

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

**SAMPLE NOTIFICATION FORM  
SAMPLES FOR RFP/BID#180302**

**INSTRUCTIONS:**

- 1. Complete form.
- 2. E-mail [awatson@escambia.k12.fl.us](mailto:awatson@escambia.k12.fl.us) or fax (850-469-6271) completed form along with Nutrient Content and Specifications to Purchasing Department., copy to Rachel Harrod, email [RHarrod@escambia.k12.fl.us](mailto:RHarrod@escambia.k12.fl.us)

- 1. NAME OF ITEM: \_\_\_\_\_
- 2. ESCAMBIA COUNTY RFP/BID NUMBER: \_\_\_\_\_
- 3. ITEM NUMBER ON RFP/BID: \_\_\_\_\_
- 4. PRODUCT CODE NUMBER: \_\_\_\_\_
- 5. PACK SIZE:      NET WEIGHT \_\_\_\_\_  
                                 NUMBER OF PORTIONS PER CASE: \_\_\_\_\_  
                                 PORTION SIZE: \_\_\_\_\_
- 6. NAME OF PACKER IF OTHER THAN BRAND NAME: \_\_\_\_\_
- 7. WHAT COUNTRY WAS THIS PRODUCT PACKED IN: \_\_\_\_\_
- 8. NUTRIENT ANALYSIS/LABEL: Attach to this form
- 9. SPECIFICATIONS: Attach to this form
- 10. EXPECTED DELIVERY DATE TO DISTRICT'S WAREHOUSE: \_\_\_\_\_
- 11. CONTACT PERSON: \_\_\_\_\_
- 12. COMPANY NAME: \_\_\_\_\_
- 13. NAME ON SHIPMENT CONTAINER (If different from above): \_\_\_\_\_
- 14. PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_
- 15. EMAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_ The above sample has been approved for purchase by the Escambia County School District.

\_\_\_\_\_ The above sample was not approved for purchased by the Escambia County School District for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

**FOOD PRODUCTS SHOULD BE SENT TO:**

**Escambia County School District  
Central Warehouse  
51 E. Texar Dr.  
Pensacola, Florida, 32503  
Bid#180302 – Miscellaneous Condiments, Spices, and Staples  
Warehouse Phone Number for Delivery Schedule  
or Carrier Ticket: 850-469-5321**

MARK OUTSIDE OF BOX: **Sample Product for Approval**