

<b>REQUEST FOR INFORMATION</b>	<b>RFI No:</b>
	<b>Date:</b>

**SUFFERN CENTRAL SCHOOL DISTRICT  
RP CONNOR ELEMENTARY SCHOOL  
HEATING SYSTEM CONVERSION**

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: \_\_\_\_\_