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February 23, 2021

*Via Electronic Mail Only*

City of Garden Grove  
11222 Acacia Parkway  
Garden Grove, California 92840  
Attn: City Clerk's Office  
Cityclerk@ggcity.org

**Re: Documents Concerning AdminSure, Inc.**

To Whom it May Concern:

Pursuant to the California Public Records Act, I write to request copies of the following documents:

- (1) All documents relating to any and all contracts with AdminSure, Inc. of Ontario, California from 2015 to the present.
- (2) All documents relating to submissions in response to RFPs, contract proposals, or bid proposals from AdminSure, Inc. from 2015 to the present.

In light of the ongoing pandemic, we request that electronic copies be sent to [josue@kingsiegel.com](mailto:josue@kingsiegel.com) in lieu of hard copies if possible. If you have questions, please feel free to email me or call at (213) 375-3685.

Sincerely,

A handwritten signature in cursive script that reads "Josue Avila".

Josue Avila  
Paralegal  
KING & SIEGEL LLP