

3b. LETTER TO INTERESTED PARTIES ANNOUNCING BID CANCELLATION

**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



(Date)

Contact Name, Title
Company Name
Address
City, State Zip

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

Dear Mr./Ms. _____:

Pursuant to the Escambia County Code of Ordinances Chapter 46, Section 46-82 Competitive Sealed Bid Process ---- Generally, subsection (e) Bid Cancellation or Postponement , the Purchasing Manager has canceled the subject bid because (directly quote the reason from the Ordinance). This information has been posted on our public notice board.

[Purchasing Agent may choose to provide information concerning future resolicitation, return of bid surety, etc.]

Interested parties may contact (Purchasing Agent's name or Claudia Simmons, Purchasing Manager, at (850) 595-4980 if there are questions or if we may be of any assistance.

Sincerely,

Claudia Simmons
Purchasing Manager

CS/Initials:initials