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**MS-763: Rabbi Herbert A. Friedman Collection, 1930-2004.**

Series H: United Jewish Appeal, 1945-1995.

Subseries 4: Administrative Files, 1945-1994.

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Box  
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Office space. 1290 Avenue of the Americas [New York, N.Y.].  
1962-1963.

For more information on this collection, please see the finding aid on the  
American Jewish Archives website.

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*Alan Hale*

November 23, 1962

Mr. Jack D. Weiler

Herbert A. Friedman

Office space

Attached for your information is background material pertinent to your negotiations with Rock-Uris, Inc. for office space for National UJA in the Sperry Rand Building at 1290 Avenue of the Americas.

Attachments:

1. Building Brochure.
2. Scale of 29th floor (20,875 square feet).
3. Space study of 29th floor prepared by Stephen Leigh & Associates.
4. Map indicating location of Sperry Rand building, its proximity to hotels, transportation, etc.
5. Proposed lease drawn up by Rock-Uris, Inc.
6. Review of lease by Edward Goodell, attorney for National UJA.

Comments:

In the lease drawn by Rock-Uris, Inc. the annual rental is listed at \$120,000 per annum. You are personally familiar with the reduction in this figure resulting from your negotiations. Therefore, you will want to familiarize the Budget and Finance Committee with the turnkey nature of the lease, the concessions to be applied and the special contributions to be received.

You are also aware of the problems involved in obtaining a release from our current lease at 165 West 46th Street which terminates March 31, 1965. As you know, our present landlord is Columbia University. Our present costs are \$70,000 per annum for rent plus \$4,600 for electricity.

If you need any additional information prior to the meeting, please let me know and I will get it for you.

IB:rs

Encls.

cc:HAF

December 21, 1962

Mr. Jack D. Weiler  
711 Third Avenue  
New York 17, New York

Dear Jack:

Attached is the basic contract which Stephen Leigh & Associates offer to their clients.

As I told you over the phone, Steve Leigh is prepared to work for us for a flat fee of \$10,000 plus 7½ per cent of all items purchased through him, instead of the normal 15 per cent he has in his contract. He did say, however, that he would be willing to consider reducing this to 5 per cent.

I did check with New York City and I find that the only contribution recorded for him is a personal one of \$25.

As you know, Bob Arnow recommended him to us and all of us are very much satisfied with him. He has helped us considerably to date and we believe he has the answers to our space needs in our new quarters. I told him that you would be in touch with him to work out a satisfactory arrangement for us.

Warmest regards.

Cordially,

Irving Bernstein

IB:mm  
encl.

UNITED JEWISH APPEAL, INC.  
165 WEST 46th STREET  
NEW YORK 36, N. Y.

## MEMORANDUM

*Date* January 7, 1963

*To* Mr. Herbert A. Friedman

*From* Irving Bernstein

*Subject* Lease for 29th Floor  
1290 Avenue of the Americas

Jack Weiler's attorney, Max Spitzer, called me last week to give his approval for the lease drawn up by Edward Goodell with the attorneys for Rock-Uris.

The only reservation that Mr. Spitzer had about the lease was in regard to the sub-let clause. He indicated that it was worth our effort to attempt to change it. However, he said it would meet with his approval if we were not successful in changing the clause. The clause referred to is the one which gives the landlord the right to approve the rental in case of sub-letting.

IB:mm

**From:** Herein referred to as "CLIENT"

**To:** Stephen Leigh & Associates, Inc. Herein referred to as "DESIGNER"  
4 East 52 Street  
New York 22, New York

For the Client the Designer is to plan, layout and design offices to be located at:

The Designer will prepare a preliminary space study for the Clients approval, if this has not already been done. Upon the Clients approval thereof, the Designer will proceed with a complete inventory and survey of all existing furniture, equipment and conditions, and then prepare a furniture plan validating the space study. When this has been approved, the Client will meet with the Designer to discuss complete requirements, design thoughts and to establish a preliminary budget.

The Designer will then prepare a presentation of the following:

- A. Design of construction and physical treatment.  
(i.e. walls, partitions, doors, lighting, etc. for the entire job and/or specific areas)
- B. Furniture and furnishings selections for appropriate areas.
- C. Complete decorative scheme.  
(i.e. colors, wall treatments, flooring, etc. )
- D. Construction and furniture and furnishings budget estimates.  
(i.e. all items of cost to the Client)

Upon the Client's approval of the items presented and after surveying the existing conditions of the new premises, the Designer shall proceed with the following:

1. Provide all necessary working drawings, plans and specifications to include those of construction, lighting, electrical, furniture, telephone, paint and flooring, cabinet and special design details, all of which shall be approved by the Client by appropriate initialing of such drawings and such approval shall be final.
2. Coordinate preparation of electrical and mechanical engineering plans (including those of air conditioning) to be done by the engineers who are responsible for the functioning of these systems. The Designer's responsibility in regard to such work is limited to that which concerns appearance: location of grilles, anemostats, lighting fixtures, switches, outlets and ceiling heights.
3. Secure bids for all work, furniture and furnishings and equipment to be done hereunder. Bids will be secured from reputable contractors known by the Designer and from other reputable firms, approved by him, that the Client recommends for the purpose of submitting bids (unless the owner of the building requires the Client to use the contractor(s) for the building or those whom the owner approves).
4. Contracts for construction work will be let by the Client after receiving the Designer's recommendations, contracts for furniture, furnishings and equipment are to be let by the Designer for the Client's account upon the written approval of the Client. All trade discounts that accrue to the Designer are to be passed on to the Client in full. All requisitions and invoices for advances and disbursements will be paid by the Client upon receipt.
5. The Designer will supervise all phases of the work to be done in which he is involved. It is understood that the Designer will not be held responsible for any changes made that are not processed through his office.

6. For all such work and services as herein set forth, the Client agrees to pay the Designer a fee of 15% of the Client's cost of the job plus \$ .50 per rentable square foot. It is understood that the 15% is due on all items in which the Designer is involved whether the Client purchases them through the Designer or directly and that all items which are selected or designed by the Designer, whether purchased now or in the future, are subject to the 15% fee and will be purchased through the Designer.
7. The Client agrees to pay the Designer \$ \_\_\_\_\_ upon signing of this agreement as a retainer and that monthly sums may be requisitioned against the final fee bill provided that the total of said monthly sums shall not exceed 90% of the final fee. Upon submission of the Designer's detailed bill the balance due, including any balance of outstanding advances and disbursements incurred for his account, will be paid by the Client.
8. In addition, the Client agrees to pay all actual costs incurred with respect to prints that are used on this job at the rate of \$ .75 per sheet (this is for prints sent to contractors for bidding and building purposes). He also agrees to reimburse the Designer upon receipt of invoices for any filing fees that may be advanced. Any authorized travel expenses to be incurred which are approved by the Client, will be advanced immediately upon submission of the Designer's requisition. An accounting of all these expenses shall be submitted to the Client during the course of the job.
9. It is understood that the procedures outlined above are flexible and do not necessarily pertain to every job. It is therefore agreed and understood that it is left to the Designer's discretion to determine the best possible order and method of production towards expediting the aforementioned job. These variations will, of course, be made so that the Designer may more readily produce this job in the Client's best interest.
10. Any additional work caused by the Client's changes to plans after they have been approved, will be billed to him at three (3) times the payroll cost of the personnel working on the changes.

EAGLE-A

11. In the event that this job shall not proceed after the Designer has done any work, his fee shall be three (3) times the payroll cost of the personnel working on this project to the point at which the job was terminated.
12. Any controversy or claim arising out of or relating to this contract or the breach thereof, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and may be enforced in any court having jurisdiction thereof.
13. It is understood and agreed that this letter shall constitute the entire agreement between the Designer and the Client and that no changes shall be made except in writing.
14. All drawings, designs and details prepared by the Designer shall remain his sole property and may not be used or transferred to anyone else without the prior written authorization of the Designer.

\_\_\_\_\_  
Full Name of Client

\_\_\_\_\_  
Name and Title of Authorized Officer

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
Date

APPROVED BY:  
STEPHEN LEIGH & ASSOCIATES, INC.

\_\_\_\_\_  
Stephen Leigh, President

\_\_\_\_\_  
Date



TELEGRAM RECEIVED BY TELEPHONE

WESTERN UNION TELEGRAPH CO.  
CONFIRMATION OF MESSAGE FILED BY PHONE

LT JOSEPH MEYERHOFF

EL MANSOUR HOTEL

WEILER MOST HELPFUL CONTINUING SEARCH OFFICE SPACE  
FOUND TWO POSSIBILITIES IN NEW SPERRY RAND BUILDING  
BLOCK FRONT SIXTH AVENUE FROM 51ST TO 52ND STOP AS  
YOU KNOW WE NEED 20000 FEET STOP CAN GET THIS SIZE  
PORTION OF 7TH FLOOR AT 5 DOLLARS FOOT WHICH IS  
HUNDRED THOUSAND DOLLARS OR ENTIRE 29TH FLOOR WHICH  
HAS 850 MORE SQUARE FEET FOR HUNDRED TWELVE THOUSAND  
STOP HAVE ASKED WEILER NEGOTIATE FURTHER WITH URIS  
BROTHERS GET LOWER PRICE FOR 29TH BECAUSE THERE ARE

MAIL COPY UNITED JEWISH APPEAL 165 W 46 ST NY 36 ATTN HERBERT FRIEDMAN

DATE 136 OCT 6 634PEDT

CHECK 153 INTL (LT) SHEET 1

PLA 2 1500

CASABLANCA (MOROCCO)  
(VIA WUCABLES)

BD UNITED JEWISH  
APPEAL 165 W 46 ST  
NY 36

TELEGRAM RECEIVED BY TELEPHONE

S S E

WESTERN UNION TELEGRAPH CO.  
CONFIRMATION OF MESSAGE FILED BY PHONE

LT  
MEYERHOFF

CARE KIRSCH JOINTFUND

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MAIL COPY UNITED JEWISH APPEAL 165 W 46 ST NY 36 ATTN HERBERT FRIEDMAN

WU 550 (1-52)

DATE 136 OCT 6 634PEDT

753 INTL (LT) SHEET 1

TEL NO. PLA 7 1500

DESTIN

CASABLANCA  
(MOROCCO VIA WUCABLE)

SIGNATURE

BD UNITED JEWISH  
APPEAL 165 W 46 ST  
NY 36

TELEGRAM RECEIVED BY TELEPHONE

3 5 E

DATE 136 OCT 6

CHECK SHEET 2

TEL NO. PLAT 1500

DEPT

SIGNATURE

HERBERT FRIEDMAN

SUB

MANY ADVANTAGES TO HAVING ENTIRE FLOOR WITHOUT  
OTHER TENANTS STOP HAVE DISCUSSED MATTER WITH  
DUBINSKY WHO SAYS PRICE IS RIGHT AND RECOMMENDS  
29TH ALSO WITH STONE WHO WOULD PREFER SAVING FEW  
THOUSAND DOLLARS BUT WILL GO ALONG WITH EXPERT  
OPINION STOP WILL CABLE YOU AGAIN TUESDAY OR WEDNESDAY  
WITH FINAL FIGURES BUT WOULD APPRECIATE YOUR  
INTERIM CABLED REACTION STOP SHANAH TOVAH  
BOTH OF YOU

64

1401	8' 4" X 12' 11"
1402	9' X 24' 6"
1403	10' X 24
1404	7' 7" X 24' 7"
1406	10' 7" X 25
1407	7' 3" X 25
1408	10' 7" X 25
1409	13' X 20' 3"
1411-A	10' X 22' 4"
1411-B	8' 7" X 22'
1411	25' X 34'
1412	17' X 32' 10"

1413	21'5" X 32'10"
1414	19'6" X 27'10"
1417	8'4" X 14'3"
1418	34'8" X 39'
1418B	10' X 18'9"
1420 1421	29'7" X 34'7"
1420A	9'10" X 13'11"
1422	27'6" X 20'
1422A	18'7" X 19'