



**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](http://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 : Marissa Meyers Date: 11/3/2018

Company Name: Cadeo Group

(Mailing) Address: \_\_\_\_\_ City/State/Zip Code: Washington, DC 20036

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)

on attached word document

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**

Dear Custodian of Records:

Under the California Public Records Act § 6250 et seq., I am requesting the opportunity to obtain copies of public records related to your organization's procurement of distribution transformers for a research project. I am requesting the information below (see: "Requested Information") related to the following Invitations to Bid issued by the City of Anaheim:

8106

8384

8413

8473

8499

8570

8582

8615

8648

8680

**Requested Information.** For each of these bid opportunities please provide copies of:

- The bid opportunity announcement or RFP (AKA requests for bids, requests for proposals, invitation to bid, etc).
- Any technical specifications (AKA "material standard") that the RFP incorporated by reference (if such specification is not already included in the RFP)
- Any other attachments made available to bidders for the proposal process.
- All vendor responses for distribution transformers, including, but not limited to, the preliminary and/or final Bid Tabulation with pricing, estimated load and no-load losses, weight, etc. Please provide the detailed vendor response including the detailed specifications of the transformers they proposed to supply, including, if available, the core steel type and other specifications and drawings associated with their response.
- Any final contracts that resulted from each bid.

The California Public Records Act § 6250 et seq. 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 for considering my request.

Sincerely,

Marissa Meyers

## Jennifer L. Hall

---

**Subject:** Public Records Request  
**Attachments:** Public Records Request Form Anaheim.pdf; Re-Foia Request Anaheim.docx

**From:** Marissa Meyers  
**Sent:** Monday, December 03, 2018 8:37 AM  
**To:** Linda Andal <[landal@anaheim.net](mailto:landal@anaheim.net)>  
**Subject:** Public Records Request

Dear Custodian of Records:

I have attached the public records request to this email. If you need any other information please let me know.

Best,

Marissa Meyers

**Marissa Meyers**  
analyst | [cadeo](#) | get better

DC Office [.cadeogroup.com](http://cadeogroup.com)  
| Washington, DC 20036