



CITY OF  
**PORT LAVACA**  
POLICE DEPARTMENT

---

To: Interim City Manager Jody Weaver  
From: Chief Colin Rangnow  
Date: April 1, 2025  
Subject: Forfeiture Funds

The police department plans to use forfeiture funds to furnish CID and the reception office or "old dispatch" with new office furniture. Both areas need updating and refurbishing.

Since the inception of the Calhoun County combined dispatch center, the police department plans to repurpose the "old dispatch" area into a reception office. The Department intends to budget for a receptionist position this upcoming fiscal year. The public would be greeted by the front receptionist Monday – Friday 8 am – 5 pm. The front receptionist would field incoming non-emergency calls to the PD/City Hall and would have limited dispatch capabilities. The position would be cross trained in records and evidence release procedures to better serve the community.

The CID office currently houses three investigators. The office furniture has been pieced together from other office sets. The goal is to have three workstations for reports in one main office and the second would house evidence processing and electronic extraction equipment.

Coastal Office Supply (PSA/Contract # NCPA #11-18) would supply said furniture at a total cost of \$13,756.40.

Reception Office:

1. Altern Custom Task Chair Mesh Mid-Back (2) \$345.00 = \$690.00
2. Matter - Wood Leg Base (2) \$382.20 = \$764.40
3. Essentials 72x30 mahogany desk = \$253.20
4. Essentials mahogany mobile file cabinet (2) \$264.00 = \$528.00
5. Essentials, mahogany storage cabinet = \$264.00
6. Essentials tabletop = \$120.60

7. Essentials tabletop base = \$247.20
8. Essentials mahogany wardrobe = \$891.00
9. Mahogany training top (2) \$135.00 = \$270.00
10. Quadro sit/stand base (2) \$506.40 = \$1012.80
11. Installation \$660.00

Total = \$5,701.20

CID Office:

1. R-Series, Height Adjustable Frame, 2 Legs, 2 Stage, C-Leg 24" Depth, Up/Down Controller (3) \$660.00 = \$1,980.00
2. \*Special\* Treo, Rectangular Tabletop, 72W x 24D, Mod to be HA top (2) \$510.00 = \$1,020.00
3. \*Special\*Treo, Rectangular Tabletop, 48W x 24D, Mod to be HA top = \$367.20
4. Treo, Mobile Pedestal, Box/File, w/ Lock, 20D x 22H (3) \$478.20 = \$1,434.60
5. 72 Low Profile Wire Manager, Full Length (2) \$33.60 = \$67.20
6. 48 Low Profile Wire Manager, Full Length = \$22.20
7. Treo, Cupboard Door Wall Bin (four doors) 72W x 13D x 16H = \$581.40
8. Treo, Credenza (Full Mod) w/ 1 Lat File, 1 Storage Unit, 60W x 20D, HPL top = \$937.20
9. MIX Screen, Base Plate with Levelers, 66"H x 72"W = \$995.40
10. Installation \$650.00

Total = \$8,055.20

Chapter 59 of the Code of Criminal Procedure allows for police seizure and forfeiture of property used in, and the proceeds gained from, the commission of certain crimes. After seizure, the criminal district attorney may, by agreement, distribute property and funds to local law enforcement agencies to be used for official purposes. The police chief has sole decision-making authority about how felony forfeiture funds are spent. However, the city council is entitled to receive a budget showing how the funds will be spent, but nothing in the statute requires or authorizes city approval of the actual expenditures decided upon by the police chief.



Chief Colin Rangnow



City of Port Lavaca  
Finance Department  
202 N. Virginia St.  
Port Lavaca, Tx 77979  
accountspayable@portlavaca.org

**CITY OF PORT LAVACA  
REQUISITION REQUEST FORM**

Expedited Review ☐

**PURCHASE**

**ORDER #**

(Assigned by Finance)

DATE: 3/26/2025

Name of Vendor Coastal Office Supply

G/L Acct #: 449.01 Police Forfeiture

Project #: \_\_\_\_\_ Line #: \_\_\_\_\_

Total: 13,756.40

**Section 1 - General Information**

Requisitioned by: Karen Neal, Office Manager  
(Name) (Title)

Department: Police

Project: Furnish CID and Reception offices

Description of Goods/Services: Office Furniture

**Section II - HUB Contact Documentation - FOR PURCHASES OF \$3,000 - \$49,999**

In compliance with Chapter 252.0215 of the Texas Local Government Code and pages 13 & 14 of the City Purchasing Policy and Procedures manual, the department originating this purchase requisition certifies that: (Select A or B)

A) \_\_\_\_\_ The following Calhoun County Historically Underutilized Businesses were identified and contacted concerning this purchase:

| HUB #1 |
|--------|
|        |

| HUB #2 |
|--------|
|        |

B) ☒ No applicable Calhoun County HUBs were identified from the Comptroller of Public Accounts listing; therefore, the City is exempt from HUB contact requirements for this purchase. (Attach HUB vendor search results.)

**Section III - Competitive Quotation Documentation**

Competitive quotations are generally required for cooperative, emergency, sole source or single source purchases, with justification/sole source documentation, and approval by Finance, per pages 13-15 of the City Purchasing Policy and Procedures.

|                        |                          |     |                                     |    |
|------------------------|--------------------------|-----|-------------------------------------|----|
| Cooperative Purchase?  | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| Sole Source?           | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| Single Source?         | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| Professional Services? | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |
| Emergency Purchase?    | <input type="checkbox"/> | Yes | <input checked="" type="checkbox"/> | No |

PSA/Contract # NCPA #11-18

\* If yes, City Manager authorization \_\_\_\_\_

Competitive Bid? ☐ Yes ☒ No

Attach bid tabulation and Council minutes

|                    | Quotation #1<br>\$1,001 - \$5,000 | Quotation #2<br>\$5,001 - \$10,000 | Quotation #3<br>\$10,001 - \$49,999 |
|--------------------|-----------------------------------|------------------------------------|-------------------------------------|
|                    | PO NOT REQUIRED<br>\$3,000        | HUB Vendor Search<br>\$49,999      |                                     |
| Name of Company    | Coast Office Supplies             |                                    |                                     |
| Telephone Number   | 3615785392                        |                                    |                                     |
| Contact Person     | Andy Evans                        |                                    |                                     |
| Email Address      |                                   |                                    |                                     |
| Quotation #        |                                   |                                    |                                     |
| Total Price Quoted | 13,756.40                         |                                    |                                     |

**Section IV - Approvals**

Department Head or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

To be routed for signature by Finance staff:

Finance Director: \_\_\_\_\_

Date: \_\_\_\_\_

City Manager: \_\_\_\_\_

Date: \_\_\_\_\_





## QUOTATION

PO Box 4407 77903  
1514 N. Ben Jordan, Ste B 77901  
Victoria, TX

**Andy Evans**

Confidential Quote

Property of Coastal

Phone: 361-578-5392

Fax: 361-578-0610

Prepared by: Heather Kimmey

PO TO:Coastal Office

**REF: Coastal NCPA#11-18**

**Quote Valid for 30 Days**

**Lead Time: 2-3 WEEKS**





**Presented by: Coastal Office Solutions, INC**






**Presented to: Port Lavaca Police Department**

**ATTN:**

**Quote: 3.05.25**

**DISPATCH**

| Line | Part Number   | Qty | Sell     | Ext Sell |
|------|---|-----|----------|----------|
| 1    | <b>HPTCC2-T1UM</b><br>Altern Custom Task Chair Mesh Mid-Back  | 2   | \$345.00 | \$690.00 |
|      | .BLK Black  |     |          |          |
|      | \$(1) Grade 1 Uph   |     |          |          |
|      | ~ Undecided FABRIC Option   |     |          |          |
| 2    |  <b>HVL238</b><br>Matter - Wood Leg Base            | 2   | \$382.20 | \$764.40 |
|      | \$(1) Grd 1 Fabric  |     |          |          |
|      | .GRY Grey   |     |          |          |
|      | 01 Light Grey   |     |          |          |
| 3    |  <b>LLR 69535</b><br>ESSENTIALS,DESK,72X30,MAH     | 1   | \$253.20 | \$253.20 |
| 4    |  <b>LLR 69395</b><br>ESSENTIALS,PED,BBF,MOBILE,MAH | 2   | \$264.00 | \$528.00 |
| 5    |  <b>LLR 69612</b><br>ESSENTIALS,STOR CAB,30H,MAH   | 1   | \$264.00 | \$264.00 |

| Line | Part Number  | Qty | Sell     | Ext Sell   |
|------|--|-----|----------|------------|
| 6    |  <b>LLR 87239</b><br>ESSENTIALS,TOP,42R,MAH                       | 1   | \$120.60 | \$120.60   |
| 7    |  <b>LLR 87241</b><br>DISC BASE,FOR 42/48 RND,BLK                  | 1   | \$247.20 | \$247.20   |
| 8    |  <b>LLR 69897</b><br>ESSENTIALS/RELEVANCE,WRDRB/DFF,24X66,MAH     | 1   | \$891.00 | \$891.00   |
| 9    |  <b>LLR 16200</b><br>HAD/TRAINING/RLV/TOP,60X30,MAH               | 2   | \$135.00 | \$270.00   |
| 10   |  <b>LLR 25945</b><br>**DISC**QUADRO,SIT/STAND 3 TR,2 LEG,BLCK(60) | 2   | \$506.40 | \$1,012.80 |
| 11   | <b>CONTRACT</b><br>Coastal AOPD NCPA#11-18   | 1   | \$0.00   | \$0.00     |
| 12   | <b>FREIGHT</b><br>Freight & Surcharges   | 1   | \$0.00   | \$0.00     |
| 13   | <b>INSTALL</b><br>Installation: Reg Hrs M-F, 8-5   | 1   | \$660.00 | \$660.00   |

Coastal to receive, deliver, & install furniture per layouts provided.

-Removal of existing furniture or product EXCLUDED.

-Access will be unhindered to/ from truck to installation areas.

-All install areas will be accessible, substantially

| Line | Part Number  | Qty | Sell | Ext Sell |
|------|--|-----|------|----------|
|      | complete, and free of existing equipment, furniture,<br>materials, etc. at time of delivery.<br>-Customer to provide electrician to hardwire power<br>in-feed(s) to building. Customer to provide data<br>cables, route & terminate at faceplates. |     |      |          |

**Total: \$5,701.20**

**50% Deposit Required for orders over \$10K.**

Approved By: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

Date: \_\_\_\_\_

PO: \_\_\_\_\_

**TAX to be added if applicable. PAYMENT DUE NET 10 days after receipt.**

**FURNITURE & SPECIAL ORDERS ARE NON-RETURNABLE. ORDERS ABOVE \$10K REQUIRE A 50% DEPOSIT AT TIME OF ORDER.**

LABOR FEE charge for moving existing furniture during installation: \$75.00/HR per man.

STORAGE FEE charge for order delivery delayed after received: \$100.00-\$450.00/MTH

MANUFACTURER warranties are applicable. LABOR WARRANTY for one year from purchase.

SERVICE CHARGE for repairs beyond warranty year.

Regular DELIVERY HRS: M-F, 8-5.

**Quote, Specifications and Drawings Property of Coastal Office Solutions.**

**IF PAYING BY CREDIT CARD A 3% SERVICE CHARGE WILL APPLY.**

**Thank you for your business.**



## QUOTATION

PO Box 4407 77903  
1514 N. Ben Jordan, Ste B 77901  
Victoria, TX

**Andy Evans**

Confidential Quote

Property of Coastal

Phone: 361-578-5392

Fax: 361-578-0610

Prepared by: Heather Kimmey

PO TO: Coastal Office

**REF: Coastal NCPA#11-18**

**Quote Valid for 30 Days**

**Lead Time: 5-7 WEEKS**

**Presented by: Coastal Office Solutions, INC**

**Presented to: Port Lavaca Police Department**

**ATTN:**

**Quote: 3.17.25**

**OFFICE**

| Line | Part Number  | Qty | Sell     | Ext Sell   |
|------|--|-----|----------|------------|
| 1    | <b>HARW22C24UD</b><br>R-Series, Height Adjustable Frame, 2 Legs, 2 Stage, C-Leg 24" Depth,<br>Up/Down Controller | 3   | \$660.00 | \$1,980.00 |
| 2    | <b>*3RS7224H</b><br>*Special* Treo, Rectangular Table Top, 72W x 24D, Mod to be HA top,<br>HPL                   | 2   | \$510.00 | \$1,020.00 |
| 3    | <b>*3RS4824H</b><br>*Special*Treo, Rectangular Table Top, 48W x 24D, Mod to be HA top,<br>HPL                    | 1   | \$367.20 | \$367.20   |
| 4    | <b>3SMW20</b><br>Treo, Mobile Pedestal, Box/File, w/ Lock, 20D x 22H   | 3   | \$478.20 | \$1,434.60 |
| 5    | <b>XWGLP72</b><br>72 Low Profile Wire Manager, Full Length   | 2   | \$33.60  | \$67.20    |
| 6    | <b>XWGLP48</b><br>48 Low Profile Wire Manager, Full Length   | 1   | \$22.20  | \$22.20    |
| 7    | <b>3HDW7216</b><br>Treo, Cupboard Door Wall Bin (four doors) 72W x 13D x 16H                                     | 1   | \$581.40 | \$581.40   |

| Line | Part Number  | Qty | Sell     | Ext Sell |
|------|--|-----|----------|----------|
| 8    | <b>3SCF6020LSH</b><br>Treo, Credenza (Full Mod) w/ 1 Lat File, 1 Storage Unit, 60W x 20D,<br>HPL top Onl | 1   | \$937.20 | \$937.20 |
| 9    | <b>MSSL6672</b><br>MIX Screen, Base Plate with Levellers, 66"H x 72"W                                    | 1   | \$995.40 | \$995.40 |
| 10   | <b>CONTRACT</b><br>Coastal AOPD NCPA#11-18   | 1   | \$0.00   | \$0.00   |
| 11   | <b>FREIGHT</b><br>Freight & Surcharges   | 1   | \$0.00   | \$0.00   |
| 12   | <b>INSTALL</b><br>Installation: Reg Hrs M-F, 8-5   | 1   | \$650.00 | \$650.00 |

Coastal to receive, deliver, & install furniture per  
layouts provided.

-Removal of existing furniture or product EXCLUDED.

-Access will be unhindered to/ from truck to  
installation areas.

-All install areas will be accessible, substantially  
complete, and free of existing equipment, furniture,  
materials, etc. at time of delivery.

-Customer to provide electrician to hardwire power  
in-feed(s) to building. Customer to provide data  
cables, route & terminate at faceplates.

**Total: \$8,055.20**



| Line | Part Number | Qty | Sell | Ext Sell |
|------|-------------|-----|------|----------|
|------|-------------|-----|------|----------|

**50% Deposit Required for orders over \$10K.**

Approved By: \_\_\_\_\_

Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Title

PO: \_\_\_\_\_

**TAX to be added if applicable. PAYMENT DUE NET 10 days after receipt.**

**FURNITURE & SPECIAL ORDERS ARE NON-RETURNABLE. ORDERS ABOVE \$10K REQUIRE A 50% DEPOSIT AT TIME OF ORDER.**

LABOR FEE charge for moving existing furniture during installation: \$75.00/HR per man.

STORAGE FEE charge for order delivery delayed after received: \$100.00-\$450.00/MTH

MANUFACTURER warranties are applicable. LABOR WARRANTY for one year from purchase.

SERVICE CHARGE for repairs beyond warranty year.

Regular DELIVERY HRS: M-F, 8-5.

**Quote, Specifications and Drawings Property of Coastal Office Solutions.**

**IF PAYING BY CREDIT CARD A 3% SERVICE CHARGE WILL APPLY.**

**Thank you for your business.**