

**1b. (New) MEMO TO COUNTY ADMINISTRATOR WITH LEGAL AD AND TO DESIGNATE OWNERS REPRESENTATIVE (NO 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, 2<sup>nd</sup> 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.:** **Invitation to Bid:**           Name of Project            
**Specification Number PD**

This is a request for you to designate an owners representative in Contract Management and Contract Administration matters relative to the attached public notice.

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**

(H:PR\MAST\_DOC\UniformContractVoll\StandfrmMemo,LettersforContractDistribution\toCountyAdminwithLegalAd toDesignateOwners Rep.(1b).doc)

(Revised 3/1/08)