



MEMORANDUM

Date: November 16, 2023
To: Commissioners Court
From: Jim Skinner, Sheriff *JSS/js*
Subject: Request for Additional Funding Approval – CID Trailer Graphics

The Collin County Sheriff's Office respectfully seeks to amend our initial request, formally presented on June 6, 2023. Our original plea aimed to integrate a 6' x 14' enclosed box trailer, acquired through the State's Forfeiture statutes, into the Sheriff's Office fleet. This trailer is designated for use within the Criminal Investigations Division (CID) to house and transport its extensive array of crime scene processing tools and equipment.

In conjunction with this request, approval was sought from the Commissioners Court for a budget amendment to purchase graphics and install them on the trailer. At that time, it was specified that Federal Forfeiture funds (1065), totaling \$5,316.00, would be utilized for this purpose.

Unfortunately, an oversight occurred in the original bid process. The graphics company mistakenly assumed the trailer was painted black, resulting in an underestimation of the materials required for the project. The initial request, based on graphics application, did not account for wrapping the entire trailer. Consequently, the corrected bid is now \$7,327.25. I want to emphasize that this increase is solely attributed to the additional square footage of vinyl required for the project, with no changes to the art or installation charges.

Breakdown of Bids:

Original Bid (June 6, 2023):

- SF: 252 SF @ \$18 per SF = \$4,536
- Line item #17: 4 hours @ \$65 per hour = \$260.00
- Line item #19: 8 hours @ \$65 per hour = \$520.00
- **Old Total: \$5,316**



Revised Bid (as of 11/13/2023):

- SF: 363.736 SF @ \$18 per SF = \$6,547.25
- Line item #17: 4 hours @ \$65 per hour = \$260.00
- Line item #19: 8 hours @ \$65 per hour = \$520.00
- **New Total: \$7,327.25**

We respectfully seek Commissioners Court approval to amend the initial request, proposing an additional \$2,011.25 in Federal Forfeiture funds for this project.

Thank you for your time and consideration.

JOS/JP



TO PREVENT FRAUD, WE WILL **NEVER**
CALL TO REQUEST PAYMENT OF FINES
OR WARRANTS OVER THE PHONE.

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