

7-16-13

Board of Supervisors  
County of El Dorado  
330 Fair Lane  
Placerville, CA 95667

Subject: PUBLIC RECORDS DEMAND FOR HEATING AND AIR CONDITIONING  
DOCUMENTS

Dear Board of Supervisors

I hereby make demand for copies of the following public records of the County of El Dorado as such records are defined by Government Code 6252:

“All writings and communications relating to the County General Services and Facilities Department’s procurement for any and all heating and air conditioning work provided by outside contractors to the County of El Dorado Government owned and leased facilities for both installation of new equipment and maintenance of existing equipment between the years 2005 and 2013 inclusive.

Such request for records includes copies of all formal and informal bids, heating and air conditioning work and bid solicitations, Request for Proposals (RFP), contractor award letters, contracts, work orders, bids, bid spreads and analyses, authorizations to proceed with work, maintenance labor invoices, invoices for any heating and air conditioning work labor and equipment including emergency purchase force account type work or fixed asset replacement of plant and equipment related to heating and air conditioning equipment and related controls between the years 2005 and 2013 inclusive.

Such writings to include any handwriting, typing, printing, photocopying, transmitting by facsimile or electronic mail, any form of communication or representation including letters, words, pictures, sounds or symbols, or combination thereof, and any record thereby created, regardless of the manner in which the record has been stored.”

Thank you for your assistance in this matter.

Very truly yours,

Sue Taylor

Rec'd 7-16-13  
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