



104 East 25th Street
Tenth Floor
New York, NY 10010
Telephone: 212-353-8280
Facsimile: 212-353-8306

September 3, 2003

New York City Department of Environmental Protection

Attention: Virginia Smyth
59-17 Junction Boulevard
Flushing, New York 11373-5108

Re: Change Order Request

Project: 125 Cedar Street
NYCDEP Contract No. WTC-UNA

Dear Ms. Smyth,

ATC Associates Inc. (ATC) hereby requests approval of the previously submitted Change Order to the original contract in the sum of \$42,144.50.

ATC incurred additional costs on this project due to an increase in the required "quantity" of Project Monitor time, Air Monitoring Technician time, PCMe – PCM – TEM sample analysis, and TEM analysis referenced as items number 1, 2, 4, & 5 respectively within the contract spreadsheet. These quantities were established by NYCDEP, and were exceeded in completing the scope of work for this project. A breakdown of these additional costs is as follows:

<i>Item No.</i>	<i>Description of Item</i>	<i>Unit</i>	<i>Additional Quantity</i>	<i>Unit Price</i>	<i>Additional Cost</i>
1	Project Monitor	Hour	17	\$ 24.75	\$ 420.75
2	Air Monitoring Technician	Hour	147.5	\$ 22.50	\$ 3,318.75
3	PCMe, PCM, TEM Analysis	Sample	69	\$ 5.00	\$ 345.00
4	TEM Analysis	Sample	692	\$ 55.00	\$ 38,060.00
Total					\$ 42,144.50

Should you have any questions or require additional information, please do not hesitate to contact me at (212) 353-8280.

Sincerely,

Benjamin M. Sallemi
Sr. Project Manager



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Sincerely,

A handwritten signature in dark ink, appearing to read 'B.M. Sallemi'.

Benjamin M. Sallemi
Sr. Project Manager



Penny,

Per our last conversation, I
have re-sent the charge order
request for 125 Cedar St.

This time I sent it via
Certified Mail.

Thanks for all of your help.

Ben

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