

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

ALTERNATE PRODUCT EVALUATION FORM FOR ITB/BID 231602

INSTRUCTIONS:

1. Complete form.
2. E-mail Shelby Stidham at sstidham@ecsdfl.us the completed form along with product specifications (including pictures or drawings of product) to Purchasing Department, copy to Jasper Simmons email to: jsimmons1@ecsdfl.us and Patrick Thompson at PTHompson@ecsdfl.us

1. NAME OF ITEM: _____
2. ESCAMBIA COUNTY ITB/BID NUMBER: _____
3. ITEM NUMBER ON ITB/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.

PRODUCT/WARRANTY LITERATURE SHOULD BE SENT TO:

**Escambia County School District
Attn: Shelby Stidham
Purchasing Department
75 N. Pace Blvd.
Pensacola, Florida, 32505**

OR

**E-Mail to: SStidham@ecsdfl.us
(Bidders must confirm receipt of electronic documents)**

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

MARK OUTSIDE OF BOX: Alternate Product Evaluation Form for Bid#231602 – Cafeteria Equipment

Refer to bid document for complete instructions regarding alternate product evaluation submission.