

**2c. DEPUTY FINANCE DIRECTOR'S COPY OF MEMO TO COUNTY ADMINISTRATOR WITH LEGAL AD WHEN
THE BOARD ACTS AS THE PROPOSAL REVIEW OR SELECTION COMMITTEE
(when serving on a committee)
BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA**

OFFICE OF PURCHASING

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CLAUDIA SIMMONS
Purchasing Manager

MEMORANDUM:

TO: (NAME), County Administrator

FROM: _____
Purchasing Manager

DATE: (Date)

SUBJ.: *Request for Proposal or Request for Letters of Interest: Name of Project
Specification Number PD

The Board of County Commissioners has by (CITE THEIR AUTHORITY/ACTION) elected to serve as the (**Proposal Review or Selection Committee) relative to the attached public notice, for the above referenced solicitation.

This is a request for you to appoint the following Staff Advisory Committee to the Board (and/or) Staff Negotiation Committee contingent on Board action. Also, please advise if you will have a designee on this committee or if you will personally serve.

- County Administrator or designee
- Chief, Purchasing or designee (ex officio non-voting chairing the committee)
- County Attorney or designee (advisory)
- (List of other key resource people by Name and Title)
- Clerk of the Circuit Court or designee (advisory) Only when appointed by the County Administrator

The Office of Purchasing has been working with Name(s) and Titles(s) of Person(s) in development of this solicitation on behalf of Department/Division.

Thank you for your cooperation in this matter.

CS:Initials:initials

cc: (NAME), Deputy Finance Director, Clerk's Office
cc: (NAME), Deputy Finance Director, Clerk's Office
Do you plan to attend Yes___ No___
If not, will you provide a representative from the Clerk's Office Yes___ No___
If yes, who will attend?
Please note your choices and return a copy for our contract file.
Thank you for your assistance.

Claudia Simmons, Purchasing Manager

- * Please select the appropriate solicitation.
- ** Please select the appropriate committee.

(H:PR\MAST_DOC\UniformContractVolI\StandfrmMemos,LettersforContractDistribution\DeputyFinanceDir'sCopyofMemotoCountyAdAdmin.withLegalAd.(2c).doc)

(Revised 3/1/08)