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WINDSOR POLICE DEPARTMENT  
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**CHIEF ARLIS V. "VIC" REYNOLDS**  
*"COMMITTED TO COMMUNITY"*

To: Michael Stallings, Town Manager  
From: Arlis Victor Reynolds, Chief of Police  
Ref: Officer Desks  
Sir,

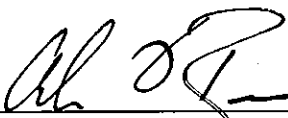
While I was on vacation, my family and I stopped at Ikea in northern Virginia and while there I found a very low cost solution to my desire to give each one of my officers a workstation of their own.

Although this furniture is not commercial grade, it fits our need and I think it would do well for what we would use them for. I took a picture of the desk for yours and Councils review. I have measured the space where this furniture would go and it would fit in the area that the original option would have gone.

The cost for the four desks will be \$795.96 barring we use our tax-exempt form which I found they will accept. This is a savings of approximately \$6,200.00 in comparison to our normal vendors price quote. Again, this is not commercial grade like that of what the vendor would provide, but with that said, we do not use the items to the extent of what that furniture allows and therefor would make it harder to justify the spending.

I would respectfully request that I be allowed to approach Council with this option and request it to be funded. Should you or Council require any further information, as always I am available.

Yours In Service

  
Arlis Victor Reynolds, Chief of Police

