

2. DEPUTY FINANCE DIRECTOR'S COPY OF MEMO TO COUNTY ADMINISTRATOR W/LEGAL AD
(when serving on a committee)
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.

County Administrator or designee

Chief, Purchasing or designee (ex-officio, non-voting and chairing the committee)

County Attorney or designee (advisory capacity)

(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 Title(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(s) 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.**