

REQUEST FOR PUBLIC RECORDS

April 7th, 2015

Attn: Officer for Public Information

Geneseo Community Unit School District 228
648 N. Chicago Street
Geneseo, IL 61254

Dear Sir or Madam:

Under the Illinois Freedom of Information Act (5 ILCS 140), records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140/2(c), I am requesting an opportunity to inspect or obtain copies of public records for:

- All active lease agreements for Digital Print/Copier Devices, Single Function Printers and/or Document Software associated with such devices
- All active maintenance agreement for Digital Print/Copier Devices, Single Function Printers and/or Document Software associated with such devices
- Latest invoice(s) associated with any active lease or maintenance agreement for before mention devices/software
- Original bid or proposal of awarded vendor

If there are any fees for searching or copying these records, please inform me of the amount needed. 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.

The Illinois Public Records Law requires a response time of five (5) business days, a extension of an additional five (5) business days is allowed with written notification to the requester. If access to the records I am requesting will take longer than that time period, please contact me with information about when I might expect copies.

In the interest of expediency, and to minimize the research and/or duplication burden on your staff, I would be pleased to have an employee of Canon Solutions America examine the relevant records if you would grant them access to the requested material. Additionally, and since time is a factor, please communicate with me via email my email address is amking@csa.canon.com or Scott McIntosh (Western Illinois Branch Director) can be reached at (800)965-5042.

Thank you for considering my request.

Sincerely,


Amanda King

Western Illinois Branch Administrator
Canon Solutions America



April 12, 2015

To: Amanda King, Canon
RE: FOIA Request
From: Tim Gronski, CSBO

Included with this memo are the documents you have requested per your Freedom of Information Act records request.

Tim Gronski
CSBO Geneseo CUSD #228

CC: Mr. Scott Kuffel, Superintendent Geneseo CUSD #228

Begin forwarded message:

Subject: SmartProcure FOIA Request Geneseo Community Unit School District No. 228 For PO/Vendor Information
From: Charlene Roche <croche@smartprocure.us>
To: skuffel@dist228.org
Date: April 21, 2015 at 8:31:39 AM CDT

Dear Scott or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Geneseo Community Unit School District No. 228 for an existing, already maintained electronic record (without copying, scanning or printing) of purchase orders dated 2010-01-01 to current.

The information requested is:

1. Purchase order number or equivalent
2. Purchase order date
3. Line item details
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and email address

The attached document may be used as a reference to fulfill this request if the Geneseo Community Unit School District No. 228 uses any of the listed pre-programmed software reports.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=IL&org=GeneseoCommunityUnitSchoolDistrictNo228>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions I can be reached at 954-866-5209.

Regards,

Charlene Roche
Data Acquisition Specialist

From: Natalie Haugse nhaugse@dist228.org
Subject: FOIA Request Response
Date: April 22, 2015 at 10:00 AM
To: croche@smartprocure.us
Bcc: Scott Kuffel skuffel@geneseoschools.org, Tim Gronski tgronski@dist228.org, Terri Vandersnick tvandersnick@dist228.org

I received an "uploaded successfully" screen following uploading of the FOIA-requested files of PO Listing and Vendor Address Listing.

This completes our response to your FOIA request.

Thank you,
Natalie Haugse

Natalie Haugse
Administrative Assistant
Geneseo CUSD #228
309-945-0417
nhaugse@dist228.org

SmartProcure

Select the file you want to send us...



(No File Size Limit)

Uploaded successfully: PO Listing.xls



Start Using SmartProcure

SmartProcure's web-based solution provides access to the largest database of detailed government purchasing information from thousands of local, state, and federal government agencies within the United States.

Government agencies use SmartProcure to validate prices, identify vendors, and request quotes for products and services.

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SmartProcure

Select the file you want to send us...



(No File Size Limit)

Uploaded successfully: Vendor Master.xls



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