

**SAMPLE LETTER REQUEST FOR ROPOSAL (RFP)
For Projects**

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 Architectural Drawings and specifications and 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 Pastor 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, specifications, schedules and other documents 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 bidders, 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 to the character and amount of work to be accomplished by the Scope of Work. No additional allowances will be granted because of lack of knowledge of such conditions.

BID SUBMITTAL: The bidder 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
Preliminary Schedule

BID FORM

PROJECT DISCRIPTION _____

TERMS AND CONDITIONS, APPLY TO COST BREAKDOWN

1. Cost information is for the confidential use of the Owner.

Install/build/renovate (Description) in accordance with the Architectural Drawings and Specifications

TOTAL BID PRICE (TAXES INCLUDED)

\$ _____

The undersigned agrees to furnish all labor, material and equipment in accordance with the furnished drawings and specifications, Scope of Work, General Terms and Conditions, and Supplementary Conditions, and House Rules for the sum of

_____ dollars
(\$ _____) including all applicable taxes.

BASE Bid FORM; Complete and attach the BASE BID FORM to the BIDFORM

PRELIMINARY SCHEDULE; Attached a Gantt Chart Preliminary Schedule showing milestones

INSURANCE:

The successful Contractor shall be required to provide Parish with the Insurance and Bonding specified in the attached Construction Contract