

RECOMMENDATION FOR CONTRACT ADMINISTRATION MATTERS

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 Administration Recommendations for
Blanket Purchase Orders, Work Orders, Task Orders, Contract Amendments, Etc.**

MEMORANDUM:

TO: Board of County Commissioners

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

DATE: (Date)

RE: (Choose the Applicable Term)
i.e., Blanket Purchase Order, Work Order, Task Order#, i.e., Task Order #XX-
XX.XX, Design, Engineering & Surveying Services for North Escambia County
Road Paving Project, Pine Barren Group.

RECOMMENDATION:

That the Board of County commissioners award a (describe) Order in the amount of \$_____ to (Name of Firm)(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