

CONTRACT REVIEW CHECKLIST

Date

Consistency with Law and School Board Policy:

		Comments
Consistent with School Board Policy	√	
Consistent with Florida, federal and local laws	√	

Contract Terms:

		Comments
Term (Duration of Contract)	36 months	
Termination Clause	√	
Insurance /Liability Issues/ Indemnification		Risk Management should review and approve all insurance clauses.
Regulatory issues	None	
Confidentiality Provision	Yes	
Warranties	√	
Labor Issues		The Labor Relations Department should review any issues.
Disclaimers	None	
Governing Law & Venue	Florida; Palm Beach County	

Business Principles:

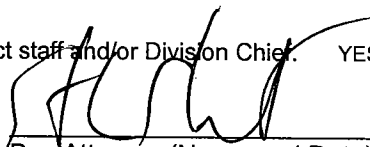
		Comments
Sound Business Principles	√	
Reasonableness of Fees		Page 1 of 4 (two different pricing documents with two base prices)
Payment Terms --Lump sum, installments --Payment Due dates --Late fees		Page 1 of 4 (two different pricing documents with two base prices)

Other Issues:

		Comments
Conflict of Interest Disclosures	None	
Non-Negotiable Issues	None	
Miscellaneous Issues	None	
Appropriate Departmental Sign-off	Yes	

Special Considerations: "Jessica Lunsford Act" language not needed as all machines are at FHESC. Two different pricing documents both numbered 1 of 4 for different equipment.

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


 By: Attorney (Name and Date)