

MEMORANDUM

DATE: June 25, 2024
TO: Clerk of the Board of Supervisors
FROM: Jessica Capitulo, Staff Specialist
RE: Legal Publication, Notification & Posting Requirements

PUBLICATION

- ☒ **Department/Agency to publish.** Pursuant to Code §OCSD _____
 Published On (dates): 07/01/2024 and 07/08/2024
- ☐ Copy of Notice and Department Affidavit of Publication is attached (note: Newspaper Affidavit of publication will be forwarded to the Clerk of the Board upon receipt).
- ☒ **Clerk of the Board to publish** Pursuant to Code PCC 22037, 20125, GOV. 6040.5, 6066
 Topics: Invitation for Public Works Bid on Job Order Contract for five (5) specialties: 1. General Building Services, 2. Electrical Services, 3. Mechanical Services, 4. Roofing Services, 5. Low Voltage Systems, Lock & Security Equipment Services
- ☒ Specific Newspaper required: Orange County Reporter
 Publish on (dates): 07/01/2024 and 07/08/2024
- ☐ Special Publication Instructions: _____

POSTING

- ☐ **Department posted notice on:** _____ Pursuant to Code§ _____
- ☐ Copy of Notice and Department Affidavit of Posting is attached

MAILED NOTICE

- ☐ **Department to mail notice.** Pursuant to Code§ _____
- ☐ Copy of Notice, label list and Department Affidavit of Mailing is attached
- ☐ **Clerk of the Board to mail notice.** Pursuant to Code§ _____
 Number of parties to be noticed _____. ☐ Labels and Notice attached.

BILLING INFORMATION

Please provide our office with the name & phone no. of the party (finance department) which pays the invoices for your department/agency (if you have any questions please call Dora or Maria 714-834-2206)

Send Invoice to: Jessica Capitulo, Staff Specialist Phone # 714-935-8422

ACCOUNT CODES: Fund 100 / Agency 060 / Unit 9475 / Object 2000 / Job#

SPECIAL INSTRUCTIONS/DISTRIBUTION

The advertisement must be published on 07/01/2024 and 07/08/2024. If you have any questions, please call Jessica Capitulo at (714) 935-8422. Please send proof of publication.