

**DEPARTMENTAL INPUT**  
**CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

**ROID**

|                                     |              |                          |       |  |    |                          |    |                          |    |                          |           |
|-------------------------------------|--------------|--------------------------|-------|--|----|--------------------------|----|--------------------------|----|--------------------------|-----------|
| <input checked="" type="checkbox"/> | New contract | <input type="checkbox"/> | OTR   | <input type="checkbox"/>   | CO | <input type="checkbox"/> | SS | <input type="checkbox"/> | BW | <input type="checkbox"/> | Emergency |
| <input type="checkbox"/>            | Re-Bid       | <input type="checkbox"/> | Other | LIVING WAGE APPLIES: ____ YES <input checked="" type="checkbox"/> NO |    |                          |    |                          |    |                          |           |

Previous Contract/Project No.:  
0628-0/17

Requisition/Project No: **FB-00733 (ROID1800102)**

TERM OF CONTRACT: 5 YEARS

Requisition/Project Title: **COURT REPORTING SERVICES**

Description: Provision of court reporting and transcription services for various departments on an as needed basis.

User Department: **MDFR: \$15,000, CLERK: \$45,000, MDPD: \$45,000, RER: \$240,000, ISD: \$27,500**

Issuing Department: **ISD / PM**

Contact Person: Sophia Cunningham, 305-375-2179; [Sophia.Cunningham@miamidade.gov](mailto:Sophia.Cunningham@miamidade.gov)

Estimated Cost: **\$372,500**

Funding Source: **General Fund, Proprietary Funds, Fire District, Internal Services Funds**  
Revenue Generating: **N/A**

**ANALYSIS**

|   |   |                                   |                                   |
|---|---|-----------------------------------|-----------------------------------|
| Commodity/Service No: 990-41 (FINGERPRINTING SERVICES)  |   | SIC:                              |                                   |
| <b>Trade/Commodity/Service Opportunities</b>  |   |                                   |                                   |
| Contract/Project History of Previous Purchases For Previous Three (3) Years<br>Check Here <span style="background-color: yellow;">      </span> if this is a New Contract/Purchase with no Previous History |   |                                   |                                   |
| <b><u>EXISTING</u></b>  |   | <b><u>2<sup>ND</sup> YEAR</u></b> | <b><u>3<sup>RD</sup> YEAR</u></b> |
| Contractor:   | Miami-Dade County Court Reporters, Inc. |                                   |                                   |
| Small Business Enterprise:  |   |                                   |                                   |
| Contract Value:   | \$827,000                               |                                   |                                   |
| Comments:   |   |                                   |                                   |
| Continued on another page (s): ____ Yes <input checked="" type="checkbox"/> No  |   |                                   |                                   |

**RECOMMENDATIONS**

| SBE | Set-Aside | Sub-Contractor Goal | Bid Preference | Selection Factor |
|-----|-----------|---------------------|----------------|------------------|
|     |           | %                   |                |                  |
|     |           | %                   |                |                  |
|     |           | %                   |                |                  |
|     |           | %                   |                |                  |

|                          |
|--------------------------|
| Basis of Recommendation: |
|                          |
|                          |
|                          |

Signed: Sophia Cunningham

Date to DBD: **06/13/20118**

Date Returned to DPM: \_\_\_\_\_

**SECTION 2 - SPECIAL TERMS AND CONDITIONS****2.1 PURPOSE**

The purpose of this solicitation is to establish a contract for the purchase of Court Reporting Services in conjunction with the County's needs, on an as needed basis.

**2.2 TERM OF CONTRACT**

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Procurement Management Division. The contract shall expire on the last day of the sixtieth (60) month.

**2.3 METHOD OF AWARD**

Award of Groups 1 through 4 will be made to the lowest priced responsive and responsible bidder on a group-by-group basis. Bidders may submit offers for any or all groups. To be considered for award of a group, Bidders shall offer prices for all items within the group. The County will then select the Bidder for award of each group by totaling the extended pricing for each item within the group. If a Bidder fails to submit an offer for all items within a group, its offer for the group may be rejected.

**QUALIFICATION CRITERIA**

A. Bidder(s) must be able to provide court reporting services through the use of qualified court reporters. Qualified court reporters shall be defined as personnel who hold valid shorthand certifications, or valid court reporting certifications issued by the National Court Reporters Association, the Florida Reporters Association, or similarly renowned organization. Bidder(s) will provide a list of the qualified court reporters that would be assigned to fulfill any contract resulting from this solicitation, and copies of their certifications, with its submittal.

B. Bidder(s) should be regularly engaged in the business of providing Court Reporting and Transcription Services as described in this solicitation. Bidder(s) will provide references from customers to whom it has delivered services that are similar to those described in this solicitation, during the last three (3) years. The references should include the customer's entity name, and the name, title, address, telephone number, and e-mail address of the contact person who can verify that the Bidder has delivered Court Reporting Services. These references should ascertain to the County's satisfaction that the Bidder has sufficient expertise and success providing the required services.

**2.4 PRICES**

The quoted prices shall be deemed to provide full compensation to the Bidder for labor, fees and any other element of cost or price. The prices resultant from this solicitation shall remain fixed and firm for the term of the contract.

**2.5 DEFICIENCIES IN SERVICES**

Awarded Bidder(s) shall promptly correct errors and/or deficiencies in work, and/or any work that fails to conform to the contract documents and industry regulations, regardless of project completion status. All corrections shall be made within three (3) calendar days after such errors, deficiencies, and/or non-conformances are verbally reported to the Awarded Bidder(s) by the County. Awarded Bidder(s) shall bear all

costs of correcting such rejected work. If the Awarded Bidder(s) fails to correct the work within the three calendar days, the County may, at its discretion, notify the Awarded Bidder(s), in writing, that the Awarded Bidder(s) is subject to contractual default provisions if the corrections are not completed to the satisfaction of the County within three calendar days of receipt of the notice. If the Awarded Bidder(s) fails to correct the work within the period specified in the notice, the County shall place the Awarded Bidder(s) in default, obtain the services of another vendor to correct the deficiencies, and charge the Awarded Bidder(s) for these costs; either through a deduction from a payment owed to the Awarded Bidder(s) or through invoicing.

## **2.6 LABOR, MATERIALS, AND EQUIPMENT**

Awarded Bidder(s) shall furnish all labor, material and equipment necessary for satisfactory contract performance. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material and equipment shall be subject to the inspection and approval of the County.

## **2.7 SECTION 29.025, FLORIDA STATUTES**

Section 29.025, Florida Statutes, mandates that the Supreme Court shall establish minimum standards and procedures for qualifications, certifications, discipline, and training for court reporters. Any new standards or criteria established by the Supreme Court during the term of any contract resulting from this solicitation shall automatically become part of the contract without the need for a formal amendment of said contract.

## **2.8 ADDITIONAL SERVICES**

While the County has listed all major services within this solicitation which are utilized in conjunction its operations, there may be similar services that must be purchased by user departments during the term of any contract resulting from this solicitation. Under these circumstances, a County representative may obtain a price quote for the similar services. The County reserves the right to award these similar services to the Awarded Bidder(s) based on the price quoted, to negotiate a price with an Awarded Bidder(s) for these similar services, or to acquire the services through a separate solicitation.

## **2.9 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS**

Although this Solicitation is specific to the identified user departments, it is hereby agreed and understood that any County department or agency may purchase any and all services specified herein from the Awarded Bidder(s) at said contract's established prices. Under these circumstances, a separate purchase order shall be issued by the County department, which will identify its requirements.

**SECTION 3 – TECHNICAL SPECIFICATIONS****3.1 SCOPE OF WORK**

Miami-Dade County requires a contract for court reporting and transcription services, as specified herein. The Awarded Bidder(s) shall assume no guarantee as to the number or frequency of work that will result from any contract resulting from this solicitation.

**3.2 SERVICES TO BE PROVIDED****3.2.1 Court Reporting**

3.2.1.1 County departments will contact the Awarded Bidder(s) to request the appearance of duly certified court reporters who will document business meetings where an official record is required. Business meetings include Administrative Hearings, Debarment Hearings, Code Enforcement Hearings, other types of hearings, depositions, sworn statements, closed door sessions, Pre-Award Investigatory Meetings, Eligibility Review Meetings and Wage Theft Hearings.

3.2.1.2 Awarded Bidder(s) will satisfy the County's orders by providing duly certified and proficient court reporters at the time and place indicated by the County.

3.2.1.3 The Awarded Bidder(s) court reporters shall be equipped with standard stenography equipment capable of recording from 200 to 225 shorthand words per minute.

3.2.1.4 The Awarded Bidder(s) court reporters will create verbatim documentation of the meetings.

3.2.1.5 The County will request court reporting services to satisfy the following:

- a. Morning Session: 8:00 A.M. to 1:00 P.M.
- b. Afternoon Session: 1:00 P.M. to 6:00 P.M.
- c. Evening Session: 6:00 P.M. to 11:00 P.M.
- d. After Hours Session: 11:00 P.M. to 4:00 A.M.
- e. Requests for services on an hourly basis

3.2.1.6 Should the Awarded Bidder(s) be unable to fulfill a request for court reporting services, the County must be notified within twenty-four hours from the time that the service is requested by the County. The County may then seek the services from another vendor in the contract, or through a separate solicitation. Awarded Bidder(s) are expected to fulfill every request for court reporting services, declining multiple requests for services may result in the County terminating its contract with the Awarded Bidder(s) in accordance with Paragraph 1.26 of the General Terms and Conditions.

3.2.1.7 Awarded Bidder(s) will ensure that each of their employees, or subcontractors, working on a County job:

- a. Is qualified to perform the job
- b. Understands the details of the job assignment and is ready and able to perform the work
- c. Is on time
- d. Conducts him or herself in a professional manner

- e. Discloses to all parties present at a job assignment the existence of any direct or indirect conflict of interest relationship with any attorney or party to the proceeding.
- f. Complies with federal, state, and local laws and rules that govern the conduct of court reporters (such as those that deal with certification, confidentiality, custody of transcripts, and contracting).

#### 3.2.1.8 Expedited Requests for Court Reporting Services

In general, the County will request court reporting services from the Awarded Bidder(s) at least five (5) working days in advance of a required job. Expedited requests for court reporting services will be issued when the County requires the Awarded Bidder(s) to provide a court reporter services, with less than a five (5) working day notice. Under these circumstances, the County will pay the vendor a fee for the expedited service. Time worked as a result of an expedited request for court reporting services will be paid at the rates established for the session, or at the established hourly rate, whichever manner is ordered by the County.

#### 3.2.1.9 Schedule

Court reporting services may be required five days per week. When available, a monthly meeting schedule will be provided to the Awarded Bidder(s) by the user department in advance. Court reporting services may be required at multiple locations at the same time. Multiple meetings may be held at the same time, at various locations throughout Miami-Dade County.

#### 3.2.1.10 Meeting Locations

The Stephen P. Clark Center (111 N.W. 1<sup>st</sup> Street, Miami, FL) and the South Dade Government Center (10710 S.W. 211<sup>th</sup> Street, Miami, FL) are typical locations for County business meetings. However, meetings may be held at other locations throughout Miami-Dade County, as designated by the County user department.

#### 3.2.1.11 Court Reporter's Notes

- a. All court reporter's notes shall be supplied to the County user department following the conclusion of the appeal period, or upon request thereafter. Copies of all reporter notes shall be maintained by the Awarded Bidder(s).
- b. For hearings, Awarded Bidder(s) shall maintain the court reporter's notes, clearly marked and boxed in chronological sequence by hearing dates in boxes supplied by the County.
- c. Retiring court reporter's notes will be coordinated between user departments and the Awarded Bidder(s).

#### 3.2.1.12 Recordings

Court reporters may be provided with an audio tape or DVD of a meeting for transcription. Awarded Bidder(s) shall receive the recordings of all testimonies from their court reporters and retain such records, stenographic notes, etc. in their possession as established by Rule 2.075 of the Florida Rules of Judicial Administration, Retention of Court Records.

### 3.2.1.13 Hourly Rates

Hourly rates will be charged by Awarded Bidder(s) when the County orders the services on an hourly basis. If the County orders court reporting services on an hourly basis, the first hour shall be paid in full regardless of time worked; each hour after the first hour shall be billed and compensated rounded to the nearest half hour.

Hourly rates may also be charged by Awarded Bidder(s) if a scheduled Session exceeds its allotted time. These hourly charges will be billed and compensated rounded to the nearest half hour.

### 3.2.1.14 Cancellations

When necessary, the County will cancel requests for court reporting services with a minimum of four (4) hours notice. Should the County cancel an order without this minimum notice, the Awarded Bidder(s) may charge the County for the ordered session, or the first hour (if ordered on an hourly basis).

## 3.2.2 Transcript Services

3.2.2.1 Awarded Bidder(s) will deliver transcripts from tapes, or digital video disks (DVD's) of County business meetings created without the utilization of a court reporter which will be given to the Awarded Bidder(s) to produce an official typewritten document (transcript) for later use. Awarded Bidder(s) will also deliver transcripts from business meetings recorded by its court reporters.

3.2.2.2 All transcripts provided by the Awarded Bidder(s) must contain a minimum of an original and one copy.

3.2.2.3 Awarded Bidder(s) shall provide certified copies of all transcripts as prescribed by Rule 2.070 of the Florida Rules of Judicial Administration.

3.2.2.4 Awarded Bidder(s) shall deliver accurate transcripts within ten (10) calendar days of receipt of an order from the County. Accurate transcripts are defined as those with no more than one error per every ten pages, including grammatical errors.

3.2.2.5 The County may request that the transcript be delivered via Email in XML or .pdf format, in addition to the printed format. This provision may be modified by the County to allow for technological innovations.

3.2.2.6 Should any portion of an audio tape or DVD be inaudible, Awarded Bidder(s) must mark the corresponding portion of the transcript as "Unintelligible".

3.2.2.7 Expedited transcript services are defined as transcript services that must be delivered to the County within forty-eight (48) hours of being requested by the County.