

CONTRACT REVIEW CHECKLIST – Rev. 6/3/25

	DESCRIPTION	YES	NO	N/A
1	Is Agenda Item Summary (AIS) information correct and complete?			
2	Are parties correctly identified? Must use vendor's correct, <u>exact</u> legal name as shown in SunBiz; all contracts are with Palm Beach County Board of County Commissioners, NOT the Department.			
3	Is vendor on County's suspended/debarred list? Or on the State's convicted vendor list?			
4	Has the other party signed? If not, why? (Board policy requires other party's signature prior to Board approval, unless it is a higher governmental entity).			
5	Are titles of signing parties and signature lines completed?			
6	Is there a certificate/affidavit from vendor indicating who has the authority to execute the contract for the vendor OR signature authority verified in SunBiz?			
7	Has the Terms & Conditions signature block been signed by the Department Director?			
8	Are all attachments to the AIS and exhibits to the contract included and labeled?			
9	Do individual amounts in the contract exhibits match the totals in the contract and AIS?			
10	Is there a cap on the total amount of the contract? Reimbursable costs identified and capped?			
11	Has the Budget Division indicated sufficient budget availability?			
12	Federally funded? Y / N State funded? Y / N			
13	Are the payment provisions acceptable? (Be sure there are no advance payments)			
14	Beginning and ending dates correct/specified? Schedule of events and milestones for completion?			
15	If contract is for more than 1 year and ad valorem funds are involved, is there an Annual Appropriation clause? (N/A for construction)			
16	Does the Termination clause allow for termination at the convenience of the County?			
17	Indemnification clause included? (For non-standard contracts verify with Risk Management)			
18	Are insurance requirements adequate? (This should be verified with Risk Management) Is proof of insurance attached? Palm Beach County named as additional insured?			
19	If liquidated damages clause included, what is the daily assessment? \$ _____/day.			
20	If early completion bonus/incentive included, what is the daily amount \$ _____/day			
21	Is performance/payment bond required/included? Is surety verified against U.S. Treasury listing? Is bond sealed? Does Bond match Contract amount? Bond # Power of Attorney (POA) for Surety's agent attached? Any limitations in the POA?			
22	Does the item comply with the Equal Business Opportunity (EBO) Ordinance, as revised by the BCC on 6/3/25?			
23	Is there an Access and Audit clause? Inspector General clause?			
24	Is there a Notices provision with identifying addresses?			
25	Criminal History Records Check clause?			
26	Compliance with All Laws/Ordinances/Regulations clause?			
27	Non-Discrimination clauses as revised by the BCC on 6/3/25?			
28	No Third Party Beneficiaries clause? Law and Venue clause?			
29	If contract in excess of \$200,000, is Disclosure of Ownership Interests attached? (N/A for sealed bid, publicly traded companies, non-profits, or government agencies)			
30	Clause addressing the Public Entity Crime Statute FS 287.133(2)(a)?			
31	Clause addressing Public Records Statute 119.0701?			
32	Scrutinized Companies provision? E-verify clause?			
33	Disclosure of Foreign Gifts and Contracts clause?			
34	Do bid documents/RFPs contain a clause addressing FS 287.0570: Prohibition against Considering Social, Political or Ideological Interests in Government Contracting? (Effective 7/1/23)			
35	Non-Governmental Entity Human Trafficking Affidavit for contracts, renewals or extensions approved on or after 7/1/24?			
36	For construction, <u>no</u> County Living Wage clause for construction contracts approved on or after 7/1/24?			