

CONTRACT REVIEW CHECKLIST – Rev. 7/17/26

	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? (County policy requires other party's signature prior to Board approval, unless it is a higher governmental entity)			
5	Review signature pages, are titles of signing parties, signature lines and witness lines completed?			
6	Is there a certificate/affidavit from vendor indicating who has the authority to sign the contract for the vendor OR signature authority verified in SunBiz? Is vendor active 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, labeled, in order?			
9	If contract is in excess of \$200,000, is Disclosure of Ownership Interests attached? (N/A for sealed bid, publicly traded companies, non-profits, or government agencies)			
10	Do individual amounts in the contract exhibits match the totals in the contract and AIS?			
11	Is there a cap on the total amount of the contract? Reimbursable costs identified and capped?			
12	Has the Budget Division indicated sufficient budget availability on page 2 of AIS?			
13	Federally funded? Y/N State funded? Y/N Payment provisions acceptable? (No advance payments)			
14	Start and end dates specified in contract and AIS? Schedule of events/milestones for completion?			
15	If contract is for more than 1 year and ad valorem funds are used, is there an Annual Appropriation/Availability of Funds 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, COI or Ebix report? Palm Beach County named as additional insured?			
19	If liquidated damages clause is 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? 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 Small Business Development (SBD) Ordinance, as revised by the BCC on 6/3/25 and 1/1/26?			
23	Is there an Access and Audit clause? Inspector General clause?			
24	Notices provision with identifying addresses? Criminal History Records Check clause?			
25	Compliance with All Laws/Ordinances/Regulations clause?			
26	Non-Discrimination clauses as revised by the BCC on 6/3/25?			
27	No Third-Party Beneficiaries clause? Law and Venue clause?			
28	Clause for Public Entity Crime Statute? Public Records Statute?			
29	Scrutinized Companies provision, as revised 2/27/26? E-Verify clause?			
30	Disclosure of Foreign Gifts and Contracts clause?			
31	Do bid documents/RFPs contain clauses regarding Prohibition against Considering Social, Political or Ideological Interests (effective 7/1/23) and Prohibition on DEI Materials (effective 1/1/27)			
32	Non-Governmental Entity Human Trafficking Affidavit for contracts, renewals or extensions approved on or after 7/1/24?			
33	<u>No</u> County Living Wage clause allowed in construction contracts approved on or after 7/1/24 or in any other contracts approved on or after 9/30/26			
34	Prohibition on DEI Material clause for contracts or renewals approved after 1/1/27?			
35	Digital Accessibility clause for contracts approved after 4/24/27?			