



What skeletons lie in your evidence room?

INVOICE

Property Room Consulting
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DATE: JUNE 17, 2019
INVOICE 672

TO **Englewood Police Department**
75 S Van Brunt St
Englewood, NJ 07631
Phone: (201) 568-2711
Cust ID ENGLPD

SALESPERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
MSM	ENGLPD2	NA	NA	JUN 12 2019	NET 20	JULY 8 2019

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1	PROPOSAL	See Proposal	16750.00		16750.00
1	CHANGE	3 DAYS ADDED	4890.00		4890.00
			TOTAL DISCOUNT		
				SUBTOTAL	21640.00
				SALES TAX	NA
				TOTAL	21640.00

Discussion: Department is desirous to complete the inventory audit required upon change of an agency CEO or property room custodian/key holder. Reflects inventory audit of items logged and stored within the main property vault system, exclusive of Department's undocumented property/evidence, for which an internal point in time inventory is to be performed. Manpower shall be provided by PRC to complete the evaluation for subsequent disposition or internal logging for such undocumented items.

PROPOSAL (SCOPE OF WORK):

Having spoken with Lieutenant Matthew De la Rosa and having observed the property and evidence function of the Englewood Police Department, I recommend and am quoting for Property Room Consulting Inc. services for the following needs:

1. Evaluate data sources that comprise the current log of record and prepare an audit plan.
2. An inventory audit of the Englewood Police Department 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. Meets or exceeds national and state accreditation standards.
3. Document all undocumented legacy items and provide supplementary manpower for the ultimate disposal and/or internal logging and storage of said items.
4. Review progress of 2016 goals.
5. Provide other direction and support as issues arise while onsite.
6. Added 3 days labor to enter all firearms into BEAST system, evaluate and optimize BEAST system, scan all drugs and firearms to actual storage location.
7. Conference with Command personnel as needed.

Custodian must be present at all times during audit to maintain chain of custody and security.



Quotation prepared by: _____

To accept this quotation, sign here and return with PO _____

