

## CITY ATTORNEY OFFICE - LEGAL REVIEW CHECKLIST

Name of Agreement:

Department:

Contact person:

City Manager approval:      Yes    No

City Commission approval:

- Agenda Item # \_\_\_\_\_
- Agenda Meeting Date: \_\_\_\_\_

Agreement Action:

New	Renewal	Amendment	Standard City form agreement
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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	City Standard/Other
Indemnification	City Standard/Intergovernmental/Other
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