

## 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<br>*Amendment: For changes other than/in addition to term |
|-----|----------|------------|---|

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/<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