

12. MEMO TO DEPT. W/EXECUTED AGREEMENT TO ISSUE NOTICE TO PROCEED

**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: (Contact Name), (Title)
(Department)

FROM: _____
Claudia Simmons, Purchasing Manager

DATE: (Date)

RE: **Agreement/Contract between Escambia County and (Company Name) with the original Solicitation for (Project Name), PD XX-XX.XXX.**

Please find attached, a fully-executed Agreement/complete contract, the original solicitation document with addenda as applicable, and a copy of the Purchase Order regarding the above referenced project, that was awarded by the Board on (Month Day, Year).

(Name of Company) has provided satisfactory evidence of insurance as required by Escambia County's Risk Management, bonding as required, and has been provided their original fully-executed Agreement. **You may now issue the Notice to Proceed.**

Please feel free to contact (Purchasing Designee Name) at (595-XXXX) if you have any questions or need further assistance.

CS/Initials:initials

Attachments

cc: (NAME), County Administrator