

2d. DEPUTY FINANCE DIRECTOR'S COPY OF MEMO TO COUNTY ADMINISTRATOR WITH LEGAL AD AND TO DESIGNATE OWNERS REPRESENTATIVE WHEN THE BOARD ACTS AS THE PROPOSAL REVIEW OR SELECTION COMMITTEE (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, 2<sup>nd</sup> Floor  
P.O. BOX 1591  
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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

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 and owners representative in Contract Management and Contract Administration, or if you will personally serve.

- County Administrator or designee
- Purchasing Chief 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)

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  
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 you assistance.

Claudia Simmons, Purchasing Manager

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