

# 1. MEMO TO COUNTY ADMINISTRATOR WITH LEGAL ADVERTISEMENT

## BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY, FLORIDA

### OFFICE OF PURCHASING

213 PALAFOX PLACE, 2<sup>nd</sup> Floor

P.O. BOX 1591

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<http://www.myescambia.com/departments/purchasing>



CLAUDIA SIMMONS  
*Purchasing Manager*

### MEMORANDUM:

**TO:** (NAME), County Administrator

**FROM:** \_\_\_\_\_  
Claudia Simmons, Purchasing Manager

**DATE:** (Date)

**SUBJ.:** \*Request for Proposal or Request for Letters of Interest: \_\_\_\_\_ (Name of Project)  
specification Number PD \_\_\_\_\_.

This is a request for your consideration to appoint the following \*\*Proposal Review or Selection/Negotiation Committee, relative to the attached public notice. Also, please advise who your designee will be.

**County Administrator or designee**

**Purchasing Chief or designee (ex-officio, non-voting, and chairing the committee)**

**County Attorney or designee (advisory)**

**(List of other key resource people by Name and Title)**

**Clerk of the Circuit Court or designee (advisory) Only when appointed by the County Administrator**

The Office of Purchasing has been working with Name(s) and Title(s) of Person(s) in development of this solicitation on behalf of Department/Division.

Thank you for your cooperation in this matter.

**CS:Initials:initials**

cc: (NAME), Deputy Finance Director, Clerk's Office

\* **Please select the appropriate solicitation.**

\*\* **Please select the appropriate committee.**

(H:PR\MAST\_DOC\UniformContractVolII\StandfrmMemos,LettersforContractDistribution\toCountyAdmin.withLegalAd.(1).doc)

Revised (3/1/08)