

**BOARD OF COUNTY COMMISSIONERS
ESCAMBIA COUNTY, FLORIDA**

OFFICE OF PURCHASING

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JOSEPH F. PILLITARY, JR., CPPO, CPPB
Purchasing Manager

(DATE)

TO: All Known Potential Offerors (Bidder/Proposers)

RE: Proposed Specifications For Name of Project (P.D.#) for Your Review and Feedback

Dear Potential Offeror,

Please find attached proposed specifications for Name of Project and P.D. # which is anticipated to advertise for (Bids/Proposals) on month, day, year .

These proposed specifications are sent to you so that you may review and provide mark-ups/notes from your perspective relative to assuring the most open and non-restrictive specifications.

Your feedback responses may be faxed, mailed or hand delivered on or before time, month, day, year to name of Purchasing Agent, fax #, address, phone #., who will send it to the client department for their consideration of possible modifications/revisions to the proposed specifications to assure the most open and non-restrictive specifications which meets the needs of the County.

Potential offerors (Bidders/Proposers) are advised that it you do not provide any feedback on this potential specification by the requested time and date that you either:

1. Have no interest in the solicitation; and/or,
2. That you have no exceptions to the proposed specifications.

If you have any questions or need assistance in this matter please contact Purchasing Agent's Name, Phone #, Fax #, e-mail address.

These proposed specifications are sent to all known prospective offerors (Bidders/Proposers). Please sign and return one copy of this letter, with original signature, with your response feedback as an acknowledgment of your having received same. You may photo copy for your record.

Sincerely,

Joe F. Pillitary, Jr., CPPO, CPPB
Purchasing Manager

SIGNED _____ DATE _____

PRINT OR TYPE ABOVE NAME _____

COMPANY _____