

# Department of Police



EDWARD F. GEHEN  
CHIEF OF POLICE

TOWN OF WEST SENECA  
MUNICIPAL BUILDING  
1250 UNION ROAD  
WEST SENECA, NEW YORK 14224



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August 21, 2012

To: Honorable Town Board  
Town of West Seneca

From: Edward F. Gehen  
Chief of Police

Re: Set bid date  
Vehicle purchase

Attn: Councilman Rusinski

Dear Honorable Town Board:

I respectfully request permission to draw up specifications and set a bid date of Monday, September 17, 2012 for the purchase of one (1) new unmarked police vehicle. Funding will be available through the 2012 police vehicle line item (1.3120.0208). Please note that one (1) older police vehicle will be traded in as part of this bid. Should you have any questions pertaining to this, please don't hesitate to call me. Thank you.

Sincerely,

Edward F. Gehen  
Chief of Police