

To: Jim Zell

Fax: 835-8360

From: David G. Marwell

Date: April 21, 2017

Pages: 1, including cover sheet.

Mr. Zell:

Over the past several weeks, we have been in nearly daily contact with Mr. Camden of your organization concerning our move into the newly renovated space on the second floor of 600 E Street. On Monday of this week, Mr. Camden confirmed that we could plan the move for Friday, February 17th. Based on his assurances, we arranged for the delivery of furniture (23 desks, 23 two-drawer files, 6 small tables) and the cutover of our telephone and data lines for Friday morning.

fax

At no time did anyone inform us of a requirement to schedule any deliveries outside of normal business hours or to inform GSA. Indeed, we have already had two furniture deliveries (September and November) during business hours, one of which was from GSA. We will, of course, comply with your policy in the future, but we do request an exception to policy for this delivery.

We appreciate your concern about possible disruption for the tenants of this building, but are confident that the disruption would be minimal. Since the freight elevator is not normally available for tenant use anyway, this delivery will have no impact on elevator availability.

cc: Calvin Snowden, GSA

From the desk of
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