

1c. MEMO TO COUNTY ADMINISTRATOR WITH LEGAL AD
WHEN THE BOARD ACTS AS THE PROPOSAL REVIEW OR SELECTION 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

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

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) 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

* Please select the appropriate solicitation.

** Please select the appropriate committee.

(H:PR\MAST_DOC\UniformContractVolII\StandfrmMemos,LettersforContractDistribution\toCountyAdAdmin.withLegalAd.(1c).doc)

(Revised 3/1/08)