

3d. LETTER TO INTERESTED PARTIES ANNOUNCING PROPOSAL 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 #XX-XX.XXX, (Description)

Dear Mr./Ms. _____:

Pursuant to the Escambia County Code of Ordinances Chapter 46, Section 46-88 "Requests for Proposals or Information", subsection (3) "Proposal Cancellation or Postponement", the Purchasing Manager has canceled the subject proposal because (directly quote the reason from the Ordinance).

This information has been posted on our public notice board.

[Purchasing agency 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/Initial;initials