

## 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<br>*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/<br>Miscellaneous Issues/<br>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