

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

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

Attorney: \_\_\_\_\_

Reviewed and approved as to form and legal sufficiency only