

RECOMMENDATION FOR CONTRACT AWARD

BOARD OF COUNTY COMMISSIONERS ESCAMBIA COUNTY, FLORIDA

OFFICE OF PURCHASING

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JOSEPH F. PILLITARY, JR. CPPB, CPPO

Purchasing Manager



***NOTE: To prepare Contract Award Recommendations from Bid Evaluations, Proposal Review and Selection negotiation Committees.**

MEMORANDUM:

TO: Board of County Commissioners

FROM: Joe F. Pillitary, Jr., CPPB, CPPO, Purchasing Manager

DATE: (Date)

SUBJ: (Project Name), PD XX-XX.XXX

RECOMMENDATION:

That the Board award (a contract) (contracts) for PD # _____, (Contract Name) in the amount of (\$ Total Dollar Amount of Award) in accordance with the terms and conditions of the solicitation to (Contractor(s) Legal Name(s); (Funding Source and Funding Name/Department - I.E. 56401 General Fund/Facilities Management).

BACKGROUND

POLICY IMPACT

BUDGETARY IMPACT

CONSISTENCY WITH THE BOARD-S GOALS & OBJECTIVES

PERSONNEL/RESOURCES IMPACT

LEGAL IMPACT

COORDINATION WITH OTHER AGENCIES/PERSONNEL

IMPLEMENTATION REQUIREMENTS

(ALTERNATIVE INFORMATION)

Concur: _____
(NAME), County Administrator