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 approval from DAS/Construction Services to utilize a State of Connecticut, Department of Administrative Services Contract for time and material services for the above referenced project. The scope of work for said project includes but is not limited to the following: Enter Project Scope.

Are there suspected or discovered hazardous materials at the Project location? [ ]  Yes [ ]  No.

Will soils be leaving the Project site (if yes, plan to test for environmental concerns)? [ ]  Yes [ ]  No.

Is the proposed scope for emergency\* maintenance or emergency repair work? [ ]  Yes [ ]  No.

* An “emergency” exists when the normal operation of an agency, the health or safety of any person, or the preservation of property would be seriously impaired, threatened or jeopardized if immediate action is not taken to correct the situation. Emergency Maintenance and Emergency Repair Work under this application can be utilized for a single emergency, equipment repair or an inspection of an Agency’s facility and/or equipment. For all Emergency Work and Repair Work, the Client Agency must select one (1) Contractor to perform the Services and the Agency shall be responsible for maintaining documentation on file, justifying the work as an emergency. If an emergency condition exists that requires an alteration or addition to the facility, then the Agency should submit Form 1109 – Request for Declaration of Emergency to be considered for approval.

**Estimated Total Project Costs:** $  Enter Estimated Project Costs

**State Contract Vendor:** Enter Vendor Name

**State Contract No.:** Enter State Contract #

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

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**

Comments\*: Click here to enter text.

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