RTK REQUEST NUMBER	DATE RECEIVED	5 DAY RESPONSE DATE

COUNTY OF LUZERNE

RIGHT TO KNOW LAW REQUEST FORM

[redacted]

DATE: 9/3/26

RECORDS REQUESTED - Requesters MUST specify the document(s) sought. Please use additional pages if necessary.

PLEASE SEE ATTACHED

PLEASE CHECK ONE OF THE FOLLOWING:

____ I AM ONLY REQUESTING ACCESS TO THE DOCUMENT(S)

____ I AM REQUESTING A HARD COPY OF THE DOCUMENT(S) (PAPER, CD, etc...)

✔ I AM REQUESTING AN E-FILE OF THE DOCUMENT(S) (IF AVAILABLE) (PDF, EXCEL SPRDSHT, etc...)

PLEASE NOTE: LUZERNE COUNTY IS NOT REQUIRED TO CREATE A RECORD WHICH DOES NOT CURRENTLY EXIST OR TO COMPILE, MAINTAIN, FORMAT OR ORGANIZE A RECORD IN A MANNER IN WHICH THE AGENCY DOES NOT CURRENTLY COMPILE, MAINTAIN, FORMAT OR ORGANIZE THE RECORD

ATTACHMENT TO LUZERNE COUNTY RIGHT-TO-KNOW LAW REQUEST FORM

Luzerne County RTK - eCollect Hotel Tax Contract

[redacted]

RECORDS REQUESTED

Please provide the following records concerning the contract with eCollect for hotel room tax identification, audit, assessment, collection and enforcement authorized by Resolution R-2026-173:

1. The fully executed eCollect agreement, including exhibits, fee schedules, pricing terms, renewal provisions and amendments.
2. The solicitation, RFP or other procurement document used to obtain proposals for these services.
3. Proposals or pricing submissions received from vendors responding to that solicitation.
4. Final evaluation, scoring, ranking, tabulation or recommendation records used to select eCollect.
5. Existing analyses, estimates or projections presented to County administration or Council showing anticipated hotel tax recoveries, additional revenue or fees payable to eCollect under the agreement.
6. After collection activity begins, existing reports showing gross hotel tax revenue collected by eCollect, amounts remitted to Luzerne County and amounts retained by eCollect as compensation.

Electronic/native format preferred.