



Silverstein Properties, Inc.
7 World Trade Center
New York, N.Y. 10048
Telephone: 212-619-6569
Fax: 212-732-5190

November 3, 1999

Mr. Glen Pymonto
Department of Citywide Administrative Services
Division of Real Estate Services
1 Centre Street, DRES- Room 2000 North
New York, NY 10007

RE: 7 World Trade Center
Mayor's Office of Emergency
Management
1st, 7th, and 23rd Floors
Change Order # 102

Dear Mr. Pymonto:

Attached please find Change Order #102 in the amount three thousand eight hundred fifty four dollars (\$3854.00) submitted by Ambassador Construction for the following scope of work:

As requested, Ambassador provided the labor and materials to install three (3) data boxes, ten (10) quad outlet boxes under table, four (4) 1 1/2 holes in each data box in conference table (total of five (5) boxes; twenty (20) holes) in the Mayor's conference room.

The work was performed on 9/27/99, 9/28/99, 9/30/99, and 10/1/99, a total of 28 hours x 97.55 =

	\$2742.00
Material	\$575.00
Subtotal	\$3317.00
General condition	\$265.00
Overhead and Fee	\$215.00
Insurance	\$57.00
Total	\$3854.00

If this meets with your approval, please sign and return to my office.

Very truly yours,


Walter J. Weems III

cc: Cathy Giliberti
Chi Chu
Bill Dacunto
Richard Ramos (DCAS)
Josep Dominguez (DCAS)