

REQUEST FOR INFORMATION	RFI No:
	Date:

**ELLENVILLE CENTRAL SCHOOL DISTRICT
2020 CAPITAL IMPROVEMENT PROJECT
PHASE 1**

Contract: _____

To: _____

From: _____

Copies to: _____

WE REQUEST YOUR ATTENTION (OR CONFIRMATION) REGARDING THE FOLLOWING:

(Fully describe the question or type of information requested)

(List specific documents researched when seeking the information requested.)

Specifications: _____ Drawings: _____

Other: _____

Sender's Recommendation: _____

Receiver's Reply: _____

Note: This reply is not an authorization to proceed with work involving additional cost, time or both. If any reply requires a change to the Contract Documents, a Change Order or a Construction Change Directive must be executed in accordance with the Contract Documents.

By: _____ Date: _____