



KATHY HOCHUL
Governor

ALFONSO L. CARNEY, JR.
Chair

REUBEN R. MCDANIEL, III
President & CEO

Date

*Name
*Tenant Rep
*Address
*City, State Zip
*

Re: Tenant Representative Assignment for the * (Region(s))

Dear *:

In accordance with our Letter Agreement dated *, we are assigning a project to assist in locating suitable space to accommodate a consolidation of programs as described on the attached site requirement form. The new site will house programs and staff of the * (Client Agency) and relocate them from space they currently occupy in *Address of site to be relocated. Initially we will need you to conduct a market survey and to evaluate the inventory of property that is currently available for this purpose. Following that initial phase, we will determine the best method for securing a space; either through direct negotiation for a preferred site or through a competitive process between several possible sites.

To assist in your preparation for this assignment attached are the following documents:

1. State Finance Law 139j and 139k Questionnaire - together with Office of State Comptroller Procurement and Disbursement Guideline G-Bulletin/ g-224.

Your staff assigned to this matter should become familiar with the Questionnaire and the Bulletin. Since your staff is likely to be the first contact with landowners, they will have to deliver the Questionnaire to each landowner.

2. Standard form of lease with our preferred business provisions.

Please contact * (RP Name) (phone no.) to arrange a project commencement meeting sometime within the next week.

Very truly yours,

cc: OPWDD/OMH