

SEE BID DOCUMENT FOR INSTRUCTIONS ON WHERE TO SEND SAMPLES, PROPER LABELING AND DETAILS.

**SAMPLE NOTIFICATION FORM
SAMPLES FOR RFP/BID 172102**

INSTRUCTIONS:

1. Complete form.
2. E-mail awatson@escambia.k12.fl.us or fax (850-469-6271) completed form along with product specification (including pictures or drawings of product) to Purchasing Department., copy to Charlene Pinto, email to: cpinto@escambia.k12.fl.us. **EMAIL PREFERRED.**

1. NAME OF ITEM: _____
2. ESCAMBIA COUNTY RFP/BID NUMBER: _____
3. ITEM NUMBER ON RFP/BID: _____
4. MANUFACTURER'S PRODUCT CODE NUMBER AND BRAND NAME: _____
5. PACK SIZE: NUMBER OF ITEMS PER CASE: _____
6. SPECIFICATIONS: Attach to this form
7. EXPECTED DELIVERY DATE TO PURCHASING: _____
8. CONTACT PERSON: _____
9. COMPANY NAME: _____
10. NAME ON SHIPMENT CONTAINER (If different from above): _____
11. PHONE NUMBER: _____ FAX NUMBER: _____
12. EMAIL ADDRESS: _____

The Bid Tabulation will indicate whether your sample was approved or not.

SAMPLES SHOULD BE SENT TO:

**Escambia County School District
Food Services Department
Suite 112
Attn: Charlene Pinto
30 East Texar Drive
Pensacola, Florida, 32503**

**Purchasing Phone Number for Delivery Schedule or Carrier
Ticket: 850-469-6210**

**MARK OUTSIDE OF BOX: Sample Product for Bid#172102 – Paper Products & Cleaning Supplies for
School Cafeterias**

Refer to bid document for complete instructions regarding sample submission.