

ZAP Manufacturing, Inc.

March 7, 2016

City of Anaheim
City Clerk's Office; Custodian of Records
Attn: Linda Andal

Good Morning Linda,

I would like to request a copy of the most recent Purchase Orders, Bid Award, Contract Agreement, Traffic Sign Agreements or any similar documents with sign costs for finished (new aluminum) traffic signs, specifically: Regulatory, Warning, Guide, and Temporary Traffic Control Signs (construction signs). For example, Stops, Speed Limit, street name signs, No Parking, Road Work Ahead, school signs, Rail Road Crossing signs to name a few. Of most interest is unit costs for sign blanks and sign faces, any sheeting (roll-goods) purchased with quantities and brand (s) ordered such as 3M, Avery, and/or Nikkalite and the type of sheeting (grade) required such as High Intensity Prismatic (HIP) Engineer Grade (E.G.) Diamond Grade (DG, DG3) EC Film, vinyl and/or anti-graffiti film if ordered.

I agree to pay any duplication and/or associated costs, please let me know what costs will be and we will send a check or provide credit card information (whichever you prefer). If you have any questions or require further information, please feel free to contact me directly toll-free or by email... I have included my full contact information below. I am not in a hurry, so please take your time. I appreciate your time and attention and I look forward to hearing from you at your convenience.

Kristine Villano
ZAP Manufacturing, Inc.

Jennifer L. Hall

From: Linda Andal
Sent: Monday, March 07, 2016 11:12 AM
To: Jennifer L. Hall
Subject: FW: Public Records Request
Attachments: PRR Anaheim form 3-7-16.pdf; PRR Anaheim 3-7-16.docx

From: Kristine Villano
Sent: Monday, March 07, 2016 11:10 AM
To: Linda Andal
Subject: Public Records Request

Good Morning Linda,

Attached you will find our Public Records Request for the most recent bid documents for finished (new aluminum) traffic signs. Please contact me if you have any questions in regards to my request.

Thank you,

Kristine Villano
ZAP Manufacturing, Inc.



City of Anaheim
Office of the City Clerk
200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805
(714) 765-5166 • fax (714) 765-4105
www.anaheim.net

REQUEST FOR PUBLIC RECORDS

- STEP 1: **COMPLETE** all fields on this form. This form is to facilitate and expedite the processing of your public records request. Describe identifiable records in the possession of the City; your request must be sufficiently focused and specific to allow the City to locate the requested record(s).
- STEP 2: **SUBMIT** completed form by mail, fax, email or in person to Custodian of Records, Office of the City Clerk, 200 S. Anaheim Blvd. (714) 765-5166; landal@anaheim.net; fax (714) 765-4105.
- STEP 3: **WAIT** to receive an invoice for responsive records. The City shall determine within 10-days from receipt of a public records request, whether the request, in whole or in part, seeks copies of discloseable public records in possession of the City [GC 6253(c)]. Please note that if you are requesting the opportunity to inspect records, you will be requested to make an appointment to return at a later date/time to view the documents.

Charges for the direct cost of duplication will apply. **Documents will not be copied until payment has been received.** If payment is not received within 10 days after invoice is sent, you may be required to submit a new request. Please see backside for additional information.

REQUESTER INFORMATION

Full Name : Kristine Villano Date: March 7, 2016

Company Name: Zap Manufacturing, Inc.

(Mailing) Addr _____

Phone number: _____

Preferred method of contact in the event of questions: By phone or email.

DESCRIPTION OF REQUESTED RECORD(S): (Describe the specific public record(s) e.g., date, type, time period covering documents requested etc)

Please see attached

I understand that I will be contacted once documents have been identified. If production of records is requested, an estimated cost will be provided to me and I agree that I will be required to submit payment for duplication costs (and mailing) prior to the production of the requested documents.

I wish to inspect City records Will Pick-Up Records Please Mail

Please note that information contained in any PRA request is a public record and may be subject to public inspection pursuant to the CA Public Records Act.

SIGNATURE OF REQUESTER