth for the Improvements upon the Designated Premises shall be the only use consented to by the County, and that failure to comply with this provision shall be considered a material breach of this Agreement, whereupon the County shall be entitled to immediately terminate this Agreement.

6. Improvements

All Improvements permitted and installed upon the Designated Premises by The Viera Company shall be maintained by The Viera Company on the Designated Premises during the term of this Agreement in accordance with this Agreement and any County issued Right-of-Way Permit. It is hereby agreed and understood that any Improvements placed on or constructed on the Designated Premises and permanently attached thereto, shall remain the property of The Viera Company and that The Viera Company retains the right to remove such improvement within sixty days of the date of termination of this Agreement, whether by breach or by expiration of its natural term. In the event such Improvements are not removed within sixty days of termination, the Improvements shall become the property of the County, and the County may remove the Improvements. To the extent the County elects to remove any such Improvements, The Viera Company shall reimburse the County for the cost of removal within thirty days of receipt of an invoice for such removal expenses.

7. Utilities

The Viera Company shall pay all charges for electrical service and other utility services supplied to The Viera Company at the Designated Premises for the Improvements during the term of this Agreement.

8. Repairs and Maintenance

During the term of this Agreement, The Viera Company shall, at its own expense, maintain the Designated Premises and all Improvements on the Designated Premises in accordance with this Agreement, any County issued Right-of-Way Permit and all applicable County and Florida Department of Transportation current maintenance and safety requirements and as updated and make all necessary repairs and replacements to the Designated Premises and/or the Improvements. Such maintenance, repairs and replacements shall be made promptly as and when necessary. Notification of the need for such repair and/or maintenance may be given to The Viera Company by written or electronic communication.

9. Illegal, Unlawful or Improper Use

The Viera Company shall make no unlawful, improper, immoral or offensive use of the Designated Premises, nor will The Viera Company use the Designated Premises or allow use of the Designated Premises for any purposes other than that hereinabove set forth. Failure of The Viera Company to comply with this provision shall be considered a material default under this Agreement. In the event any of the Improvements are deemed a traffic safety hazard by the County or the Florida Department of Transportation, such use shall be deemed an improper use and this Agreement shall be subject to immediate termination.

10. Indemnification and Insurance

Except where limited by law, The Viera Company agrees that it will indemnify and save harmless the County from any and all liability, claims, damages, expenses, proceedings and causes of action of every kind and nature arising out of or connected with the use, occupation, management or control of the Designated Premises or any of the Improvements thereon or any equipment or fixtures used in connection with the Designated Premises by The Viera Company or its employees or independent contractors. The Viera Company agrees that it will, at its own expense, defend any and all actions, suits or proceedings which may be brought against the County in connection with The Viera Company's use of the Designated Premises pursuant to this Agreement and that it will satisfy, pay and discharge any and all judgments that may be entered against the County in any such action or proceedings. The Viera Company shall include in any contract for work upon or involving the Designated Premises that the contractor shall indemnify and hold harmless the County from liabilities, damages, losses and costs, including but not limited to attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the contractor and persons employed or utilized by the contractor in the performance of the contract. The parties acknowledge specific consideration has been exchanged for the provision.

The Viera Company further agrees to provide and maintain at all times during the term of this Agreement, without cost or expense to the County, policies of General Liability Insurance insuring The Viera Company against any and all claims, demands or causes of action whatsoever for injuries received and damages to property in connection with the use, occupation, management and control of the Designated Premises and the Improvements thereon. Such policies of insurance shall insure The Viera Company in an amount not less than one million dollars to cover any and all claims arising in connection with any one particular accident or occurrence. A certificate of such insurance policies shall be filed with the Public Works

Department, 2725 Judge Fran Jamieson Way, Bldg. A. 201, Viera, Florida, 32940, within ten days of the date of execution of this Agreement by The Viera Company and the County and annually upon insurance renewal. The County shall be named as an additional insured on the policy that The Viera Company secures and endorsed with a provision that entitles the County to thirty days written notice from the insurer of any change or cancellation in said policies.

The Viera Company shall also be required to include in any contract for work upon or involving the Designated Premises that the contractor is required to maintain, without cost or expense to the County, the following types of insurance. The policy limits required are to be considered minimum amounts:

- General Liability Insurance in an amount not less than one million dollars combined single limit for each occurrence and to include coverage for Explosion, Collapse, Underground (XCU) hazards.
- Workers' Compensation Insurance (for statutory limits) as required by Florida Statutes, Chapter 440.

Nothing contained in this Agreement shall be construed as a waiver of County's right to the protections of and/or caps on damages afforded by sovereign immunity under Section 768.28, Florida Statutes, or other limitations imposed on the County's potential liability under state or federal law.

The Viera Company shall notify the County promptly in writing of any hazardous condition existing on or about the Designated Premises.

All Improvements or personal property constructed or placed on or about the Designated Premises by The Viera Company or its employees or independent contractors shall be at the risk of The Viera Company, and the County shall not be liable for any damage or loss to any Improvements or personal property located thereon for any cause whatsoever. The Viera Company agrees and understands that the County does not and shall not carry liability, theft, or fire insurance on any of said items or facilities to cover The Viera Company's interests therein. At the time of execution of this Agreement, any existing improvements installed on the Designated Premises will be the maintenance responsibility of The Viera Company. In the event any pre-existing improvements causes damage to County property, to include but not limited to, sidewalk/roadway/curb and gutter/drainage inlets, The Viera Company will be responsible for prompt repair to such County property. If The Viera Company fails to promptly repair the damage, The Viera Company will pay the County all costs incurred by the County to repair the damage.

11. Right of Entry

It is expressly stipulated that this Agreement is a license for permissive use only and that the construction within and/or upon public property pursuant to this Agreement shall not operate to create or vest any property right in said holder. This Agreement does not relieve The Viera Company of local or other jurisdictional requirements. The County or its agents may enter in and on the Designated Premises at any time for any purpose, including inspecting such property

or performing other duties of the County as are required by law or by the terms of this Agreement.

12. Compliance with Statutes

The Viera Company shall promptly execute and comply with all statutes, ordinances, rules, regulations, and requirements of all local, state and federal governmental bodies applicable to the Designated Premises for the correction, prevention and abatement of nuisances or other grievances in, upon, or connected with the Designated Premises during the term of the Agreement.

13. Binding Effect; Assignability

This Agreement will inure to the benefit of and will be binding upon the parties hereto and their respective successors and assigns. Except as otherwise provided herein below, The Viera Company shall not assign this Agreement or any portion thereof of The Viera Company's rights, obligations, or duties hereunder to any party without the prior written consent of the County. However, the County and The Viera Company acknowledge that upon completing the initial installation of the Improvements upon a particular Public Right-of-Way, it is intended that all of the rights, obligations and duties of The Viera Company under this Agreement relating to the Improvements on that Public Right-of-Way will be assigned by The Viera Company to the Association, as to be determined by The Viera Company in its sole and absolute discretion, but subject to the County's written consent. Any such assignments shall be by a written instrument executed with the formality of a deed on behalf of The Viera Company assigning such rights, obligations and duties to the assignee, and on behalf of the assignee assuming such rights, obligations and duties. Such assignments shall also set forth the address of the assignee for purposes of receiving notices under this Agreement in accordance with Paragraph 16 herein below. Upon the execution of such assignments by The Viera Company, the assignee, and the County, and its delivery to the County, the County agrees that The Viera Company shall be released from all obligations and duties hereunder as to the assigned obligations and duties and that the County shall thereafter look solely to the applicable assignee for the performance of such obligations and duties.

14. Independent Contractor

The Viera Company shall perform the services under this Agreement as an independent contractor and nothing herein shall be construed to be inconsistent with this relationship or status. Nothing in the Agreement shall be interpreted or construed to make The Viera Company or any of its agents or employees to be the agent, employee or representative of the County.

15. Termination

This Agreement may be terminated with or without cause by either party upon sixty days' written notice thereof to the other party; provided, however, that upon termination, The Viera Company or, if this Agreement or any portion thereof has been assigned as permitted hereunder, then the applicable assignees of this Agreement, shall, at the request of the County, remove all Improvements to the Designated Premises, or, in the alternative, reimburse the County for the cost of such removal. In the event this Agreement is terminated and the County assumes ownership of the Improvements within the Public Right-of-Way, the County does not

assume maintenance responsibility unless expressly provided in writing. Any maintenance performed by the County will not constitute an assumption of maintenance responsibility as may be otherwise assigned by Florida Statute or County Code.

16. Notice; Notice of Breach

Notice under this Agreement shall be given to the County at the office of the County Manager, 2725 Judge Fran Jamieson Way, Bldg. C, Viera, Florida 32940 with a copy to the Public Works Department, 2725 Judge Fran Jamieson Way, Bldg. A. 201, Viera, Florida 32940. Notice under this Agreement shall be given to The Viera Company at 7380 Murrell Road, Suite 201, Viera, Florida 32940 or by email to brenton.albertson@duda.com and vieralegal@duda.com.

In the event the County determines The Viera Company or any assignee has breached any term or provision of this Agreement, the County shall provide written notice of such breach to breaching party and the breaching party shall have thirty days after receipt of such notice to cure such breach or, if such breach is of a nature that it cannot reasonable be cured within such thirty day period, then the breaching party shall have such longer period to cure the breach as is reasonably necessary provided, however, that if the breaching party commences reasonable action to remedy the breach within such thirty day period and diligently and continuously prosecutes such remedy to completion so that such breach is cured in a timely manner.

17. Right to Audit Records

In the performance of this Agreement, The Viera Company and any assignee shall respectively keep books, records and accounts of all activities related to the Agreement, in compliance with generally accepted accounting procedures. Books, records and accounts related only to the performance of this Agreement (and no other books, records, and accounts of The Viera Company or any assignee) shall be open to inspection during regular business hours by an authorized representative of the County upon written notice to The Viera Company or any assignee not less than five business days advance notice and shall be respectively retained by The Viera Company and each assignee for a period of five years after termination of this Agreement. All books, records and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. All records or documents created by The Viera Company or any assignee or provided to The Viera Company or any assignee under the terms of this Agreement, are public records and The Viera Company and any assignee agree to comply with any request for such public records or documents made in accordance with Section 119.07, Florida Statutes.

18. Waiver

The waiver by the County of any of The Viera Company's or any assignee's respective obligations or duties under this Agreement shall not constitute a waiver of any other respective obligation or duty of The Viera Company or any assignee under this Agreement.

19. Entirety and Modifications

This Agreement fully amends, restates, and supersedes that certain Right of Way Use Agreement (Viera Town Center) entered into by the County and The Viera Company on February 20, 2018. This Agreement represents the understanding between the parties in its

entirety as to the subject matter of this Agreement and no other agreements, either oral or written, exist between the County and The Viera Company as to the subject matter of this Agreement. This Agreement may only be amended, supplemented or canceled by a written instrument duly executed by the parties hereto, except as otherwise provided herein. Attachment "A", which is intended to set forth the Designated Premises of this Agreement, may be modified as Improvements are approved pursuant to the terms of this Agreement. This Agreement is solely for the benefit of the formal parties to this Agreement and no right or cause of action shall accrue by reason hereof to or for the benefit of any third party not a formal party hereto.

20. Severability

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or otherwise unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

21. Attorney's Fees and Venue

In the event of any legal action to enforce, interpret, or construe the terms of this Agreement, each party shall bear its own attorney's fees and costs. Venue for any legal action brought by any party to this Agreement to interpret, construe or enforce this Agreement shall be in a court of competent jurisdiction in and for Brevard County, Florida, and any trial shall be non-jury.

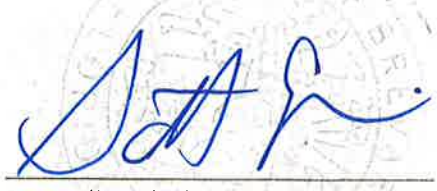
22. Construction of Agreement

The parties hereby agree that they have reviewed this Agreement, have consulted with legal counsel of their choice, have participated in the drafting of this Agreement and that this Agreement is not to be construed against any party as if it were the drafter of this Agreement.

Done, ordered and adopted in Regular Session this 7 day of January, 2020.

Attest:

Board of County Commissioners
of Brevard County, Florida



Scott Ellis, Clerk



Bryan Lober, Chair

As approved by the Board on 1/7/2020

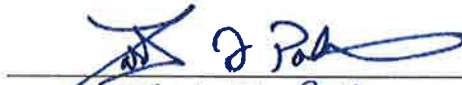
Approved as to legal form and content:

Assistant County Attorney

The Viera Company, a Florida corporation



Printed name: KAREN P. PROSSER



Name: Todd J. Pokrywa
Title: President



Printed name: Mary Ellen McKibben

State of Florida
County of Brevard

The foregoing instrument was acknowledged before me this 18th day of December, 2019,
by Todd J. Pokrywa, as President of The Viera
Company, a Florida corporation, on behalf of the corporation, who is personally known to me.



Notary Public

Mary Ellen McKibben

Printed Name



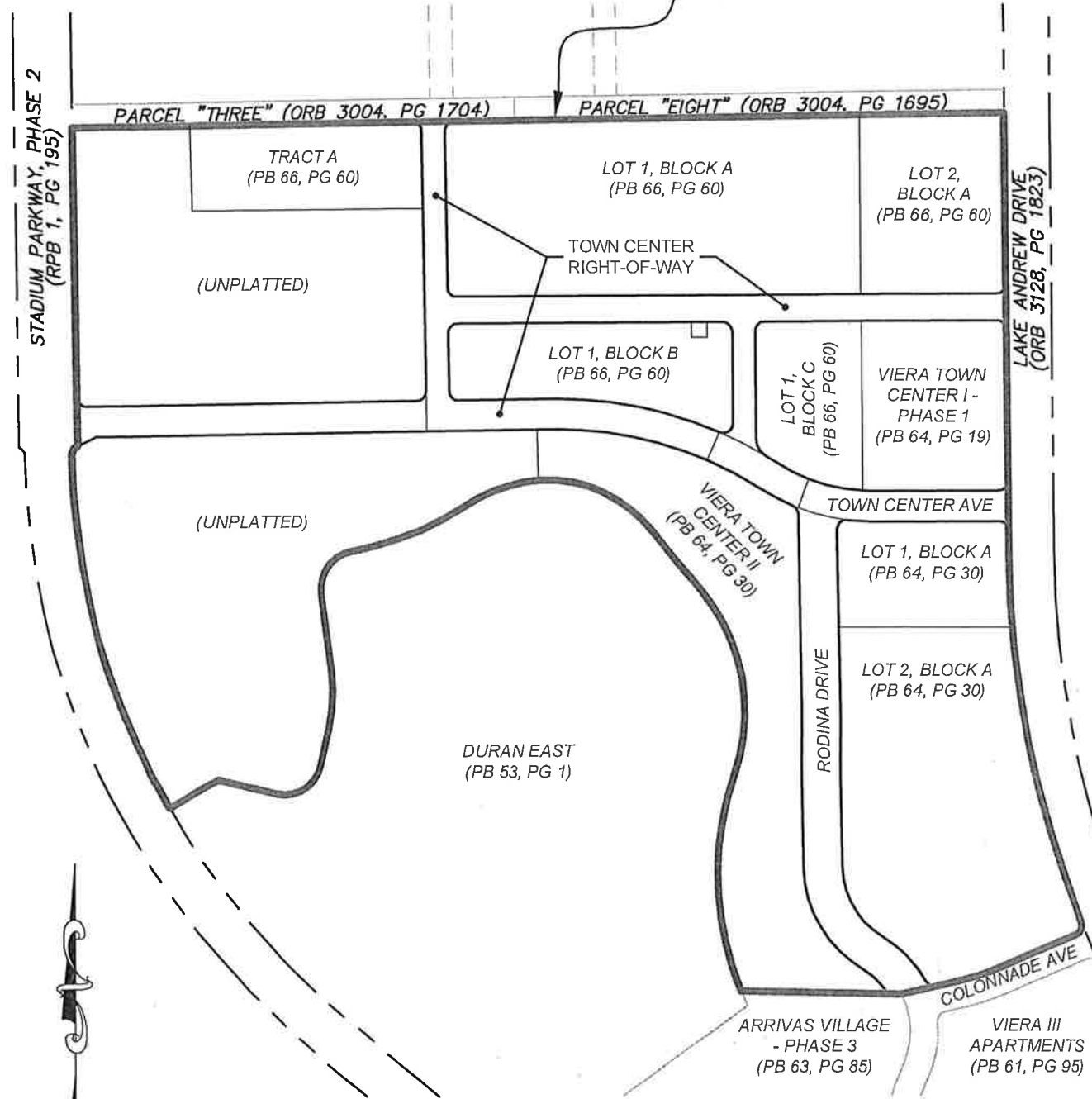
ATTACHMENT "A"

TOWN CENTER RIGHT-OF-WAY USE AGREEMENT

NOTE:

IN ACCORDANCE WITH THE RIGHT-OF-WAY USE AGREEMENT FOR VIERA TOWN CENTER, ATTACHMENT "A" DOES NOT INDICATE APPROVAL OF IMPROVEMENTS IN THE COUNTY RIGHT-OF-WAY. APPROVAL OF IMPROVEMENTS IN THE COUNTY RIGHT-OF-WAY IS CONTINGENT UPON PERMITTING AND ACCEPTANCE BY THE COUNTY. ATTACHMENT A, WHICH IS INTENDED TO SET FORTH THE DESIGNATED PREMISES OF THIS AGREEMENT, MAY BE MODIFIED AS IMPROVEMENTS ARE APPROVED PURSUANT TO THE TERMS OF THIS AGREEMENT

DESIGNATED PREMISES



B.S.E. CONSULTANTS, INC.
CONSULTING - ENGINEERING - LAND SURVEYING
312 SOUTH HARBOR CITY BOULEVARD, SUITE 4 MELBOURNE, FL 32901
PHONE: (321) 725-3674 FAX: (321) 723-1159
CERTIFICATE OF BUSINESS AUTHORIZATION: 4905
CERTIFICATE OF LAND SURVEYING BUSINESS AUTHORIZATION: LB0004905

DATE: 11/13/19
DESIGN/DRAWN: HAK/RLR
DRAWING# 1144801_200_004
PROJECT# 11448.01
SHEET 1 OF 1

**BREVARD COUNTY
BOARD OF COUNTY COMMISSIONERS**

INITIAL CONTRACT REVIEW AND APPROVAL FORM

SECTION I - GENERAL INFORMATION

1. Contractor: The Viera Company	
2. Fund/Account #: N/A	3. Department Name: Public Works
4. Contract Description: Right-of-Way Use Agreement - Viera Town Center	
5. Contract Monitor: Jeanette Scott on behalf of Public Works	7. Contract Type:
6. Dept/Office Director: Corrina Gumm, P.E., Interim Director	USE AGREEMENT

SECTION II - REVIEW AND APPROVAL TO ADVERTISE

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

SECTION III - REVIEW AND APPROVAL TO EXECUTE

<u>COUNTY OFFICE</u>	<u>APPROVAL</u>		<u>SIGNATURE</u>
	<u>YES</u>	<u>NO</u>	
User Agency	☒	☐	Thomas-Wood, Tammy Digitally signed by Thomas Wood, Tammy (DN: cn=Thomas Wood, Tammy, email=Tammy.ThomasWood@brevard.gov Date: 2019.12.16 11:08:41 -05'00'
Risk Management	☒	☐	Lairsey, Matt Digitally signed by Lairsey, Matt Date: 2019.12.16 12:34:24 -05'00'
County Attorney	☒	☐	Brewer, Jad Digitally signed by Brewer, Jad Date: 2019.12.17 08:10:41 -05'00'

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	☐
Contract Title	☐
Contract Type	☐
Contract Amount	☐
Storage Location (SAP)	☐
Contract Approval Date	☐
Contract Effective Date	☐
Contract Expiration Date	☐
Contract Absolute End Date (No Additional Renewals/Extensions)	☐
Material Group	☐
Contract Documents Uploaded in CM database (Initial Contract Form with County Attorney/ Risk Management Approval; Signed/Executed Contract)	☐
"Right To Audit" Clause Included in Contract	☐
Monitored items: Uploaded to database (Insurance, Bonds, etc.)	☐