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

BOARD POLICY - SECTION NUMBER: 03.04.01.02

SUBJECT: REFUND POLICY FOR PURCHASE OF PLANS AND SPECIFICATIONS FOR CONSTRUCTION PROJECTS

EFFECTIVE DATE: SEPTEMBER 3, 1986

SUPERSEDES:

Purpose:

To approve and adopt a policy for the refunds of the purchase price of plans and specifications for construction projects.

Policy:

The Board of County Commissioners approves and adopts a policy for the refund of the purchase price of plans and specifications for construction projects.

Responsibilities:

The Purchasing and Contracts Department is responsible to implement the procedures for the refunding of the purchase price of plans and specifications for construction projects in accordance with approved Board policy.

Approved By: Board of County Commissioners
Approval Date: September 3, 1986

Attachment

Procedures for Refund of Purchase Price of Plans and Specifications

Procedures for Refund of Purchase Price of Plans and Specifications

Procedures:

- A. The Purchasing and Contracts Department makes available for sale plans and specifications for construction projects. The sale price is to cover reproduction costs, and is not a deposit.
- B. The request for a refund must be made to the Director of Purchasing and Contracts within twenty-four (24) hours of the purchase. The documents must be returned in used and unmarked condition. The judgement of condition of the plans shall be solely at the discretion of the Director of Purchasing and Contracts. Failure to request the refund and return of the plans within twenty-four (24) hours would preclude any refund of payment.
- C. Request must be made no later than twenty-four (24) hours prior to scheduled bid opening.
- D. Payment for refund shall be initiated by Purchasing and Contracts to the Board of County Commissioners Accounting Department, shall not receive priority handling, and shall be distributed via mail or be available for pick-up by the purchaser in the usual manner.

Attachment to: Section #03.04.01.02