



VILLAGE OF PALMETTO BAY  
9705 E. HIBISCUS STREET  
PALMETTO BAY, FLORIDA 33157  
(305) 259-1234 Fax: (305) 259-1290

Approved
Gregory H. Truitt, Interim Village Manager
Date

**REQUEST FOR PUBLIC RECORDS**

Requests are filled in accordance with the provisions of Chapters 119 and 257, Florida Statutes.

DATE: 2-11-20  
NAME: Jessica  
COMPANY: Neopost  
ADDRESS: 478 Wheelers Farm Rd, Milford, CT 06461  
PHONE: 203-301-3951 FAX: \_\_\_\_\_  
EMAIL: j.rosas@quadiant.com

REQUEST (Attach additional page, if necessary): Copies of the following documents:

Copy of the lease, rental,  
or purchase agreement for the  
postage/ mailing equipment used  
at Village of Palmetto Bay, 9705 East  
Hibiscus St., Palmetto Bay, FL 33157

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FOR USE BY VILLAGE STAFF ONLY

TRACKING NO.: 2020-062

DATE FORWARDED: 2-12-20

ASSIGNED DEPT: Finance

DATE REQUEST FILLED: \_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

ESTIMATED TIME (IF APPLICABLE): \_\_\_\_\_

ESTIMATED COST: \_\_\_\_\_

HOW WAS REQUEST FILLED? \_\_\_\_\_

IF NOT FILLED, REASON: \_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_

Melissa Dodge

2020-06-2

From: noreply@civicplus.com  
Sent: Tuesday, February 11, 2020 1:54 PM  
To: Missy Arocha; Melissa Dodge  
Subject: Online Form Submittal: Public Records Requests

CAUTION: EXTERNAL SENDER -- Please avoid opening any unexpected attachments or clicking any strange links.

## Public Records Requests

PUBLIC RECORDS REQUEST [Public Records Policy](#)  
FORM

Date	<i>Field not completed.</i>
Name	Jessica
Company	Neopost
Phone Number	2033013951
Email Address	j.rosas@quadiant.com
Address	478 Wheelers Farm Rd, Milford, CT 06461
Preferred Delivery Method	Electronic (via email- email address required)
Are you a member of the media?	No

Public Record Request(s): I am writing to make a public records request. Specifically, I am requesting a copy of the lease, rental, or purchase agreement for the postage/ mailing equipment used at:

VILLAGE OF PALMETTO BAY, 9705 East Hibiscus Street  
Palmetto Bay, FL 33157

If this department processes its mail through another department, please send a copy of their agreement for their postage/ mailing equipment.

If there is no equipment anywhere, and they make its mailings through the post office, if you could please reply with whether they use stamps or stamps.com.

I would like any documents pertaining to this request via email

if possible.

Thank you in advance for helping me with this request.

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Thank You

*Please note that there may be a fee associated with your request depending on the extent of the information being requested. If so, the Office of the Village Clerk will contact you about any associated fees. If you have any further questions, please email Village Clerk Arocha at [marocha@palmettobay-fl.gov](mailto:marocha@palmettobay-fl.gov)*

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Email not displaying correctly? [View it in your browser.](#)