STATE OF CONNECTICUT
DEPARTMENT OF CONSTRUCTION SERVICES

CT.gov
STATE OF CONNECTICUT

July 12, 2012
Architect's Contract for On-Call Services

Contract Number: OC-DCS-ARC-0043

Mr. C. Peter Chow
OakPark Architects LLC
312 Park Road
West Hartford, CT 06119

Dear Mr. Chow:

Your **Architect's Contract for On-call Services** dated **June 20, 2012,** has been fully executed and approved by all concerned parties. We are forwarding herewith a copy of this contract.

Enclosed is the Department of Public Works government agency exemption certificate letter from the Department of Revenue Services. This certificate should be referenced when indicating that the Connecticut Sales and Use Tax does not apply to the subject project.

As of July 1, 2011, the Department of Public Works is involved in an agency consolidation with the Department of Administrative Services and the newly-created Department of Construction Services (DCS). The statutory authority, duties and responsibilities of the Department of Public Works relating to design and construction of public works projects are being consolidated into the Department of Construction Services.

All invoices must be directed to the DCS Project Manager assigned to the project. Please submit invoices on your letterhead that include the following information:

- Vendor's name and remittance address, Vendor's FEIN or SSN
- Invoice date, Contract/Project name and number
- Section(s) of the contract to which the bill relates and the amount billed

If you should have any questions in regard to the above, please contact **Bruce Bockstael**, Chief Administrator of Client Teams, at **(860) 713-5631**.

Sincerely,

Jo Ann Szela
Legal Services Division

Enclosure(s): Contract: **OC-DCS-ARC-0043**
CERT-134
Government Agency Exemption Certificate

cc: State Properties Review Board w/copy of contract
Legal Services Division, DCS, w/ copy of contract
Bruce Bockstael, DCS Administrator of Client Teams, w/original contract
Glenn Knapsack, DAS Project Accounting w/copy of contract
Randy Daigle, DCS Process Management, w/copy of contract
DAS Communications

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