

CONTRACT REVIEW CHECKLIST

#	DESCRIPTION	YES	NO	N/A
1.	Is Agenda Summary Sheet information correct and complete?			
2.	Are the parties correctly identified? (All contracts must be with Palm Beach County NOT the Department).			
3.	Has the other party signed? If not, why? (BCC policy requires other party's signature prior to approval unless it is a higher governmental entity).			
4.	Are titles of signing parties and signature lines entered? (Be sure the person signing the contract is authorized to do so by his/her firm and witnessed with a corporate seal, where applicable).			
5.	Are all attachments/exhibits appropriately labeled as such and referenced in the body of the contract?			
6.	Do the individual amount in the contract and attachments collectively match the totals in the contract?			
a.	Is there a cap on the total amount of the contract?			
7.	Are the beginning and ending dates correct and specified?			
8.	Is there a schedule of events and milestones for completion?			
9.	If the contract is for more than two years and ad valorem funds are involved, is there an annual appropriation clause?			
10.	Does the termination clause allow for termination at the convenience of the County?			
11.	Are the indemnification clauses included? (This should be verified with Risk Management for non-standard contracts).			
12.	Does the contract contain a clause addressing the Florida Public Entity Crime Statute (287.133) (2) (a)?			
13.	Does the item comply with the SBE Ordinance?			
14.	Has the Budget Division indicated sufficient Budget availability?			
15.	Are the payment provisions acceptable? (Be sure there are no advance payments).			
16.	Are reimbursable costs identified and capped?			
17.	Are insurance requirements adequate? (This should be verified with Risk management).			
a.	Is proof of insurance attached?			
b.	Is expiration date equal to or longer than the contract period?			
c.	Is Palm Beach County named as additional insured?			
18a.	Is liquidated damages clause included? If so what is the daily assessment? \$ _____ /day.			
b.	Is there an early completion bonus/incentive? If so, what is the daily amount \$ _____ /day.			
19.	Is performance/payment bond included?			
a.	Is surety verified against U.S. Treasury listing?			
b.	Is Bond sealed? Bond # _____			
c.	Does bond match Contract amount?			
20.	Has the Terms & Conditions Block been executed by Dept?			
21.	Is there a certificate or affidavit from the Contractor indicating who had the authority to execute the contract for the contractor?			
22.	Is there an access and audit clause?			
23.	Is there a notification/address identifying provision in the contract?			
24.	Inspector General language?			
25.	Criminal history records check clause?			
26.	Regulations/laws/ordinances clause?			
27.	E-verify (If state contract).			
28.	No Third Party Beneficiaries clause.			
29.	Adherence to 2014 non-discrimination.			

INSURANCE REQUIREMENTS:

Original Contract Amount: \$ _____

Contractor: _____

General Liability

Required: \$500,000
\$1,000,000

Limits: \$500,000
\$1,000,000

Expires:

Other \$ _____

Other: \$ _____

Comprehensive Auto

Required: \$500,000
\$1,000,000

Limits: \$500,000
\$1,000,000

Other \$ _____

Other: \$ _____

Professional Liability Required:

Required: \$500,000
\$1,000,000

Limits: \$500,000
\$1,000,000

Other \$ _____

Other: \$ _____

If claims made – Retro date _____

Excess Liability: \$ _____

Workers Compensation

Required: Y or N

Limits: \$100/500/100
\$500/500/500
1mil/1mil/1mil

All Risk - Builders Risk

Required: _____
(Eliminate Occupancy Clause)

Limits: \$ _____
(Equal to total value of project)

Must cover until final acceptance.
Sub-limits not acceptable if less than
total value of project.)

All Risk - Transit or Motor Truck

Cargo Required: _____
(Replacement cost coverage for
highest value. Must contain
Waiver of Subrogation)

Limits: \$ _____

Aircraft Liability Required: _____

Limits: \$5,000,000

Watercraft Liability Required: _____

Limits: \$5,000,000

Other Requirements: _____

Date: _____