

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
OFFICE OF CONTRACTS
ONE CENTRE STREET, MUNICIPAL BUILDING, ROOM 2053 SOUTH
NEW YORK, NEW YORK 10007**

WILLIAM J. DIAMOND
Commissioner

JOSEPH MILONE
*Assistant Commissioner
Agency Chief Contracting Officer*

M E M O R A N D U M

TO: Josep Dominguez
Space Design/DRES

FROM: Grace Ann Polichetti 
Deputy Agency Chief Contracting Officer

SUBJECT: Reconstruction of Leased Space for Mayor's Office of Emergency Management
7 World Trade Center, Manhattan
7 World Trade Company, L.P.
CTCE# 01598F2654

DATE: May 28, 1998

Enclosed please find a copy of the above mentioned project which has been registered with the Comptroller's Office.

Please notify 7 World Trade Company, L.P. to commence work.

If you have any questions, please call me at 669-3538.

Thank you for your cooperation.

c: L. Fierstein
J. Kondrat
J. Milone
R. Ramos
V. Castagnola