

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

**SAMPLE NOTIFICATION FORM  
SAMPLES FOR ITB #250402**

**INSTRUCTIONS:**

1. Complete form.
2. E-mail Jaiden Shellenberger at [jshellenberger@ecsdfl.us](mailto:jshellenberger@ecsdfl.us) the completed form along with Nutrient Content and Specifications to Procurement Department., copy to Katherine Dixon email to: [kdixon2@ecsdfl.us](mailto:kdixon2@ecsdfl.us) and Jasper Simmons at [jsimmons1@ecsdfl.us](mailto:jsimmons1@ecsdfl.us) and Patrick Thompson at [PThompson@ecsdfl.us](mailto:PThompson@ecsdfl.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: \_\_\_\_\_

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\_\_\_\_\_ 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 #250402 – 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**