

BOROUGH OF GLASSBORO

KAREN COSGROVE, RMC/CMR
Borough Clerk
Phone: 856-881-9230 ext. 88144
kcosgrove@glassboro.org

KATHLEEN McLEER, CMR
Deputy Borough Clerk
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kmcleer@glassboro.org



"Summit City USA"

BOROUGH CLERK'S OFFICE
1 South Main Street
Glassboro, N.J. 08028-2592
Fax: 856-881-4248

Borough of Glassboro Website
www.glassboro.org



October 13, 2022

Maddie Baisley
Via Email Only

Dear Ms. Baisley:

The Borough of Glassboro received your Open Public Records Act (OPRA) request on October 4, 2022. The Records Custodians Karen Cosgrove, received your OPRA request on October 4, 2022. As such, the seven (7) business day deadline to respond to your request is October 14, 2022. This response to your request is being provided to you on the sixth business day after the custodian's receipt of said request.

The request is:

Please send all documents relating to received bids and/or bid tabulations, including all quantities and unit pricing, for "Charles III Drive Phase II Roadway Improvements".

~ 1 Large Site Plan ~

OPRA allows public agencies to impose special service charges whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this section is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or when fulfilling a request requires an extraordinary expenditure of time and effort. See N.J.S.A. 47:1A-5.c. Special service charges must be based upon the actual direct cost of providing the copy or copies.

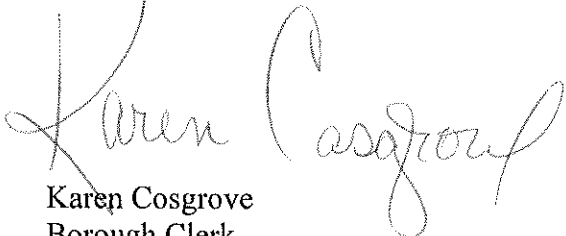
OPRA mandates that the requestor shall have the opportunity to review and object to the charge prior to it being incurred. See N.J.S.A. 47:1A-5.c. As such, a detailed estimate is provided below:

The site plan is 24" x 36" and equal 11 pages total. For this size plan the cost is \$2.00 a page, which would come to a total of \$22.00 for pickup only. Should you like the plans to be mailed the total price would change based on postage.

This correspondence is being transmitted to you via e-mail at opra+request-35709-acc92d07@requests.opramachine.com.

If you reject the estimated charge and you wish to challenge the special service charge, you have a right to challenge the decision. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council (GRC) by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at P.O. Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The GRC can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

Sincerely,

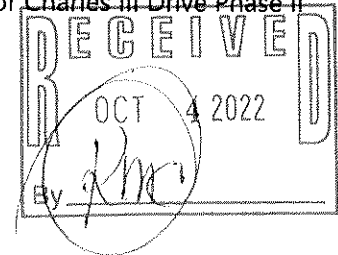
A handwritten signature in cursive script that reads "Karen Cosgrove". The signature is written in dark ink and is positioned above the printed name and title.

Karen Cosgrove
Borough Clerk

Kcosgrove@glassboro.org

Karen Cosgrove

From: Maddie Baisley <opra+request-35709-acc92d07@requests.opramachine.com>
Sent: Thursday, September 29, 2022 5:44 PM
To: Karen Cosgrove
Subject: [EXTERNAL] OPRA request - Bid Tabulation Results for Charles III Drive Phase II Roadway Improvements



Dear Glassboro Borough,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Please send all documents relating to received bids and/or bid tabulations, including all quantities and unit pricing, for "Charles III Drive Phase II Roadway Improvements".

Please send all documents electronically.

Thanks,

MB

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:

opra+request-35709-acc92d07@requests.opramachine.com

Is kcosgrove@glassboro.org the wrong address for OPRA requests to Glassboro Borough? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=glassboro_borough

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/bid_tabulation_results_for_charl

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.