

## **RFI FORM**

**Contractor Name:**

**Address:**

**Phone/Fax:**

**Send to: timothy.saffles@va.gov**

<b>RFI (REQUEST FOR INFORMATION)</b>			
<b>PROJECT NO.:</b>		<b>RFI NO.:</b>	
<b>PROJECT NAME:</b>		<b>DATE REQUESTED:</b>	
<b>SOLICITATION NO.:</b>		<b>REFERENCE:</b>	
<b>DRAWING:</b>		<b>SPECIFICATION SECTION:</b>	
<b>DESCRIPTION OF PROBLEM OR INFORMATION BEING REQUESTED</b>			
Please be specific as possible:			
<b>PROJECT MANAGER'S RESPONSE</b>			
<b>TRACKING NO.:</b>		<b>AMENDMENT NO.:</b>	
<b>VA PROJECT ENGINEER/MANAGER:</b>		<b>DATE:</b>	