

Name of Contract: Congress Ave Office Space Lease
Almonte Group

Board Item _____
8/19/05 Board Meeting Date

CONTRACT REVIEW CHECKLIST

Consistency with Law and School Board Policy: _____ Comments _____

Consistent with School Board Policy	<u>Yes</u>
Consistent with Florida, federal and local laws	<u>Yes</u>

Contract Terms: _____ Comments _____

Term (Duration of Contract)	<u>5 yrs w/ 2 three yr renewals</u>
Termination Clause	<u>Yes</u>
Insurance /Liability Issues/ Indemnification	Risk Management should review and approve all insurance clauses.
Regulatory issues	<u>N/A</u>
Confidentiality Provision	<u>N/A</u>
Warranties	<u>N/A</u>
Labor Issues	The Labor Relations Department should review any issues.
Disclaimers	<u>N/A</u>
Governing Law & Venue	<u>Fla Law & P.B. County venue</u>

Business Principles: _____ Comments _____

Sound Business Principles	
Reasonableness of Fees	Please refer to page _____.
Payment Terms --Lump sum, installments --Payment Due dates --Late fees	Please refer to page <u>1</u> .

Other Issues: _____ Comments _____

Conflict of Interest Disclosures	<u>Included w/ Backup</u>
Non-Negotiable Issues	<u>None</u>
Miscellaneous Issues	<u>None</u>
Appropriate Departmental Sign-off	<u>Yes</u>

Special Considerations: _____

The issues noted above were explained to the appropriate District staff and/or Division Chief. YES NO

Blain Futo
 By: Attorney (Name and Date)