**For Municipal Public Works Projects with ≥$1,000,000 in State Funding**

To: Contract Compliance Unit

 Commission on Human Rights and Opportunities (“CHRO”)

 Request to Execute Contract

 Via Email to CHRO.AwardNotification@ct.gov

From: Click here to enter text.

Date: Click here to enter a date.

Subject: **Request to Execute Contract**

We are requesting approval to execute the following contract immediately.

Intent to Award Notice:

|  |  |
| --- | --- |
| Click here to enter a date. | Date sent to the contractor |
| Choose an item. | A copy is attached to the email transmitting this Request |

Project Name: Click here to enter text.

State Project Number: Click here to enter text.

Other Project Numbers (e.g., Town): Click here to enter text.

State Funding Agency(ies): Click here to enter text.

State Funding Source(s)/Program(s): Click here to enter text.

Dates of Bidding: Click here to enter a date.–Click here to enter a date.

Dates of Project Work: Click here to enter a date.–Click here to enter a date.

Contract Value: $Click here to enter text.

State-funded Portion of Contract: $Click here to enter text.

Contractor Name: Click here to enter text.

Contractor Address: Click here to enter text.

Contractor Email (Contact Person): Click here to enter text.

Contractor Email (Company Head): Click here to enter text.

We agree to hold 2% of the State-funded portion of the contract value each month, pending the approval of the contractor’s Affirmative Action Plan by the CHRO. This retainage will not be released until the CHRO notifies us that the contractor is in compliance with the statutory and regulatory requirements. Thank you for your assistance.

Sincerely,

Your Name

cc: Click here to enter text.

 Click here to enter text.

 Click here to enter text.