

5c1. INTENT TO AWARD LETTER

***NOTE: SEE BELOW**

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

213 PALAFOX PLACE, 2nd Floor

P.O. BOX 1591

PENSACOLA, FL 32591-1591

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TELEFAX (850) 595-4805

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



CLAUDIA SIMMONS
Purchasing Manager

(Date)
(Contact Name)
(Company Name)
(Company Address)
(City, State, Zip Code)

RE: **INTENT TO AWARD LETTER FOR (NAME OF PROJECT) PD #** _____

Dear Ms/Mr. _____:

It is the County's intent to award your firm with the subject referenced contract at the Board of County Commissioners meeting of (Month), (Date), (Year) pending the following checked off documents are provided to the Office of Purchasing no later than two (2) days prior to the Board Meeting. Delays may result in the recommendation being pulled from the agenda.

- Certificate of Insurance meeting the requirements of the solicitation.
- Letter certifying that your company will meet the bonding requirements and shall have bonds recorded forty-eight (48) hours or two (2) working days, whichever is applicable, with the Clerk of the Court.
- Letter from an attorney for bidder from a foreign state as outlined in the general conditions Paragraph 34
- Other explain _____

Your expeditious attention to this matter is greatly appreciated. Please feel free to contact (PA's Name) at (PA's phone number), if you have any questions or if you need assistance.

Sincerely,

Claudia Simmons
Purchasing Manager

CS/Initials: initials
cc: (Name/Title/Department0
(w/o attachments)

***NOTE: Purchasing Manager has authorized the Intent to Award Standard Form Letter to be used in lieu of the post award compliance standard form letter. Agents are authorized to prepare an Intent to Award Letter as they choose or use this. The Purchasing Manager will consider pulling the recommendation from the agenda for the particular BCC meeting if the agent advises the contractor is not compliant.**