



# 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](mailto: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: John Palmer Date: 6/30/16 4:54 PM

Company Name: Servexo Protective Services

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of contact in the event of questions:

Email

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

*Under the California Public Records Act § 6250 et seq., I am requesting an opportunity to inspect or obtain copies of public records that pertain the incumbent security guard service provider for the 'Anaheim Elementary School District-Wide Security Services RFP 77026'*

Please provide the following:

1. All technical, price and general proposal information for previous and current security services
2. Winning proposal, Master Agreement and Contract for services
3. Any related addendum or amendments concerning this award
4. Contract expiring date, options renewals and current price rate per guard

The director of purchasing is: Jeffrey Saito

Tel:(714) 517-7545 Email: [jksaito@anaheimelementary.org](mailto:jksaito@anaheimelementary.org), [jksaito@acsd.us](mailto:jksaito@acsd.us)

*I understand there is a time frame to meet the request but I assume at a minimum you could provide the winning proposal via email*

*The information entered to request for public records is continued on succeeding page(s)*

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

*Electronically Signed/Submitted 6/30/16 4:54 PM*

**SIGNATURE OF REQUESTER**



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### **DESCRIPTION OF REQUESTED RECORD(S)-Continuation**

*immediately or by fax. It is a time sensitive request due to the RFP Submission Deadline.*

*If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20.00. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of complete transparency by the City of Anaheim and allow for interested news media to understand and report on the selection process.*

*The California Public Records Act requires a response within ten business days. If access to the records I am requesting will take longer, please contact me with information about when I might expect copies or the ability to inspect the requested records.*

*If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.*

*Thank you,*