

19. MEMO TO REVIEW COMMITTEE FOR NOTIFICATION OF PROTEST INFORMATION

BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY, FLORIDA

OFFICE OF PURCHASING

213 PALAFOX PLACE, 2nd Floor

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CLAUDIA SIMMONS
Purchasing Manager

MEMORANDUM:

TO: Committee Members and Advisors:
Name, Title, Department
(Designee for County Administrator (Name))
(Indicate Other Members and Advisors)

FROM: _____
Claudia Simmons, Purchasing Manager

DATE: (Date)

RE: (DESCRIPTION)
BID #

Pursuant to Escambia County Code of Ordinances Chapter 46, Section 46-101 "Protested Solicitations and Awards":

1. "Stay of Procurement during Protest" Section 46-101(d) is in effect pending protest proceedings.
2. An informal hearing, in response to Company Name protest letter received **Month Day, Year**, has been scheduled for Month Date, Year at Time a.m./p.m., CST/CDT, on the 2nd Floor, Room #_____, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, FL 32502.

If you have any questions, please do not hesitate to contact Purchasing Agent's Name, Title at (850) Telephone number.

CS/Initials:initials

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

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(Revised 3/1/08)