

(S A M P L E)

Request for Letters of Interest

Until (Time) a.m./p.m. CST/CDT, (Day), (Month) (Date), (Year), the Board of County Commissioners of Escambia County, Florida is soliciting Letters of Interest, 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)

A Mandatory Pre-submittal Conference will be held on (Day), (Month) (Date), (Year), at (Time) a.m./p.m. CST/CDT, at the site. **All submitters must be present.** Letters received from any firm(s) that did not attend the mandatory pre-submittal conference will be returned unopened.

Prospective submitters may obtain copies of the Information Package at the Office of Purchasing, 2nd Floor, Room 230, Matt Langley Bell, III Building, 213 Palafox Place, Pensacola, Florida 32502. Telephone (850) 595-4980. **Ask for Specification Number PD XX-XX.XXX.**

Any person requiring special accommodation in the Escambia County Purchasing Office because of a disability, please call (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>.