



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:

☐ Prints	☐ Letter	☐ Memorandum	☐ Scopes
☐ Shop Drawings	☐ Comments	☒ 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/WIEKAMPER 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 WIEKAMPER/ICE ITEMS BIDDING TO BE DONE
THROUGH DCAS (CONTACT JACK O'CONNOR 669-8592)

The Above are:

☐ As per your request	☐ Disapproved	☐ For approval
☒ For your info	☐ Approved	☐ For distribution
☐ Your comment	☐ Recommendation	☐ Per telephone conversation
☒ Immediate action	☐ Correction	☐

TRANSMITTED VIA

☐ Mail

Mess.

☒ HANDED ON 08-04-98

COPIES TO:

V. CAGLIAGNOLA
J. O'CONNOR

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

c:barbara/josep/transmittal letter