

SAMPLE LETTER

REQUEST FOR PROPOSAL (RFP)

Contact Person
Company Name
Address

(Date)

RE: (Project Description)

Dear (Contact Person):

This letter is your invitation to submit a bid to furnish labor, materials and equipment to (short description of the work and where the work site is located), in accordance with attached Project Description.

A physical inspection of the project site and a review of the Scope of Work with the Parish Planning and Building Committee is scheduled for (Date) at (Time).

Your proposal should be addressed to the Chairman of the Parish Planning and Building Committee in a sealed envelope clearly marked "Personal and Confidential. To be opened by the addressee only". The bid is due no later than (Date) at (Time). Deliver your bid to the (Place).

SPECIAL CONDITIONS RELATING TO BID DOCUMENTS AND DRAWINGS: The enclosed bid documents are furnished for bidding purposes only and may not be used for any other purposes. The enclosed bid documents may not be reproduced and must be returned upon demand. All drawings, schedules and specifications and copies thereof furnished by the Parish are and shall remain the property of the Parish. They are used only with respect to this project and are not to be used on any other project.

PHYSICAL INSPECTION: All Architects/Consultants bidding on this project are expected to visit the site and examine the conditions relating to and affecting the performance of his work and to satisfy himself as the character and amount of work to be prepared by the specifications. No additional allowances will be granted because of lack of knowledge of such conditions.

BID SUBMITTAL: The Contractor shall submit his bid with the attached Bid Form.

TIME: Time is of the essence of the contract and the Bidder must state on the Bid Form the number of calendar days in which he will agree to substantially complete the project.

After all bids have been reviewed by the Parish Planning and Building Committee, you will be advised of the status of your proposal. Unsuccessful bidders are required to return all bidding documents.

The Parish is not obligated to accept the lowest or any other bid. The right to reject any or all bids and to waive all formalities is hereby reserved by the Parish.

Sincerely,

Enclosures: Drawings and Specifications/Scope of Work
Standard Diocesan Contract
Bid Form