

## FOIA REQUEST SUMMARY - FEBRUARY 2024

DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED
2/07/2024	Kimia Hamidi	<p>AccessKit is submitting a commercial Freedom of Information Act (FOIA) request to McHenry County College for a spreadsheet of all purchase orders dated 2020-01-01 to present day.</p> <p>Please include the following information for each purchase order:</p> <ul style="list-style-type: none"> <li>• Purchase order number or equivalent</li> <li>• Purchase date</li> <li>• Vendor ID or equivalent</li> <li>• Vendor name</li> <li>• Line item details</li> <li>• Line item quantity</li> <li>• Line item price</li> <li>• Vendor address</li> <li>• Name of contact person at vendor</li> <li>• Vendor email address</li> </ul> <p>Please refer to the attached image below of sample data for an understanding of the desired output data format. Please respond with the requested data via email.</p>	2/15/24
2/09/24	Jayden Preusker	<p>My name is Jayden I am a student at McHenry County College working on a project regarding the finances relating to the MCC Café and the vending machines around campus. My work is focused on specific items and their profits in return for their costs – for example, how much the school invests in Starbucks items, which items it is buying, and how much money is yielded from those products. If possible, could you direct me to an itemized list of all expenses regarding food services on campus?</p>	2/16/2024

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DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED
2/14/2024	Sheri Reid	<p>Please confirm receipt of this request. The attached documents are past reports from your agency, and can be used as references for this request.</p> <p>SmartProcure is submitting a commercial FOIA request to the McHenry County College for general purchasing records from 4/19/2023 to the current request date of 2/14/2024. Request details are as follows:</p> <ul style="list-style-type: none"> <li>• Our request is limited to readily available, fully electronic documents. <ul style="list-style-type: none"> <li>○ For the purpose of this request, “fully electronic” refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.</li> <li>○ Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.</li> </ul> </li> <li>• Responsive reports include those containing the following details per purchase: <ul style="list-style-type: none"> <li>○ 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)</li> <li>○ Purchase Date</li> <li>○ Line item details</li> <li>○ Line item quantity</li> <li>○ Line item price</li> <li>○ Vendor ID number, name, address, contact person and their email address</li> </ul> </li> </ul> <p>The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email:</p> <div style="background-color: black; height: 15px; width: 100%;"></div> <p>For any questions or concerns, please feel free to contact me via email or at the phone number in my signature below.</p>	2/21/2024
2/15/2024	Kristi Upton	I'm writing to follow up on Acme's annual request for information emailed on July 11, 2023. Kindly confirm receipt and provide an estimated time frame for response.	02/21/2024

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DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED
2/15/2024	Kimia Hamidi	<p>Under the Freedom of Information Act (FOIA), I am requesting access to and copies of records related to McHenry County College's acquisition and use of Ad Astra, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. All internal emails and communications related to the discussion, consideration, and purchase of Ad Astra by McHenry County College, starting 6 months prior to the initiation of the contract with Ad Astra.</li> <li>2. If applicable, a copy of the response to McHenry County College 's Request for Proposal (RFP) submitted by Ad Astra.</li> <li>3. The RFP evaluation scorecard used by McHenry County College for Ad Astra and its comparison against all other competitors considered during the selection process.</li> <li>4. The final contract executed between McHenry County College and Ad Astra for the provision of services or products.</li> <li>5. Any and all documents associated with the sale, including but not limited to sole source justifications, amendments to terms, and any other procurement documentation.</li> </ol> <p>I request that these documents be provided in an electronic format to avoid unnecessary paper use and to expedite the process. If there are any fees for searching or copying these records, please inform me before you fulfill my request. However, I would like to request a waiver of all fees in consideration of the public interest, as this information will significantly contribute to the public's understanding of McHenry County College 's decision-making processes regarding educational technology procurement.</p> <p>If my request is denied in whole or part, I ask that you justify all deletions by reference to specific exemptions of the act. I will also expect you to release all segregable portions of otherwise exempt material.</p> <p>I reserve the right to appeal your decision to withhold any information or to deny a waiver of fees.</p> <p>As I am making this request in the public interest and for the purposes of information dissemination and not for commercial use, I request expedited processing of this request.</p> <p>Please do not hesitate to contact me at [REDACTED] or this email address if you require any additional information or clarification that may assist you in fulfilling this request.</p> <p>Thank you for your consideration and attention to this matter. I look forward to your prompt response within the statutory period.</p>	02/21/2024

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DATE	REQUESTOR	NATURE OF REQUEST	DATE RESPONSE COMPLETED
2/26/24	Arturo Martinez	<p>I request that a copy of the following documents be provided to me for the following project: Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc. in the last five years.</p> <ul style="list-style-type: none"> <li>• Copy of any advertisements for the solicitation of bids, public or otherwise, for painting the Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc.</li> <li>• List of all Contractors and Sub Contractors who presented bids for painting the Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc.</li> <li>• List of Contractors and Sub Contractors who attended (if any) a Pre-Bid Conference for painting the Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc.</li> <li>• Contractor(s) name, address, phone number and principal owner(s) of contractor(s) awarded painting the Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc.</li> <li>• Copies of awarded Contractor(s) and Sub Contractor(s) Base Bids for painting the Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc.</li> <li>• Copies of any invoices submitted by any contractor performing painting, for the Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc.</li> <li>• Copy of DOL Certified Apprenticeship Program for paint contractor awarded painting of Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc.</li> <li>• Copies of all Certified Payroll for awarded contractors performing painting, for the Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc. including the following: <ul style="list-style-type: none"> <li>○ The worker's name, the worker's classification or classifications, the worker's gross and net wages paid in each pay period, the worker's number of hours worked each day, the worker's starting and ending times of work each day, the worker's hourly wage rate, the worker's hourly overtime rate, the worker's hourly fringe benefit rates 820 ILCS 130/5 a(1)</li> <li>○ The name and address of each fringe benefit fund, the plan sponsor of each fringe benefit, and the plan administrator of each fringe benefit 820 ILCS 130/5 (a)(1) &amp; 820 ILCS 130/5(c)</li> </ul> </li> <li>• Copies of any log in and/or time sheets of workers.</li> <li>• Copies of any minutes approving contract between contractor(s) and sub-contractor(s) performing painting for the Any and all Painting @ McHenry County College performed by Capital Painting &amp; Decorating Inc.</li> <li>• Awarded painting contractor(s) and sub-contractor(s) written Substance Abuse Prevention Program per Section 15 of Public Act 095-0635</li> <li>• Name of laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of the U.S. Department of health and Human Services</li> <li>• Name of employees performing the work who have submitted to a pre-hire, random drug and alcohol testing.</li> <li>•</li> </ul> <p>The procedure for notifying an employee who violates Section 10 of Public Act 095-0635</p> <p>I would like to obtain copies of these records. If you are not the person charged with administering your public bodies FOIA obligations, please forward to the person charged with this responsibility. You may email me those records at <a href="mailto:amartinez@pdc30.com">amartinez@pdc30.com</a> I understand that the Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of the records. This request is not for commercial use, therefore I am asking that any fees be waived. 5 ILCS 140/6(c)</p> <p>I look forward to hearing from you in writing within five working days, as required by the Act. 5 ILCS 140/3(d).</p>	3/04/2024