

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

**SAMPLE NOTIFICATION FORM
SAMPLES FOR RFP/BID#221002**

INSTRUCTIONS:

1. Complete form.
2. E-mail Allison Watson (awatson@ecsdfl.us) and Elizabeth Jones (ejones2@ecsdfl.us) the completed form along with product specifications (including pictures or drawings of product) to Purchasing Department.

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
Attn: Elizabeth Jones
Escambia County School
30 E. Texar Drive
Suite 112
Pensacola, Florida, 32503**

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

MARK OUTSIDE OF BOX: Sample Documentation for Bid #221002 – Miscellaneous Paper Products & Cleaning Supplies for School Cafeterias

Refer to bid document for complete instructions regarding sample submission.