



**PETROLEUM TRADERS
CORPORATION**

7120 Point Inverness Way
Fort Wayne, IN 46804-7928
(260) 432-6622

March 29, 2016

METRA, IL
IFB 23647
Fax: 312-322-6679
Email: llee@metrarr.com

Re: Open Records Request

Dear Ms. Lee,

Petroleum Traders Corporation would like to formally request under the state open records law the following items:

- 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.

Our request is not intended to imply any wrongdoing on anyone's behalf. Diligence in research is essential to providing equitable and competitive bid submissions.

Because the bid submissions are due by 4/19/16, we would ask that you provide the requested documents to us via facsimile at (260)203-2823 or via email at agirardot@petroleumtraders.com

Should there be any charges or fees assessed to my request, ***please let me know an estimated cost prior to compiling the requested information for approval.*** Once the cost is finalized, I will have a check issued for the proper amount. Please let me know to whom the check should be made out to and the amount.

I sincerely appreciate your time and efforts involved with providing the requested documents. Should you have any questions or concerns, please do not hesitate to contact me via email or at (800) 348-3705 x 6318. Thank you for your assistance with this request.

Respectfully,

Austin Girardot
Petroleum Traders Corporation