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

SAMPLE NOTIFICATION FORM
SAMPLES FOR BID#242002

INSTRUCTIONS:
1. Complete form.
2. E-mail Allison Watson at (awatson@escdfl.us) and Elizabeth Jones at: EJones2@ecsdfl.us completed form along with product specifications (including pictures or drawings product) to Procurement 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. If unable to send information via email,

SAMPLE DOCUMENTATION SHOULD BE SENT TO: Escambia County School District
Attn: Allison Watson
Procurement Department
75 North Pace Blvd.
Pensacola, Florida, 32505

MARK OUTSIDE OF ENVELOPE/BOX: Sample Documentation for Bid #242002 – Cafeteria Equipment
Refer to bid document for complete instructions regarding sample submission.