

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

**SAMPLE NOTIFICATION FORM
SAMPLES FOR RFP/BID#192202**

INSTRUCTIONS:

1. Complete form.
2. E-mail Allison Watson at (awatson@escambia.k12.fl.us) and Charlene Pinto (cpinto@escambia.k12.fl.us) completed form along with product specifications (including pictures or drawings product) to Purchasing Department. **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. If unable to send information via email,

SAMPLE DOCUMENTATION SHOULD BE SENT TO:

**Escambia County School District
Attn: Allison Watson
Purchasing Department
75 North Pace Blvd.
Pensacola, Florida, 32505**

MARK OUTSIDE OF ENVELOPE/BOX:

Sample Documentation for Bid#192202 – Miscellaneous Cafeteria Equipment

Refer to bid document for complete instructions regarding sample submission.