

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, Attn: Freedom of Information Officer
2700 Ogden Avenue, Downers Grove, Illinois, 60515 - foia@getipass.com

Date Requested: May 7, 2013

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

Name of Requester: Allison Benway, Seyfarth Shaw LLP

Street Address: 131 S. Dearborn Street, Suite 2400

City/State/County Zip (required): Chicago, Illinois 60603 - Cook County

Telephone (Optional): (312) 460-5970 E-mail (Optional): abenway@seyfarth.com

Fax (Optional): (312) 460-7970

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.*

We request both an in person inspection of and a complete copy of the procurement file for the Illinois Tollway's Professional Services Bulletin 13-1, Item Number 23. We request inspection of and copies of all documents contained in the procurement file, including but not limited to: the basis on which the award was made; all submitted bids and proposals; all evaluation materials, score sheets, and all other documentation

related to or prepared in conjunction with the evaluation, negotiation, and award process; and the written determination, signed by the chief procurement officer or State purchasing officer, setting forth the reasoning for the contract award decision.

Do you want copies of the documents? YES or NO Yes.

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

--If you want Electronic Copies, in what format? pdf - emailed to abenway@seyfarth.com

Is this request for a Commercial Purpose? YES or NO No.

(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? YES or NO 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)).