

**1d. MEMO TO COUNTY ADMINISTRATOR WITH LEGAL AD AND TO DESIGNATE OWNERS REPRESENTATIVE
WHEN THE BOARD ACTS AS THE PROPOSAL REVIEW OR SELECTION 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

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<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 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) 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.withLegalAdandtoDesignate OwnersRep.(1d).doc)

(Rev 3/1/08)