



# 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; [tbass@anaheim.net](mailto:tbass@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: Cheryl DeMucci Date: 7/9/18 3:36 PM

Company Name: Paragon Partners Ltd

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: 90630

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

Preferred method of contact in the event of questions:

*phone or email*

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

July 9, 2018

Anaheim Housing Authority  
201 S. Anaheim Blvd., Suite 201  
Anaheim, CA 92805

RE: Public Records Request – RFSOQ Relocation Services COMDEV\_Relo\_01□2018

Paragon's goal is to be a true partner to the agencies with which we work. As such, we are conducting market research to ensure that we have done our homework well in advance of any upcoming opportunities and to best prepare our team through lessons learned. We respectfully request a debrief meeting with the Anaheim Housing Authority to discuss our submittal, what went well and what we can work in in the future.

Additionally, Paragon respectfully requests copies of the below documents Pursuant to California Public Records Act (Government Code Section 6250 et seq.):

*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 7/9/18 3:36 PM*

**SIGNATURE OF REQUESTER**



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

- Complete copies of all proposals submitted as response to the RFP for this project, including pricing submittals;
- All internal documentation prepared by evaluators during the proposal evaluation process;
- All documents, presentations or additional information provided by proposers during evaluation or interviews.

*Please provide electronic copies of all requested documents, if possible, which can be sent directly to me at*

*Hard copies should be sent to:*

*Paragon Partners Ltd.*

*Cypress, CA 90630*

*Attn: Business Development / Cheryl DeMucci*

*Sincerely,*

*Cheryl DeMucci*