

# 20. VENDOR LETTER FOR NOTIFICATION OF INFORMAL PROTEST HEARING

## 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*

(Date)

Contact Name, Title  
Company Name  
Address  
City, State Zip

**RE: Specification #PD XX-XX.XXX, (Description)**

Dear Mr./Ms. \_\_\_\_\_:

In response to your protest letter received on **Month Date, Year**, as Pursuant to Escambia County Code of Ordinances Chapter 46, Section 46-101 Protested Solicitations and Awards, an informal hearing has been set for **Day, Month Date, Year**, at **Time a.m./p.m.**, CST/CDT, on the 2<sup>nd</sup> Floor, Room # \_\_\_\_, Matt Langley Bell, III Building,, 213 Palafox Place, Pensacola, Florida 32502.

If you have any questions, please do not hesitate to contact **Purchasing Agent's Name, Title**, at (850) **Telephone number**.

Sincerely,

Claudia Simmons, Purchasing Manager

CS/Initials:initials

(H:\PR\MAST\_DOC\UniformContractVoll\StndfrmMemos,LettersforContractDistribution\Ven.Ltr.for.Informal.Protest.Hearing(20).doc)

(Revised 3/1/08)