

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

**SAMPLE NOTIFICATION FORM
SAMPLES FOR RFP/BID#242102**

INSTRUCTIONS:

1. Complete form.
2. E-mail Allison Watson (awatson@ecsdfi.us) and Elizabeth Jones (ejones2@ecsdfi.us) the completed form along with product specifications.

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 Dept.
Attn: Elizabeth Jones
42 E. Texar Drive
Pensacola, Florida, 32503**

**Warehouse Phone Number for Delivery Schedule or
Carrier Ticket: 850-469-5321.**

**MARK OUTSIDE OF BOX: Sample Documentation for Bid #242102 – Paper Products & Cleaning
Supplies for School Cafeterias**

Refer to bid document for complete instructions regarding sample submission.