

On Fri, Aug 7, 2026 at 5:18 PM Spencer Caldwell <spencer@databranchus.com> wrote:

Hello,

The Data Branch is submitting a public records request for vendor procurement records.

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

Scope of Request:

All products from: Capital StreetScapes, Signature StreetScapes, Hall Signs, and Custom Products Corporation

We are interested in records from 2022 to now that document the financial terms of any engagement with the vendors listed above. Where available, this may include per-unit pricing, subscription or licensing fees, and any implementation or onboarding costs.

We are looking for the following types of records:

- Contracts, service agreements, order forms
- Purchase orders relating to the above vendors
- RFP or solicitation documents
- Task orders issued against cooperative purchasing agreements

To keep this easy on your office, we are happy to receive records in whichever of the following formats works best:

- Spreadsheet exports (preferred)
- PDF or Word documents
- Standard ERP or finance system reports
- Any summary-level purchasing records your office already maintains

If any part of the requested records is exempt, kindly redact only the exempt material and provide the remaining segregable portions.

This request *is* being made for commercial purposes. We are committed to complying with any applicable procedures Summit Hill School District No. 161 follows for public records requests, and we are happy to refine or scope down the request if that would make fulfillment more manageable.

Responsive records can be sent to Spencer Caldwell at the following:

Email: spencer@databranchus.com

Phone: (302) 585-3132

Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

Thank you for your time and assistance with this request. If it has been misdirected, kindly forward it to the appropriate records custodian or let us know where it should be sent. We appreciate your cooperation.

Sincerely,

Spencer Caldwell

The Data Branch