

**18. MEMO TO ADVISORS FOR NOTIFICATION OF
BID EVALUATION MEETING**

**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: Advisors:

(Purchasing Designee Name & Title)

(Designee for the Purchasing Manager as ex-officio non-voting chair of the Committee)

FROM: (Purchasing Designee and Title)

DATE: (Date)

RE: (DESCRIPTION)
Bid #

Please be advised that a Bid Evaluation Meeting has been scheduled for (Day), (Month) (Date), (Year), at (Time) a.m./p.m. CST/CDT, at the Matt Langley Bell, III Building, 213 Palafox Place Pensacola, Florida, in the Office of Purchasing Conference Room , 2nd Floor, Room 238.

The purpose of this meeting is to

If you have any questions, please do not hesitate to contact (Purchasing Designee, Title) at (Telephone).

(Initials)

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

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(Revised 3/1/08)