



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

Approved  
Edward Silva, Village Manager  
Date

REQUEST FOR PUBLIC RECORDS

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

DATE: 11-27-18  
NAME: Danick Baron  
COMPANY: Smart Procure  
ADDRESS: \_\_\_\_\_  
PHONE: 954-420-9900 Ext. 563 FAX: \_\_\_\_\_  
EMAIL: dbaron@smartprocure.com

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2018-395  
DATE FORWARDED: 11-29-18 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

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**From:** Missy Arocha  
**Sent:** Tuesday, November 27, 2018 6:46 PM  
**To:** Melissa Dodge  
**Subject:** FW: SmartProcure Public Records Request - Reminder for Village of Palmetto Bay

**Importance:** High

Please follow-up on this and give me an update so that we may provide the requestor with a response.



*Missy Arocha*

Village Clerk  
MDCMCA Secretary

### Village of Palmetto Bay

9705 East Hibiscus Street  
Palmetto Bay, FL 33157  
Phone: (305) 259-1234  
[www.palmettobay-fl.gov](http://www.palmettobay-fl.gov)

**PLEASE NOTE:** Florida has very broad public records laws. Most written communications to or from local officials regarding official business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



Please save a tree. Don't print this e-mail unless it's really necessary.

**From:** [dbaron@smartprocure.com](mailto:dbaron@smartprocure.com) [<mailto:dbaron@smartprocure.com>]  
**Sent:** Saturday, November 24, 2018 4:33 AM  
**To:** Missy Arocha  
**Subject:** SmartProcure Public Records Request - Reminder for Village of Palmetto Bay

Dear Missy or Custodian of Public Records,

SmartProcure submitted a public records request on 2018-11-13 (yyyy-mm-dd) and has not received a response or acknowledgment, therefore the original request is being submitted again. If the original request is located, please disregard this request.

SmartProcure is submitting a public records request to the Village of Palmetto Bay for any and all purchasing records from 2018-07-06 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e. invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.com/?st=FL&org=VillageOfPalmettoBay>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

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**Danick Baron**  
Data Acquisition Specialist  
**SmartProcure**  
NEW PHONE #: 954-420-9900 ext: 563  
[dbaron@smartprocure.com](mailto:dbaron@smartprocure.com)