

5c. INTENT TO AWARD LETTER

**BOARD OF COUNTY COMMISSIONERS
ESCAMBA COUNTY, FLORIDA
OFFICE OF PURCHASING**

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CLAUDIA SIMMONS
Purchasing Manager

(Date)
(Contact Name)
(Company Name)
(Company Address)
(City, State, Zip Code)

RE: INTENT TO AWARD

Dear Ms/Mr. _____:

Based on the analysis of the submittals received on, (Month, Day, Year) for the Project **P.D. XX-XX.XX**

(Name of Project) it has been determined that your company will be recommended for award after the enclosed Contract documents are properly executed and returned to the Office of Purchasing within ten (10) days after the above date.

Any resultant contract shall become binding upon both parties only after award by the County, Certification of Award to the contractor, contractor satisfaction of any post-award compliance requirements such as suitable insurance and bonding; and, execution of the Contract by the appropriate County personnel.

Failure to return the properly executed contract documents within this 10 day period or any request to alter or amend the contract documents may be deemed non-responsive; and, the intent to award could be made to the next most responsive and responsible offeror.

Your expeditious attention to this matter is greatly appreciated. Please feel free to contact (PA's Name) at (PA's phone number), if you have any questions or if you need assistance.

Sincerely,

Claudia Simmons
Purchasing Manager

CS/Initials: initials

cc: (Name/Title/Department)
(w/o attachments)

