

**16. MEMO TO PROPOSAL REVIEW OR SELECTION/NEGOTIATION
COMMITTEE FOR NOTIFICATION OF REGULAR COMMITTEE MEETING**

**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.myscambia.com/departments/purchasing>

CLAUDIA SIMMONS
Purchasing Manager



MEMORANDUM:

TO: Committee Members and Advisors:

(Purchasing Designee Name & Title)
(Designee for the Purchasing Manager as ex-officio non-voting chair of the Committee)

FROM: Office of Purchasing

DATE: (Date)

RE: Description:
*RFP or RLI #

Please be advised that a ****Proposal Review or Selection/Negotiation Committee Meeting** has been scheduled for (Day), (Month) (Date), (Year), at (Time) a.m./p.m. CST/CDT, at the (Location)

The purpose of this meeting is to

If you have any questions, please do not hesitate to contact (Purchasing Designee and Title) at (Telephone).

(Initials)

***Select appropriate solicitation type.**
****Select appropriate committee.**

cc: (Name) Deputy Finance Director, Clerk's Office

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(Revised 3/1/08)