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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 91 LCM-142

Date: August 15, 1991

Division: Administration

TO: All Local Department of
Social Services Commissioners

SUBJECT: Used Office Furniture

ATTACHMENTS: None

The Department currently has the following listed quantity of metal office furniture which is in fair but usable condition which we are making available to you on a first-come, first-served, unlimited basis:

Desks [single and double pedestal; typing]	500
Side Chairs [with arms and without arms]	1,000
Work Tables [60" and 62" and CRT printer tables]	450
File Cabinets [2, 4, and 5 drawers; legal and letter size]	400
Bookcases	60
Shelving Units [assembled]	100

Should you be interested, the furniture is being stored at the New York State Department of Transportation's Pier 59 located at the foot of West 18th Street in New York City. The furniture is available for inspection on August 21, 1991 and August 22, 1991 between the hours of 10:00 a.m. and 3:30 p.m. only. Following this, specific dates will be established for you to pick up the furniture in which you are interested.

Please confirm your intention/interest and/or obtain any additional clarification you might require by having your staff contact Stefanie Scocca at 1-800-342-4100, Extension 432-2505.

Sincerely,

Nelson M. Weinstock
Deputy Commissioner
for Administration