

**SAMPLE FOIA REQUEST**

*\*\*Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.\*\**

Name and Address of Public Body Receiving Request: \_\_\_\_\_

Illinois Tollway, 2700 Ogden Ave., Downers Grove, IL 60515

Date Requested: 4/11/2014

Request Submitted By:  E-mail  U.S. Mail  Fax  In Person

Name of Requester: Kapsch TrafficCom IVHS Inc.

Street Address: 8201 Greensboro Dr, Ste 1002

City/State/County Zip (required): McLean, VA 22102

Telephone (Optional): 703-885-2744 E-mail (Optional): eamon.daroogar@kapsch.net

Fax (Optional): \_\_\_\_\_

Records Requested: *\*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.*

Request the submittals of Accenture, Transcore and Xerox to the REQUEST FOR PROPOSALS RFP # 12-0163 Customer Service Center and Violation Processing System. As well as the following vendor submittals in support of the customer service center: Chicago Lighthouse Call Center (\$61.5M/5year) customer service personnel; Printer's Mark (\$5.5M/3year) print and mail violation notices and other enforcement work; Ada S. McKinley (\$2.6M/3year) transponder fulfillment, mailing new transponders and disposal of old transponders; Bridgeway Inc (\$9M/3years) license plate image review

Do you want copies of the documents? YES

--Do you want Electronic Copies or Paper Copies? Electronic

--If you want Electronic Copies, in what format? PDF

Is this request for a Commercial Purpose? YES

*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).*

Are you requesting a fee waiver? NO

*(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).*