

**2a. DEPUTY FINANCE DIRECTOR'S COPY OF MEMO TO COUNTY ADMINISTRATOR WITH
LEGAL AD AND TO DESIGNATE OWNERS REPRESENTATIVE
(when serving on a committee)**

NOTE: This memo is to be used when soliciting for services when an owners representative is necessary to manage and administer the contract.

**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA**

OFFICE OF PURCHASING

213 PALAFOX PLACE, 2nd Floor
P.O. BOX 1591
PENSACOLA, FL 32591-1591
TELEPHONE (850) 595-4980
(SUNCOM) 695-4980
TELEFAX (850) 595-4805

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



CLAUDIA SIMMONS
Purchasing Manager

MEMORANDUM:

TO: (NAME), County Administrator

FROM: _____
Claudia Simmons, Purchasing Manager

DATE: (Date)

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

This is a request for your consideration to appoint the following **Proposal Review or Selection/Negotiation Committee, relative to the attached public notice. Also, please advise who your designee will be for committee and owners representative in Contract Management and Contract Administration matters.

County Administrator or designee
Chief, Purchasing or designee (ex-officio, non-voting, and chairing the committee)
County Attorney or designee (advisory)
(List of 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

NOTE: (NAME)
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.**