

**6. CERTIFICATION OF AWARD LETTER**  
**BOARD OF COUNTY COMMISSIONERS**  
**ESCAMBIA COUNTY, FLORIDA**

**OFFICE OF PURCHASING**

213 PALAFOX PLACE, 2<sup>nd</sup> Floor

P.O. BOX 1591

PENSACOLA, FL 32591-1591

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<http://www.myescambia.com/departments/purchasing>



CLAUDIA SIMMONS  
*Purchasing Manager*

(Date)

(Contact Name)

(Company Name)

(Company Address)

(City, State, Zip)

**Re: Certification of Award for (Name of Project), PD \_\_\_ - \_\_\_ - \_\_\_**

Dear Ms/Mr. \_\_\_\_\_:

Based on the Board of County Commissioners action on (Date),(Month), (Date), (Year), please be advised that the (Project.), Contract PD \_\_\_ - \_\_\_ - \_\_\_, was awarded to your company as a lump sum contract of One Hundred Twenty-Four Thousand, Six Hundred Five Dollars (\$124,605.00) (Including Base Bid - \$120,875.00 plus Alternate A. - \$2,350, and Performance and Payment Bond of \$1380).

**Please provide the Certificate of Insurance, recorded Bond requirements and return these together with any other submission requirements within 10 days after receipt of this letter. Once these requirements have been met, we will advise the Contract Administrator for issuance of the Notice to Proceed.**

**Note:**

- 1. Exhibit C, Insurance Requirements and the sample Certificate of Insurance from the original solicitation document for the above referenced project are attached to this letter (eight pages). Please submit these pages to your insurance carrier for filling out the Certificate of Insurance.**
  
- 2. Performance and Payment Bond forms are attached to this letter (six pages). The use of any forms other than these forms shall result in your company incurring additional expense to re-record your bonds on these County forms.**

**Project information shall be noted on the bond forms as follows:**

[Insert name of project (including legal description, street address  
of property as applicable) and general description of improvement]

Subject information attached behind Exhibit B, Performance and Payment Bond Forms as provided herein.

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(Date)

Certification of Award Letter, (Name of Project) PD \_\_\_\_-\_\_\_\_-\_\_\_\_

3. **Performance and Payment Bonds shall be provided to the Office of Purchasing for review, to assure compliance prior to them recorded in the Clerk=s Office. This may be accomplished by fax or hand delivering a copy of such bonding paperwork to the Office of Purchasing.**
  
4. **Bonds must be recorded in the Clerk of Circuit Court Recording Office, 1<sup>st</sup> floor, 223 Palafox Place, Pensacola, Florida 32502, at your expense before the contract is executed. The cost of recording is \$10.00 for the first page and \$8.50 for each additional page. Checks are to be made payable to Escambia County, Florida. Original bonds are to be forwarded to the Office of Purchasing.**

Your expeditious attention to this matter is greatly appreciated. Please feel free to contact (Purchasing Agent's Name) at (Purchasing Agent's Phone Number) if you have any questions or if you need any assistance.

Sincerely,

Claudia Simmons  
Purchasing Manager

CS/Initials:initials

cc: (Name), (Title), (Dept) (w/o attachments)

Attachments