



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES

OFFICE OF CONTRACTS
ONE CENTRE STREET, MUNICIPAL BUILDING, ROOM 2053S
NEW YORK, N.Y. 10007
(212) 669-3499 Fax (212) 669-3570

WILLIAM J. DIAMOND
Commissioner

JOSEPH A. MILONE
Assistant Commissioner
Agency Chief Contracting Officer

MEMORANDUM

TO: Lois Johnson, Chief
Contract Administration

FROM: Joseph Milone 
Assistant Commissioner
Agency Chief Contracting Officer

RE: Late Registration - Mayor's Office of Emergency Management - Construction
Portion of Leased Space at 7 World Trade Center, Manhattan,
CTCE# 01598F2654

DATE: May 18, 1998

I have enclosed the pertinent documentation that is required for the registration of the construction portion of the leased space for the Mayor's Office of Emergency Management.

The registration of this lease was delayed since the Office of Management and Budget will not issue the CP (Certificate to Proceed) until the lease is signed.

The CP was received on May 7, 1998 and the Office of Contracts received this lease document on May 11, 1998. However, the Bureau of Space Design has informed us that construction began on March 25, 1998. We, therefore, are requesting a retroactive contract start date.

The attached Funding Authorization Letter serves as authorization from the Office of Management and Budget for DCAS/DRES for this over \$10M contract. Sharon Neil from the OMB has informed us that this letter is OMB's approval for this contract.

Annette Whyte of the Mayor's Office of Contracts has advised that leases are exempt from VENDEX requirements.

If you have any questions or require additional information, please contact Grace Ann Polichetti at 669-3538.

Thank you for your attention to this matter.

c: G. Polichetti