

## **CITY ATTORNEY OFFICE - LEGAL REVIEW CHECKLIST**

Name of Agreement:

Department:

Contact person:

### City Manager approval

## City Commission approval

## Agenda item #:

Agenda meeting date:

### Agreement Action:

New	Renewal*	Amendment*	*Renewal: Only change is the agreement term *Amendment: For changes other than/in addition to term
-----	----------	------------	---

Has the agreement been signed and notarized/witnessed by the vendor: Yes  No

For City Attorney Use only:

Agreement Terms:	Comments/Specific Provision in Agreement
Term (Duration of Agreement)	
Termination Clause	
Renewal Clause	
Insurance	
Indemnification	
Assignment	
Non-Discrimination Policy	
Inspector General Provision	
FL. Public Records Provision (2016)	
Governing Law	
Venue	
Attorney's fees	
Waiver of Jury trial	

Business Principles:	Comments
Fees: Total Value	
Fees: Per Fiscal Year	

Other Issues:	Comments
Non-Negotiable Issues/ Miscellaneous Issues/ Special Considerations	

Consistent with applicable policies including, but not limited to, Procurement policies. Yes

Attorney: \_\_\_\_\_  
Reviewed and approved as to form and legal sufficiency only