



Town of Watertown

Connecticut

06795

Town of Watertown

Public Works Department

Heminway School Town Hall

61 Echo Lake Road

Watertown, CT 06795

(860) 945-5240

Fax (860) 945-2707

For Public Works Projects with \geq \$500,000 in State Funding

TO: Contract Compliance Unit:

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 CHRO

[Click here to enter text.](#)

Included with this Request

Name of Project: [Click here to enter text.](#)

Contract Number: [Click here to enter text.](#)

Contract Value: [Click here to enter text.](#)

State-Funded Portion of Contract Value: [Click here to enter text.](#)

Contractor Name: [Click here to enter text.](#)

Contractor Address: [Click here to enter text.](#)

Contractor Email: [Click here to enter text.](#)

We agree to hold 2% of the State funded portion of the contract value each month, pending the review and 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.