

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

**SAMPLE NOTIFICATION FORM  
SAMPLES FOR RFP/BID#191002**

**INSTRUCTIONS:**

1. Complete form.
2. E-mail Allison Watson at ([awatson@escambia.k12.fl.us](mailto:awatson@escambia.k12.fl.us)) or fax (850-469-6271) and Charlene Pinto ([cpinto@escambia.k12.fl.us](mailto: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: \_\_\_\_\_

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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#191002 – Cafeteria Equipment**

**Refer to bid document for complete instructions regarding sample submission.**