

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.