

BOROUGH OF MAYWOOD

15 PARK AVENUE

MAYWOOD, N.J. 07607

TEL (201) 845-2900 Ext. 214 • FAX (201) 845-0747

Business Registration Certificate on file

PURCHASE ORDER

PURCHASE ORDER NUMBER

NO. 191267

THIS NUMBER MUST APPEAR ON
ALL PACKAGES, INVOICES AND
CORRESPONDENCE.

VOUCHER MUST BE RETURNED FOR PAYMENT

V
E
N
D
O
R

PROPERTY ROOM CONSULTING
10 RED OAK CT
EGG HARBOR TOWNSHIP, NJ 08234

6781

S
H
I
P
T
O

MAYWOOD POLICE
15 PARK AVE
MAYWOOD, NJ 07607
ATTN: CHIEF JOE NATALE

ALL SHIPMENTS MUST BE SENT PREPAID

DATE OF ORDER	DATE REQUIRED	F.O.B. DESTINATION UNLESS SPECIFIED	ACCOUNT NUMBER
02/08/19		POLICE O/E	01-2010-25-2402-146

QUANTITY	UNIT	DESCRIPTION OF MATERIALS OR SERVICE	UNIT PRICE	AMOUNT
1.0000	EA	2/2019 AUDIT OF PROPERTY/EVIDENCE ROOMS		
1.0000	EA	1A ITEMS 1-4 ON PROPOSAL	5,400.000	5,400.00
		PURGE/RE ITEM 5 ON PROPOSAL	3,200.000	3,200.00
		QUOTE #641		
		TO BE FULLY RE-IMBURSED BY MEA FUNDS. COUNTY PO#183424		
		Purchase Order Total:	8,600.00	
NEW JERSEY SALES TAX EXEMPT #22-6002067				

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE BOROUGH. SUBSTITUTIONS MUST NOT BE MADE. IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE, NOTIFY THE BOROUGH IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL THE TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID.

NO ORDER VALID UNLESS SIGNED BY

DEPARTMENT HEAD

DATE

FINANCE OFFICER / CERTIFICATION OF FUNDS

DATE

ADMINISTRATOR

DATE

THIS PURCHASE IS EXEMPT BY
STATUTE FROM PAYMENT OF ALL
FEDERAL, STATE AND MUNICIPAL
EXCISE, SALES, OR OTHER TAXES.

APPROPRIATION CHARGED

AMOUNT

ENTERED
3/2/19

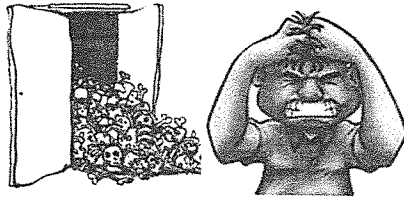
CHECK
DATE

2/26/19

CHECK
NUMBER

11904

DEPARTMENT COPY



*What skeletons lie in your
evidence?
We rescue police property
rooms!*

QUOTE

Property Room Consulting

10 Red Oak Ct

Egg Harbor Township, NJ 08234

1-800-338-9730

DATE: DECEMBER 8, 2018

QUOTE # 641

EXPIRATION DATE March 31, 2019

TO Detective Sergeant Matthew Parodi
Maywood Police Department
15 Park Ave, Maywood, NJ 07607
(201) 845-8800
mparodi@maywoodpd.org

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
MSM	MAYWDPD1	Onsite		TBD	Signed PO	TBD
QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL	
1	LA	See Proposal (1-4 on Page 2)	5400.00		5400.00	
1	PURGEPRP	See Proposal (5 on Page 2)	3200.00		3200.00	

TOTAL
DISCOUNT

SUBTOTAL 8,600.00

SALES TAX NA

TOTAL 8,600.00

Quotation prepared by MSM

To accept this quotation, sign here and return: _____

PROPOSAL (SCOPE OF WORK):

Having spoken with Detective Sergeant Matthew Parodi and having observed via photos the property and evidence function of the Maywood Police Department and their completed questionnaire, I recommend and am quoting for Property Room Consulting Inc. services for the following needs:

1. An inventory audit of the Maywood Police Department's Property and Evidence room(s). This audit shall as best as practical consist of 100% verification against the agency log of all CDS, firearms, currency; and jewelry, precious metals and gemstones valued at over \$500, as well as any bodily fluids that may be on hand. General evidence shall be verified at the level of a representative sampling (95% confidence, interval of 5). Complete report of findings to agency CEO, including levels of confidence.
2. Complete examination and analysis of the Department's PE workflow through inspection. Review practices versus policy and make recommendations for modifications, including where current policy and practices are in conflict. Provide agency CEO recommendations and suggested policy revisions, particularly to be in alignment with State law and policy as well as certain best practices consistent with contemporary policing models.
3. Evaluate and make recommendations for the physical scheme of the PE storage facilities. Assist in the implementation of any accepted recommendations.
4. Optimization and advanced training of the Department's BEAST Property/Evidence Management System.
5. 32 hours of purge preparation through evaluation and research of current inventory. Segregation of items into four categories (immediate destroy/dispose, submit to prosecutor for authorization, retain retention period not met, retain case open). Development of a general plan of action for the efficient disposition and ultimate disposal of eligible items through the method appropriate for each circumstance. Integration of the plan of action with the features of the BEAST system that are designed for this purpose.
6. Provide other direction and support as issues arise while onsite.
7. Arrival and departure conference with Command personnel.

Property Custodian required to be present for security and continuity of chain of custody.