



ORIGINAL
DO NOT REMOVE
FROM FILE

Contract No.: 782-10051

Agreement to Supply: COURT REPORTING SERVICES

This agreement, made and entered into this the _____ day of _____, 2008, is by and between the CITY OF FORT LAUDERDALE, a Florida municipality, City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301, hereinafter called the "City" and name of Contractor:

Name: Boss Certified Realtime Reporting, Inc.

Address: 515 E. Las Olas Blvd., Suite 100 City: Fort Lauderdale State: FL Zip: 33301

A Corporation A Partnership An Individual Other: _____

hereinafter called the "Company" or "Contractor." Witnesseth that: Whereas, the City did issue an Invitation to Bid (ITB) for supplying the requirements of the City for the items and/or service listed above, for a period of one year with four one-year extension options and the Contractor submitted a bid that was accepted and approved by the City.

Formal authorization of this contract was adopted by the City Commission on: N/A

Now, therefore, for and in consideration of the mutual promises and covenants herein contained, the parties covenant and agree as follows:

1. The Company agrees to provide to the City court reporting services, during the period beginning 08/01/08 and ending 07/31/09

in accordance with the following specifications, terms, covenants and conditions:

a. The Invitation to Bid containing General Conditions, Special Conditions, Specifications, addenda, if any, and other attachments forming a part of ITB Number 782-10057 and the Contractor's proposal in response, form a part of this contract and by reference are made a part hereof.

b. In construing the rights and obligations between the parties, the order of priority in cases of conflict between the documents shall be as follows:

- 1) This contract Form G-110, Rev. 12/00
- 2) The City's ITB and all addenda thereto
- 3) Contractor's proposal in response to the City's ITB

c. **Warranty:** The Company by executing this contract embodying the terms herein warrants that the product and/or service that is supplied to the City shall remain fully in accord with the specifications and be of the highest quality. In the event any product and/or service as supplied to the City is found to be defective or does not conform to specifications the City reserves the right to cancel that order upon written notice to the Contractor and to adjust billing accordingly.

d. **Cancellation:** The City may cancel this contract upon notice in writing should the Contractor fail to reasonably perform the service of furnishing the products and/or services as specified herein upon 30 days written notice. This applies to all items of goods or services.

e. **Taxes Exempt:** State Sales (85-8012514506C-7) and Federal Excise (59-600319) Taxes are normally exempt, however, certain transactions are taxable. Consult your tax practitioner for guidance where necessary.

f. **Invoicing:** Contractor will forward all invoices in duplicate for payment to the following: Finance Department, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. If discount, other than prompt payment terms applies, such discount MUST appear on the invoice.

2. **Contract Special Conditions:** The following special conditions are made a part of and modify the standard provisions contained in this contract Form G-110.

All court reporters performing services pursuant to this contract shall be Registered Professional Reporters (RPR), as certified by the National Court Reporters Association. Paragraph 5.19 of the ITB's General Conditions is deleted.

a. Attachments:

Boss Certified Realtime Reporting, Inc.'s response to the ITB and a copy of the ITB document.

b. Payment Terms: **In accordance with the ITB**

c. Delivery: **In accordance with the ITB**

d. Insurance: Yes No

e. Performance Bond/Letter of Credit: Yes No

f. Procurement Specialist's Initials: **RE**

4. Contractor's Phone Numbers: Office: **954-467-6867**

5. Contractor's Fax Number: **954-467-1277**

6. Contractor's E-Mail Address: **info@bossreporting.com** Website: **www.bossreporting.com**

City of Fort Lauderdale

By: 
Director of Procurement Services (City Manager's Designee)

Date: **8/02/08**

Approved as to form:


Senior Assistant City Attorney

Contractor/Vendor

Boss Certified Realtime Reporting
Name of Company Officer (please type or print)

By: 
Authorized Officer's Signature

Title: **President**

Date: **8-4-08**

Attest: 
Signature of Secretary

Donna Kadosh
Secretary (please type or print)

**CONTRACT
COPY**

City of Fort Lauderdale

Bid 782-10051

ORIGINAL

Boss Certified Realtime Reporting

Bid Contact **vicky ?**
vicky4boss@bellsouth.net
Ph 954-467-6867

Address **515 E. Las Olas Blvd., Suite 100**
Fort Lauderdale, FL 33301

Item #	Line Item	Notes	Unit Price	Qty/Unit	Total Price	Attch. Docs
782-10051-1-01	Closed Door Sessions - First Hour	Supplier Product Code:	First Offer - \$60.00	30 / hour	\$1,800.00	Y
782-10051-1-02	Closed Door Sessions - Additional Hours	Supplier Product Code:	First Offer - \$20.00	10 / hour	\$200.00	Y
782-10051-1-03	Hearings: First Hour	Supplier Product Code:	First Offer - \$70.00	1 / hour	\$70.00	Y
782-10051-1-04	Hearings: Extra Hours	Supplier Product Code:	First Offer - \$30.00	1 / hour	\$30.00	Y
782-10051-1-05	Depositions: First Hour	Supplier Product Code:	First Offer - \$60.00	1 / hour	\$60.00	Y
782-10051-1-06	Depositions: Extra Hours	Supplier Product Code:	First Offer - \$20.00	1 / hour	\$20.00	Y
782-10051-1-07	Depositions: Half-Day	Supplier Product Code:	First Offer - \$100.00	1 / each	\$100.00	Y
782-10051-1-08	Depositions: Full Day	Supplier Product Code:	First Offer - \$250.00	1 / day	\$250.00	Y
782-10051-1-09	Trial Work: Half-Day	Supplier Product Code:	First Offer - \$150.00	1 / each	\$150.00	Y
782-10051-1-10	Trial Work: Full Day	Supplier Product Code:	First Offer - \$350.00	1 / day	\$350.00	Y
782-10051-1-11	Dispute Resolution Proceedings: First Hour	Supplier Product Code:	First Offer - \$70.00	1 / hour	\$70.00	Y
782-10051-1-12	Dispute Resolution Proceedings: Extra Hours	Supplier Product Code:	First Offer - \$30.00	1 / hour	\$30.00	Y
782-10051-1-13	Dispute Resolution Proceedings: Half-Day	Supplier Product Code:	First Offer - \$120.00	1 / each	\$120.00	Y
782-10051-1-14	Dispute Resolution Proceedings: Full Day	Supplier Product Code:	First Offer - \$275.00	1 / day	\$275.00	Y

782-10051-1-15	Recorded Statements: First Hour	Supplier Product Code: 	First Offer - \$60.00	1 / hour	\$60.00	Y
782-10051-1-16	Recorded Statements: Extra Hours	Supplier Product Code: 	First Offer - \$20.00	1 / hour	\$20.00	Y
782-10051-1-17	Quasi-judicial Proceedings: First Hour	Supplier Product Code: 	First Offer - \$70.00	1 / hour	\$70.00	Y
782-10051-1-18	Quasi-judicial Proceedings: Extra Hours	Supplier Product Code: 	First Offer - \$30.00	1 / hour	\$30.00	Y
782-10051-1-19	Quasi-judicial Proceedings: Transcript	Supplier Product Code: 	First Offer - \$3.95	1 / each	\$3.95	Y
Vendor Total					\$3,708.95	

Bid 782-10051 COURT REPORTING SERVICES

Bid Number **782-10051**
Bid Title **COURT REPORTING SERVICES**

Bid Start Date **Jun 11, 2008 7:54:38 AM EDT**
Bid End Date **Jun 30, 2008 2:00:00 PM EDT**
Question & Answer End Date **Jun 28, 2008 5:00:00 PM EDT**

Bid Contact **Richard Ewell**
Purchasing
rewell@fortlauderdale.gov

Contract Duration **1 year**
Contract Renewal **4 annual renewals**
Prices Good for **90 days**

Bid Comments **The City of Fort Lauderdale, Florida is seeking Bids from qualified firms to provide court reporting services for the City Attorney's Office, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid.**

For a copy of the bid, go to www.rfpdepot.com.

Item Response Form

Item **782-10051-1-01 - Closed Door Sessions - First Hour**
Quantity **30 hour**
Unit Price
Delivery Location **City of Fort Lauderdale**
City Attorney's Office
100 N. Andrews Avenue
Fort Lauderdale FL 33301
Qty 30

Description
City Commission

Item **782-10051-1-02 - Closed Door Sessions - Additional Hours**
Quantity **10 hour**
Unit Price
Delivery Location **City of Fort Lauderdale**
City Attorney's Office
100 N. Andrews Avenue
Fort Lauderdale FL 33301
Qty 10

Description
City Commission

Item **782-10051-1-03 - Hearings: First Hour**
Quantity **1 hour**
Unit Price
Delivery Location **City of Fort Lauderdale**
City Attorney's Office
100 N. Andrews Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Hearings

Item **782-10051-1-04 - Hearings: Extra Hours**
Quantity **1 hour**
Unit Price
Delivery Location **City of Fort Lauderdale**
City Attorney's Office
100 N. Andrews Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Hearings

Item **782-10051-1-05 - Depositions: First Hour**
Quantity **1 hour**
Unit Price
Delivery Location **City of Fort Lauderdale**
City Attorney's Office
100 N. Andrews Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Depositions

Item **782-10051-1-06 - Depositions: Extra Hours**
Quantity **1 hour**
Unit Price
Delivery Location **City of Fort Lauderdale**
City Attorney's Office
100 N. Andrews Avenue
Fort Lauderdale FL 33301
Qty 1

Description
Depositions

Item **782-10051-1-07 - Depositions: Half-Day**

Quantity **1 each**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
 Depositions

Item **782-10051-1-08 - Depositions: Full Day**
 Quantity **1 day**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
 Depositions

Item **782-10051-1-09 - Trial Work: Half-Day**
 Quantity **1 each**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
 Trial Work

Item **782-10051-1-10 - Trial Work: Full Day**
 Quantity **1 day**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
 Trial Work

Item **782-10051-1-11 - Dispute Resolution Proceedings: First Hour**
 Quantity **1 hour**
 Unit Price
 Delivery Location

City of Fort Lauderdale
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
 Dispute Resolution Proceedings

Item **782-10051-1-12 - Dispute Resolution Proceedings: Extra Hours**
Quantity **1 hour**
Unit Price
Delivery Location **City of Fort Lauderdale**
 City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
 Dispute Resolution Proceedings

Item **782-10051-1-13 - Dispute Resolution Proceedings: Half-Day**
Quantity **1 each**
Unit Price
Delivery Location **City of Fort Lauderdale**
 City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
 Dispute Resolution Proceedings

Item **782-10051-1-14 - Dispute Resolution Proceedings: Full Day**
Quantity **1 day**
Unit Price
Delivery Location **City of Fort Lauderdale**
 City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
 Dispute Resolution Proceedings

Item **782-10051-1-15 - Recorded Statements: First Hour**
Quantity **1 hour**
Unit Price
Delivery Location **City of Fort Lauderdale**
 City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301

Qty 1

Description
Recorded Statements

Item **782-10051-1-16 - Recorded Statements: Extra Hours**
 Quantity **1 hour**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
Recorded Statements

Item **782-10051-1-17 - Quasi-judicial Proceedings: First Hour**
 Quantity **1 hour**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
As needed

Item **782-10051-1-18 - Quasi-judicial Proceedings: Extra Hours**
 Quantity **1 hour**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
As needed

Item **782-10051-1-19 - Quasi-judicial Proceedings: Transcript**
 Quantity **1 each**
 Unit Price
 Delivery Location **City of Fort Lauderdale**
City Attorney's Office
 100 N. Andrews Avenue
 Fort Lauderdale FL 33301
Qty 1

Description
Price per page

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.rfpdepot.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by: Donna Kadash 6.30.08
(signature) (date)

Name (printed) Donna Kadash Title: President

Company: (Legal Registration) Boss Certified Realtime Reporting.

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).

Address: 515 E LAS OLAS BLVD #100

City FT. LAUD State: FL Zip 33301

Telephone No. 9544676867 FAX No. 9544671277

E-MAIL: Info@BossReporting.com

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions):

Payment Terms (section 1.03): Total Bid Discount (section 1.04):

Does your firm qualify for MBE or WBE status (section 1.08): MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

<u>Addendum No.</u>	<u>Date Issued</u>

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or

reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.

Variances:

revised 6-3-08

BIDDER QUESTIONNAIRE
ITB #782-10051

1. TIMELINE SCHEDULE: Are you able to provide Court Reporting Services in accordance with the City's proposed turnaround times and in accordance with "on-demand" requirements, as contained in the invitation to bid?

YES: NO:

If no, explain: _____

2. OTHER ACTIVITIES NEED TO BE SPECIFIED AND ANY PRICING ELEMENTS IDENTIFIED. IF HALF-DAY IS NOT EQUITABLE, PLEASE INDICATE HOW STANDARD PRICING WOULD BE DONE.

- Transcript fee - providing an original and one copy to the City:

A. Normal Delivery (seven [7] working days) /page

B. Expedited Service (three [3] working days) /page

C. Overnight Service (24 hours) /page

D. Closed Door Session Transcripts /page

E. Rate per page for exhibits (photocopies) /page

F. Keyword indexing

G. Cost for mini-script transcript, if additional cost

H. CD ROM: Cost/per CD

I. DVD: Cost per DVD

J. Video/Telephone Deposition cost

K. List any additional fees you would assess (Define and detail each charge):

3. Please indicate any variation to the pricing formula above, if applicable:

4. References: Please provide a list of at least three (3) client references for court reporter services. Include the following: Company Name, Point-of-contact Name, Address, and Telephone Number, when services provided (period of time).

If additional space is required, please include as an Appendix to your bid response.

woman owned

5. Bidder Comments:

Individually owned
by female

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

<u>NAME</u>	<u>RELATIONSHIPS</u>

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

No Relationships.

