



ACME

Recreation Center
for Children
555 14th Ave
New York, NY 10005

September 26, 2021

Ms. Jane Doe

New York City Department of Design & Construction
30-30 Thomson Ave., 4th Floor
Long Island City, NY 11101

Re: ACME Recreation Center Project ID: PWDNACMEV - FY21 Capital Vehicle Project - Hours of Operation & Frequency of Use

Dear Ms. Jane Doe,

Further to our earlier communication regarding ACME's Capital Vehicle Project, I am hereby confirming the following details:

1. The operating hours of the ACME Recreation Center are Monday through Friday from 9am to 5pm.
2. The vehicle ACME Recreation Center is seeking to purchase under the award, will be used Monday through Friday from 9am to 5pm.
3. The vehicle will be used for a minimum of 260 days per year.

Sincerely,

Willie E. Kayote
Executive Director

(212) 555-2269



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(212) 555-2270

