

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