



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: 11/28/19
NAME: Danick Baron
COMPANY: SmartProcure
ADDRESS:
PHONE: 954-426-9900 FAX:
EMAIL: dbaron@smartprocure.com

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

* Please see attached email for a description of request.

FOR USE BY VILLAGE STAFF ONLY TRACKING NO.: 2019-029
DATE FORWARDED: 1-31-19 ASSIGNED DEPT: Human Resources
DATE REQUEST FILLED: NUMBER OF COPIES:
ESTIMATED TIME (IF APPLICABLE): ESTIMATED COST:
HOW WAS REQUEST FILLED?
IF NOT FILLED, REASON:
BY:

Melissa Dodge

From: Missy Arocha
Sent: Monday, January 28, 2019 6:33 PM
To: Melissa Dodge
Subject: FW: SmartProcure Public Records Request to Village of Palmetto Bay for Contact Information

Please log, process, and acknowledge.

From: Danick Baron <dbaron@smartprocure.com>
Sent: Monday, January 28, 2019 5:36 PM
To: Missy Arocha <marocha@palmettobay-fl.gov>
Subject: SmartProcure Public Records Request to Village of Palmetto Bay for Contact Information

Dear Missy or Custodian of Public Records,

SmartProcure is submitting a public records request to the Village of Palmetto Bay for all current employee/staff contact information. 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. First Name
2. Last Name
3. Position Title
4. Department
5. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Business Cell Phone (if provided by Village of Palmetto Bay)
9. Office Fax
10. Email Address
11. Office Physical Address
12. Office Mailing Address

Please email the information to dbaron@smartprocure.com.

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,

--

Danick Baron
Data Acquisition Specialist
SmartProcure
NEW PHONE #: 954-420-9900 ext: 563
dbaron@smartprocure.com