Date: Click or tap to enter a date.

To: Craig Russell

 Director, Construction Support Services

 DAS/Construction Services

 Office of Legal Affairs, Policy and Procurement

 450 Columbus Blvd., Ste. 1307 N.

 Hartford, CT 06103

 craig.russell@ct.gov

Re: Enter Project Name

 Enter Project Location

The Enter Client Agency requests authorization from DAS/RECS to proceed with the following scope of work for the Enter Project Name: Enter Project Scope.

The above referenced project was publicly bid with a bid opening date of Click or tap to enter a date.

I have enclosed a copy of the bid notification, bid specifications, and a copy of the bid submissions for your review. The lowest responsible bid is as follows:

|  |  |  |
| --- | --- | --- |
| **Vendor Name** |  | **Bid Amount**  |
| Click here to enter text. | $ | Click here to enter text. |

Funding Sources for this project are as follows:

|  |  |  |
| --- | --- | --- |
| **Funding Source Description** |  | **Amount**  |
| Click here to enter text. | $ | Click here to enter text. |

The Project Manager assigned to oversee this project on behalf of Enter Client Agency is Enter Project Manager Name, who can be reached by phone at Enter PM Phone Number or by email at Enter PM email

The Enter Client Agency hereby certifies the following: 1) The Work was publicly bid; and 2) The contract was awarded to the lowest responsible qualified bidder.

This project shall be performed in accordance with C.G.S. Sec. 4b-52, the DAS 0500 Agency Administered Projects Procedures Manual, and all other applicable State statutes, regulations and Life Safety codes. If the total project cost for the above referenced project is in excess of $100,000, approval is subject to the client agency: 1) complying with C.G.S., Section 31–53(a) regarding prevailing wages, and 2) requiring a payment bond for labor and materials and a performance bond for an amount equal to the project cost.

Sincerely,

Authorized Agency Representative

Title

Date of Review: Click here to enter a date.

Reviewed by: [ ]  Peter Austin [ ]  Amy Sowitcky [ ]  Sarah Tierney [ ]  Jennifer Vigneault

Request: [ ]  **Approved**  [ ]  **Denied**

Explanation if Request was Denied\*: Click here to enter text.

* If further clarification is required, please contact the respective reviewer.