



RAPID CITY POLICE DEPARTMENT

Community. Service. Integrity.

Karl Jegeris, Chief of Police

February 3, 2016

Assistant Chief Don Hedrick:

At the beginning of this project I set forth three main criteria for the new furniture that would be utilized in the new patrol area. The first criterion was functionality, then durability and finally style and form. I sought out three quotes from local businesses.

In determining the functionality I had to assess what is currently needed for each of the work groups represented in the patrol area. There is the administrative function (Captain and Lieutenants), the patrol function (Patrol Officers) and, those that divide their time between those two areas (Patrol Sergeants). The captain, lieutenants and sergeants have all suffered from a distinct lack of storage and work space inherent to the furniture that has always been pieced together. The patrol officers only need a chair to write reports, but have always been on the receiving end of cheaply constructed new and leftover office chairs from other parts of the department.

An informal email poll was taken of the furniture users and they overwhelmingly chose the Mayline Medina/Aberdeen series furniture due to its style and functionality.

The three companies and their initial bids were as follows:

Evergreen Office Products	\$31,877.82
Black Hills Business Source	\$30,900.00 (Includes Chairs)
Office Depot	\$31,039.00 (Includes Chairs)

These initial bids were only meant to be a starting point and additions would be made based on user suggestions and the determination of additional needs. These bids also do not specifically compare the exact same products. This was based upon the varying suggestions and options presented by the representative of each company. I spent quite a bit of time making comparisons to get a true sense of what would be best for our organization.

At this point I focused in on the Mayline Medina/Aberdeen series furniture and began to work with Evergreen Office Products. This decision was based on the functionality, initial price, professional appearance and variety of options available. I also found that the durability of this product was outstanding. The desks are sturdy, reliable and can withstand the usage of our officers. The laminate is adhered through a high pressure process that provides a resistance to stains, spills and guarantees adhesion.

Evergreen Office Product's representative was also willing to break from the traditional styles and attempt to give us a more modern updated look, which we truly needed. The product we have chosen is sharp, eye-catching and professional.

As someone with more than 19 years of experience working in this area and the input from the other users, I have determined that the Mayline Medina/Aberdeen series will best fit our needs and be durable enough to withstand the daily usage of the officers in the patrol division.

Since the initial bid I have made numerous additions based on needs and provided Evergreen with guidance to streamline some of our desires to maintain an acceptable final cost.

This furniture series has a style that lends a professional atmosphere to our division, which is important to the mindset of our officers, supervisors and commanders. It also provides a myriad of storage accessories/options that make it the best choice for our workgroup and still be mindful of the need to be fiscally responsible for our community.

The final bid includes the following:

- 1 – Captain's Desk Ensemble & Small Conference Table/Chairs
- 5 – Lieutenant's Desks & Chairs
- 1 – Conference Table and Accompanying Chairs
- 10 – Sergeant's Desks & Chairs
- 2 – Community Service Officers/Parking Enforcement Desks
- 3 – Accident Investigator's Desks & Chairs
- 1 – Record's Clerk Desk & Chair
- 2 – Storage Cabinets Adjacent to Copier/Printers
- 2 – Storage Cabinets for Community Service Officers/Parking Enforcement Office
- 3 – Recliners and Side Tables for the Relaxation Room
- 2 – Tables and Chairs for the Break Room

**The above listing includes the addition of two lieutenant's office desks, the records clerk's desk, the community service officer's/parking enforcement's office desks and storage cabinets and the storage cabinets adjacent to the copier/printer area.

The final quote came in at \$51,388.51.

Sincerely,

//signed//
Wayne Asscherick
Patrol Sergeant

Cc: Lieutenant John Olson