

**BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY  
TAMPA FLORIDA 33601**

**BOARD POLICY SECTION NUMBER: 03.02.07.00**

**SUBJECT: MINIMUM CONTRACT PROVISIONS AND FILING REQUIREMENTS**

**EFFECTIVE DATE: December 7, 2005**

**SUPERSEDES: February 16, 2005**

**Purpose:** To ensure inclusion of certain minimum provisions in contracts with any person or entity from whom the County purchases goods and services. Further, to prescribe that original documents shall be filed with the Clerk to the Board upon execution by the parties.

**Policy:** It is the policy of the Board of County Commissioners that all contracts with any person or entity from whom the County purchases goods and services shall, to the extent applicable, include language addressing the following areas: access to records, retention of records, insurance disclosures and equal opportunity. It is also the policy of the Board of County Commissioners that the original of all such agreements be filed with the Clerk to the Board upon execution thereof and maintained with other Board records. The requirements of this Policy shall apply to all contracts executed by the Chair of the Board of County Commissioners, or under specifically authorized delegations to the County Administrator, the County Attorney or the Internal Performance Auditor.

**Responsibilities:** The County Administrator, in consultation with the County Attorney, shall establish an Administrative Directive to accomplish this Board Policy for the departments under the Administrator. The County Attorney and the Internal Performance Auditor shall also establish an internal policy to accomplish this Board Policy.

**Approved By: Board of County Commissioners**

**Date: December 7, 2005**