



STATE OF CONNECTICUT
DEPARTMENT OF CONSTRUCTION SERVICES



January 15, 2013

Windows System Replacement
Danbury Superior Court
146 White St., Danbury, CT
Project Number: BI-JD-341
Contract Number: BI-JD-341-ARC

Mr. C Peter Chow
OakPark Architects, LLC
312 Park Road, Suite 202
West Hartford, CT 06119-2107

Dear Mr. Chow:

Your **Standard Fixed Fee Architect's Contract** dated **December 31, 2012**, for professional services for the subject project, has been fully executed and approved by all concerned parties. We are forwarding herewith a copy of this contract. Do not proceed with the contract work until you receive written notice to proceed from the Department of Construction Services ("DCS") project manager assigned to this 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. 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.

Attached is DPW's government agency exemption certificate. This certificate should be referenced when indicating that the Connecticut Sales and Use Tax does NOT apply to the subject project.

All invoices must be directed to the DCS Project Manager who is 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 the DCS project manager, Peter McClure, assigned to this project at (860) 713-5715.

Sincerely,

Gail Westergren
Gail Westergren
Legal Services Unit

Enclosures: Contract No. BI-JD-341-ARC
Government Agency Exemption Certificate
CERT-134

cc: Deborah Levesque, Agency w/contract
State Properties Review Board w/contract
Glenn Knapsack, DAS Project Accounting, w/contract
DCS Legal Services Division w/ contract
Peter McClure, DCS Project Manager, w/original contract
Randy Daigle, DCS Process Management, w/contract