



Standard Right-to-Know Law Request Form

Good communication is vital in the RTKL process. Complete this form thoroughly and retain a copy; it is required should an appeal be necessary. You have 15 business days to appeal after a request is denied or deemed denied.

SUBMITTED TO AGENCY NAME: Plumstead Township (Attn: AORO)

Date of Request: 4/20/20 Submitted via: [X] Email [] U.S. Mail [] Fax [] In Person

PERSON MAKING REQUEST:

Name: Dawn LaPierre Company (if applicable): PAPCO, Inc

Mailing Address: 2 New Road Ste 311

City: Aston State: PA Zip: 19014 Email: DLapierre@world-kinect.com

Telephone: 484-832-2425 Fax: 610-361-8924

How do you prefer to be contacted if the agency has questions? [X] Telephone [] Email [] U.S. Mail

RECORDS REQUESTED: Be clear and concise. Provide as much specific detail as possible, ideally including subject matter, time frame, and type of record or party names. Use additional sheets if necessary. RTKL requests should seek records, not ask questions. Requesters are not required to explain why the records are sought or the intended use of the records unless otherwise required by law.

May I please receive a copy of Suburban's bid for Gasoline and Diesel that was opened on March 10th? I would like to see Page 4, Schedule of Prices and any additional notes that were included and are not considered "Confidential"

DO YOU WANT COPIES? [X] Yes, electronic copies preferred if available [] Yes, printed copies preferred [] No, in-person inspection of records preferred (may request copies later)

Do you want certified copies? [] Yes (may be subject to additional costs) [] No RTKL requests may require payment or prepayment of fees. See the Official RTKL Fee Schedule for more details.

Please notify me if fees associated with this request will be more than [] \$100 (or) [] \$_____.

ITEMS BELOW THIS LINE FOR AGENCY USE ONLY

Tracking: _____ Date Received: _____ Response Due (5 bus. days): _____

30-Day Ext.? [] Yes [] No (If Yes, Final Due Date: _____) Actual Response Date: _____

Request was: [] Granted [] Partially Granted & Denied [] Denied Cost to Requester: \$_____

[] Appropriate third parties notified and given an opportunity to object to the release of requested records.

NOTE: In most cases, a completed RTKL request form is a public record. More information about the RTKL is available at https://www.openrecords.pa.gov

Form updated Nov. 27, 2018



Right-To-Know Response Form

April 30, 2020

Dawn LaPierre
Via email only to DLapierre@world-kinect.com

RTK REQUEST #2020-067

Dear Ms. Glassman:

Thank you for writing to Luzerne County with your request for information pursuant to the Pennsylvania Right- To-Know law ("RTKL"). I have tried to reach you several times via email, but have not received a response.

Recently, the Luzerne County Office of Law received a request for documents from you described in the attached Right To Know request. Your request is denied because it is the policy of Luzerne County that we will not release any Bid or Vendor information that is submitted as part of Request for Proposals.

You have a right to appeal this denial of information in writing to Executive Director, Office of Open Records, Commonwealth Keystone Building, 400 North Street, 4th Floor, Harrisburg, PA 17120.

If you choose to file an appeal, you must do so within 15 business days of the mailing date of the agency's response. Section 1101. If you have further questions, please contact Laura C. Dennis. Please be advised that this correspondence will serve to close this record with our office as permitted by law.

Respectfully,

Laura C. Dennis, Esq.
Luzerne County
Open Records Officer
200 North River Street
Wilkes-Barre, PA 18711