

REQUEST FOR INFORMATION FORM

EMAIL THIS FORM TO THE FOLLOWING

Project Manager: _____

Cc: _____

Bid Phase

Construction Phase

Architect RFI # _____ Date: _____

Job Number: _____ BC Job Number: _____

Job Name: _____

Questions By: _____

Company: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Procedures for “Questions and/or Clarifications”

Should any bidder observe any ambiguity, discrepancy, omission, or error in the drawings and specifications or in any other bid document, or be in doubt as to the intention and meaning of these documents, the bidder should immediately report such to the Architect and request clarification.

Clarification will be made only by written Addenda sent to all prospective bidders or can be accessed by going to the McKee web site - mckeeassoc.com and clicking on the tab “Files” to retrieve the Addendums. Neither the Architect nor the Owner will be responsible in any manner for verbal answers or instructions regarding intent or meaning of the Bid Documents.

In the case of inconsistency between drawings and specifications or within either document, a bidder will be deemed to have included in its bid the better quality or greater quantity of the work involved unless the bidder asked for and obtained the Architect’s written clarification of the requirements before submission of a bid.

Question(s) Plan Page(s): _____ **Specification Section & Page(s)** _____

Answered By: _____ **Date:** _____

Cc: _____ **Architect/Project Manager:** _____