

**SAMPLE AWARD LETTER NOTIFYING AWARDED CONTRACTOR OF 2%  
RETAINAGE PENDING CHRO APPROVAL OF AAP**

To: Contractor Company Name Date: \_\_\_\_\_  
Street Address  
City, State Zip

Attention: Company Principal

RE: Project Name: Artificial Turf Replacement at Arute Field  
Project Location: CCSU New Britain Campus  
CCSU Project Number: 21-M  
Contract Award Amount:  
CCSU RFQ Number: 2014-59

Dear Principal:

Your company has been identified as the apparent low bidder for the above referenced project. CCSU intends to proceed with an award for the lump sum base bid of \$\_\_\_\_\_.

The work of this project falls under the provisions of CONN. GEN. STAT. Section 46a-68d which requires that prior to the award of this contract by this agency, you must have your company affirmative action plan approved by the Commission on Human Rights and Opportunities. Should you have any question regarding the preparation of your plan, you may contact Alvin Bingham, Commission on Human Rights and Opportunities at (860) 541-4709.

The Commission will conduct their review of your affirmative action plan as required by sections 46A-68j-25 through 29 of the Administrative Regulations of Connecticut State Agencies which sets forth the affirmative action responsibilities of State Public Works' contractors. A copy of your plan must be submitted to the Commission on Human Rights and Opportunities at the following address within 30 days of your receipt of this letter.

Attention: Contract Compliance Unit  
Commission on Human Rights and Opportunities  
21 Grand Street  
Hartford, CT 06106

Since it is expected that approval of your AAP may take up to 60 days or more to be reviewed and approved by CHRO, CHRO has granted conditional approval to proceed with the project. As part of that conditional approval CCSU will withhold two percent (2%) of the total contract price pending CHRO approval of your plan, and otherwise retain all rights in accordance with the RFQ documents. Evidence (i.e. copy of transmittal letter) of submission of your plan to CHRO will be required prior to issuance of a purchase order.

Per the terms and conditions of the RFQ, please collect the following documentation related to this project -

- Performance Bond and Labor & Material Bond
- Certificate(s) of Insurance naming CCSU as additionally insured
- Evidence of submission of your AAP plan to CHRO
- Signed subcontracts from all subcontractors

The above documents may be sent certified mail to Thomas J. Brodeur, C.P.M., Purchasing Manager, Central Connecticut State University, 1615 Stanley Street, New Britain CT 06050-4010 or hand delivered to Tom Brodeur, CCSU Purchasing Department, Marcus White Annex room 006. As soon as the above documents are secured and approved by CCSU, CCSU shall be able to issue a Purchase Order.

If you have any questions concerning this matter, please contact the under signed at (860) 832-2535.

Sincerely,

Thomas J. Brodeur, C.P.M.  
Director of Purchasing

xc: Contract Compliance Unit, CHRO  
B Lebaron, S Cintonino