

(S A M P L E)

Invitation To Bid/Request For Proposal

Until (Time) a.m./p.m. CST/CDT, (Day), (Month) (Date), (Year), the Board of County Commissioners of Escambia County, Florida is soliciting sealed (bids/proposals) to be received in the Office of Purchasing, 2nd Floor, Room 230, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, Florida 32502, for the following:

(Project Title)

The (bids/names of proposers) will be publicly opened and read after receipt, in Conference Room 238, 2nd Floor, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, Florida 32502.

A Pre-Solicitation Conference will be held in Conference Room 238, 2nd Floor, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, Florida on (Day), (Month) (Date), (Year) at (Time) a.m./p.m. CST/CDT. **All (bidders/proposers) are encouraged to attend. (Bids/proposals) received from any firm(s) not attending a mandatory pre-solicitation conference will be returned unopened.)**

Specifications may be obtained in the Office of Purchasing, 2nd Floor, Room 230, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, Florida, copies are available on Compact Disk (CD) only with file viewable and printable in Portable Document Format (PDF). **Ask for Specification #PD XX-XX.XXX.** Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY). View this solicitation and related information on the Office of Purchasing web site at <http://www.co.escambia.fl.us/purchasing>