

**1a. MEMO TO COUNTY ADMINISTRATOR WITH LEGAL AD AND TO DESIGNATE OWNERS REPRESENTATIVE
(WITH 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

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

County Attorney or designee (staff 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 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\UniformContractVolI\StandfrmMemos,LettersforContractDistribution\toCountyAdAdmin.withLegalAdandtoDesignateOwnersRep.(1a).doc)

(Rev 3/1/08)