



What skeletons lie in your evidence room?

QUOTE

Property Room Consulting
 10 Red Oak Court,
 Egg Harbor Township, NJ 08234
 1-800-338-9730 mmiller@propertyroomconsulting.com

DATE: APRIL 26, 2019
 QUOTE # 672

EXPIRATION DATE September 30, 2019

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	TBS	Signed PO	TBS

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
1	PROPOSAL	See Proposal	16750.00		16750.00
			TOTAL DISCOUNT		
				SUBTOTAL	16750.00
				SALES TAX	NA
				TOTAL	16750.00

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. 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 _____