

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