

May 10, 2016

VIA E-MAIL

Mr. Austin Girardot
Petroleum Traders Corporation
E-Mail: agirardot@petroleumtraders.com

RE: 16-FOIA-083 Diesel RFP

Dear Mr. Girardot:

We are in receipt of your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* (“**FOIA**”).

On March 29, 2016, we received your request for:

- A complete copy of bid tabulations from your last awarded bid for diesel;
- A copy of the original awarded vendor’s bid from your last awarded bid (pages where they put their pricing and / or signature, and any additional pages provided with their bid) for diesel;
- Two (2) invoices per month of your current contract delivered by your current vendor(s) and corresponding bill of ladings of each diesel

(“**Request**”).

We contacted you on April 26, to inform you that our Accounts Payable Department (“**A/P**”) reviewed bullet point number 3 of your Request, and found this portion of your Request yielded a large amount of documents. To manually pull and scan this amount of documents would be disruptive to the day-to-day operations of A/P, as well as the FOIA Department who must review these documents. We as asked if providing you with a spreadsheet showing payments made towards the contract would be sufficient for this portion of your request. You responded that same day stating you would be interested in receiving this spreadsheet.

In response to your request, Metra is providing you with:

- Bid tabulation sheets for IFB #22823A;
- Purchase Order #S33485 issued to Mansfield Oil Co., with IFB #Q22823; Exhibit 1-O Quotation for Locomotive #2 Diesel Engine Fuel & Transport Delivery; and Exhibit 1-P Information for Locomotive #2 Diesel Engine Fuel Oil & Transport Delivery; and
- An Excel spreadsheet showing payments made toward Purchase Order #S33485

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Please note that A/P highlighted an area within the spreadsheet showing where invoice numbers were incorrectly keyed into the A/P system, however, A/P states that these invoices went toward purchase order #S33485.

If I can be of further assistance to you, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Kathleen E. Haton".

Kathleen E. Haton
Freedom of Information Officer
foia@metrarr.com
FOIA Hotline #312-663-3642

Attachments