

## CITY ATTORNEY OFFICE - LEGAL REVIEW CHECKLIST

Name of Agreement:

Department:

Contact person:

City Manager approval

City Commission approval

Reviewed by Purchasing

Agenda item #:

Agenda meeting date:

Resolution #:

Agreement Action:

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

Does the Contractor require the City to sign first?:

For City Attorney Use only:

**Agreement Terms:**

**Comments/Specific Provision in Agreement**

Term (Duration of Agreement)	
Termination Clause	
Renewal Clause	
Insurance	
Indemnification	
Assignment	
Fiscal Funding Requirement	
FL. Public Records Provision (2016)	
Inspector General Provision	
Governing Law	
Venue	
Attorney's fees	
E-verify	

**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