



DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
DIVISION OF REAL ESTATE SERVICES

MUNICIPAL BUILDING, - Room 2053S  
NEW YORK, N.Y. 10007  
(212) 669-3640 Fax (212) 669-2666

WILLIAM J. DIAMOND  
Commissioner

LORI FIERSTEIN  
Deputy Commissioner

Letter of Transmittal

TO: PATRICK RONAN  
MOEM  
100 CHURCH 20TH FL

DATE: JULY 29, 1998  
RE: MOEM 7 WTC  
PROJ#: 96-1346

We are sending you the following:

|                                        |                                   |                                                             |                                 |
|----------------------------------------|-----------------------------------|-------------------------------------------------------------|---------------------------------|
| <input type="checkbox"/> Prints        | <input type="checkbox"/> Letter   | <input type="checkbox"/> Memorandum                         | <input type="checkbox"/> Scopes |
| <input type="checkbox"/> Shop Drawings | <input type="checkbox"/> Comments | <input checked="" type="checkbox"/> FURNITURE MANIFEST LIST |                                 |

DESCRIPTION:

- (1) COPY OF THE FINAL MANIFEST LIST, AND  
(1) COPY OF THE PRICING SUMMARY RECEIVED FROM SWANKE  
HAYDEN CONELL
- (1) COPY OF THE NEW FURNITURE PURCHASE POLICY  
(1) COPY OF THE PURCHASE JUSTIFICATION FORM
- (1) COPY EACH OF NON-CONTRACT ITEMS BROCHURES  
(1) LIST OF 3 NAMES OF ICE/HENKAMPER DEALERS

REMARKS:

PLEASE ISSUE THE PURCHASE ORDERS FOR ITEMS NOT  
IN REQUIREMENT CONTRACTS YOU CAN DO YOUR OWN  
BIDDING IF LESS THAN \$25,000 PER MANUFACTURER.  
FOR HENKAMPER/ICE ITEMS BIDDING TO BE DONE  
THROUGH DCAS (CONTACT JACK O'CONNOR 669-8592)

The Above are:

|                                                      |                                         |                                                     |
|------------------------------------------------------|-----------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> As per your request         | <input type="checkbox"/> Disapproved    | <input type="checkbox"/> For approval               |
| <input checked="" type="checkbox"/> For your info    | <input type="checkbox"/> Approved       | <input type="checkbox"/> For distribution           |
| <input type="checkbox"/> Your comment                | <input type="checkbox"/> Recommendation | <input type="checkbox"/> Per telephone conversation |
| <input checked="" type="checkbox"/> Immediate action | <input type="checkbox"/> Correction     | <input type="checkbox"/>                            |

TRANSMITTED VIA

☐ Mail

Mess.

☒ HANDED IN 08-04-98

COPIES TO:

V. CASTAGNOLA  
J. O'CONNOR

Josep Dominguez  
Assistant Director  
Phone# 212-669-8087  
Fax #212-669-4107

c:barbara/josep/transmittal letter