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Acknowledgment Of Requisition For Technical Services

October 20, 1997

Mr. Joe Aliotta
Swanke, Hayden, Connell, Ltd
295 Lafayette Street
New York, New York 10012

Fax: (212) 219-0059 Pages: (2)

Re: Office of Emergency Management - 7 World Trade Center

Drawings: RFP Draft dated: 7/24/97

(OEM Program Summary dated: 7/21/97

Space Design-Program dated: 8/18/97

Designer's Primary Services:

- Review the final coded drawings provided by Swanke, Hayden, Connell, Ltd.
- Review all coded furniture items (codes and detailed specifications of all codes to be provided by Swanke, Hayden, Connell, Ltd.)
- Perform a manual count (per floor) of all coded freestanding, non-systems furniture, including tables, seating, casegoods, file cabinets and any miscellaneous product.
- Perform a second comparison count (per floor) of all freestanding, non-systems furniture.
- Produce a typed manifest (per floor) of quantities of all coded items.

Fee for Primary Services: A fee of \$4200.00

Additional Services:

Making major revisions in drawings or specifications in the space or shown on the floor plans provided to us to prepare the manifests. Any deficiencies in the width of aisles or due to field conditions is the responsibility of A/D.

Note:

bfi will not be responsible for errors in the designer's intent. bfi will note obvious omissions that are necessary for the completion of the manifest and bring them to the attention of the designer. Our preparation of the manifest will relate directly to the furniture as coded on the submitted plans.

Payments:

Invoices will be issued monthly for the amount of work performed during that month.

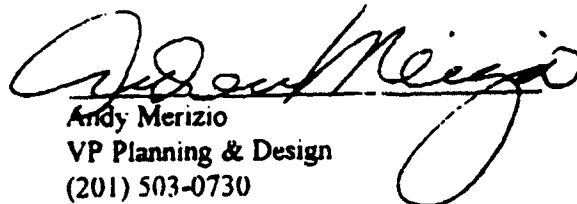
This proposal will be considered accepted and approved when signed by an authorized officer of the firm based on the services described herein.

Please return a signed copy to our office.

Swanke, Hayden, Connell, Ltd.

Authorized Signature

bfi


Andy Merizio
VP Planning & Design
(201) 503-0730