

Mar 16 2017 11:28am P001

From:

03/16/2017 10:02 #975 P.001/013



P.O. Box 11394, Charleston, WV 25339 208 Capitol Street, 3rd Fl., Charleston, WV 25301 304.344.9505 FAX 304.344.9506

TO: Mark A. Atkins, Fax Number 304-558-3970

From: Dena Belisle, Capitol City Reporting

Date: March 16, 2017

Re: Court Reporting Bid

304-545-7136

Dear Mr. Atkins:

**This is the only paperwork I had. If I have not filled everything out appropriately, please advise.
Thanks, Dena**

03/16/17 11:37:52
WV Purchasing Division

From:

03/16/2017 10:03

#975 P.002/013



Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Request for Quotation
25 - Legal

Proc Folder: 282820

Doc Description: ADDENDUM_5: TRANSCRIPTION & COURT REPORTING

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-03-09	2017-03-16 13:30:00	CRFQ 0803 DOT1700000055	6

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

Vendor Name, Address and Telephone Number:

Belise Services, Inc, d/b/a Capitol City Reporting
P.O. Box 11394
Charleston, W.Va 25539

FOR INFORMATION CONTACT THE BUYER

Mark A Atkins
(304) 558-2307
mark.a.atkins@wv.gov

Signature X *Mark Belise*

55-0748824
FEIN #

DATE 3-15-17

All offers subject to all terms and conditions contained in this solicitation

From:

03/16/2017 10:03 #975 P.004/013

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV99999 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	4.1.1.4 COST TO EXPEDITE	0.00000	PAGE		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description :

Note: Vendor shall use Exhibit A Pricing Page(s) for bid pricing. If bidding online vendor must attach the pricing page and information attachment to their bid. See Section 18 of Instructions to Bidders for additional information.

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV99999 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	4.1.1.5 COST BLACK & WHITE COPIES OF EXHIBITS	0.00000	PAGE		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description :

Note: Vendor shall use Exhibit A Pricing Page(s) for bid pricing. If bidding online vendor must attach the pricing page and information attachment to their bid. See Section 18 of Instructions to Bidders for additional information.

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV99999 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	4.1.1.6 COST COLOR COPIES OF EXHIBITS	0.00000	PAGE		

From:

03/16/2017 10:04

#975 P.006/013

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV99999 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	4.1.1.9 ADDITIONAL VIDEO-CONFERENCING/ DEPO.	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description :

Note: Vendor shall use Exhibit A Pricing Page(s) for bid pricing. If bidding online vendor must attach the pricing page and information attachment to their bid. See Section 18 of Instructions to Bidders for additional information.

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV99999 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	4.1.1.10 OVERNIGHT ORIGINAL	0.00000	PAGE		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description :

Note: Vendor shall use Exhibit A Pricing Page(s) for bid pricing. If bidding online vendor must attach the pricing page and information attachment to their bid. See Section 18 of Instructions to Bidders for additional information.

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV99999 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	4.1.1.11 MINIMUM TRANSCRIPT FEE(IF ANY)	0.00000	EA		

From:

03/16/2017 10:04

#975 P.007/013

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description :

Note: Vendor shall use Exhibit A Pricing Page(s) for bid pricing. If bidding online vendor must attach the pricing page and information attachment to their bid. See Section 18 of Instructions to Bidders for additional information.

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	4.1.1.12 POSTAGE OR HAND DELIVERY FEE	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description :

Note: Vendor shall use Exhibit A Pricing Page(s) for bid pricing. If bidding online vendor must attach the pricing page and information attachment to their bid. See Section 18 of Instructions to Bidders for additional information.

VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City	WV99999	No City	WV 99999
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	4.1.1.13 COST OF CONDENSED TRANSCRIPT WITH INDEX	1.00000	PAGE		

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description :

Note: Vendor shall use Exhibit A Pricing Page(s) for bid pricing. If bidding online vendor must attach the pricing page and information attachment to their bid. See Section 18 of Instructions to Bidders for additional information.

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by:	2017-02-28

From:

03/16/2017 10:05

#975 P.008/013

DOT1700000066	Document Phase Draft	Document Description ADDENDUM_5: TRANSCRIPTION & COURT REPORTING	Page 7 of 7
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

If outside of Charleston and surrounding areas, we charge \$1.53 per mile for mileage.

From:

03/16/2017 10:05

#975 P.009/013

SOLICITATION NUMBER: CRFQ 0803 DOT1700000055
Addendum Number: 5

The purpose of this addendum is to modify the solicitation identified as CRFQ 0803 DOT1700000055 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Attach Exhibit_A Pricing Pages (Revised 3-09-2017)

Description of Modification to Solicitation:

1. To attach a revised Exhibit_A Pricing Page (Rev 3-09-2017).
 - a. Commodity Line #6 unit of measure has been changed from Hour to Each.
 - b. Bid Scenario 3 Line 1 has been changed from commodity line 3 "Cost to Expedite-Turnaround 3 days" to commodity line 1 "Cost of Original-Turnaround 7 days".

No other changes made.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

CRFQ 0803 DOT1700000055
Exhibit_A Pricing Page (Revised 3/09/2017)

Section 1 - Unit Pricing

Section 1 pricing will be used as the contract pricing. The unit prices bid in Section 1 shall determine the pricing entered in Section 2 Bid Scenarios. The Evaluation of this award will be based on the Section 2 Bid Total.

Commodity Line	Description	Unit of Measure	Unit Price
1	Cost of Original (Turnaround 7 days)	Page	\$ 3.75
2	Cost of Original/Excerpt	Page	2.45
3	Cost to Expedite (Turnaround 3 days)	Page	5.00
4	Cost Black & White Copies of Exhibits	Page	\$ 0.25
5	Cost Color Copies of Exhibits	Page	\$ 0.50
6	Appearance Fee	Each	150.00 - All DAY - 75.00 Half DAY
7	Video-Conferencing/Depositions	Hour	\$ 75.00 per hour
8	Additional Video-Conferencing/Depositions after 1st Hour	Hour	75.00
9	Overnight Original	Page	7.50 - per page
10	Minimum Transcript Fee (if any)	Each	- 0 -
11	Postage or Hand Delivery Fee	Each	No hand-delivery fee
12	Cost of Condensed Transcript with Index	Page	SAME AS Original / No charge for Index pages

Section 2 - Bid Scenarios

Using the unit prices bid in Section 1, the vendor shall complete the pricing for the following bid scenarios. The vendor shall total all bid scenarios and enter the total on the bid total line. The Evaluation of this solicitation will be based on the Section 2 bid total.

Bid Scenario 1 -

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total	
1	Cost of Original (Turnaround 7 days)	Page	3.75	10		
11	Postage or Hand Delivery Fee	Each	No Hand Delivery Fee	1	37.50	
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	NONE	1		
12	Cost of Condensed Transcript with Index	Page	3.75	10	37.50	
We provide a condensed copy No charge for index free with original - No charge for index					Bid Scenario 1 Total	37.50

Bid Scenario 2-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total	
3	Cost to Expedite (Turnaround 3 days)	Page	5.00	150	750.00	
11	Postage or Hand Delivery Fee	Each	-	1		
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	NONE	1		
12	Cost of Condensed Transcript with Index	Page	SAME AS FULL	150		
NO CHARGE FOR INDEX					Bid Scenario 2 Total	750.00

Bid Scenario 3-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total	
1	Cost of Original (Turnaround 7 days)	Page	3.75	100	375.00	
11	Postage or Hand Delivery Fee	Each	No Delivery Fee	1		
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	NONE	1		
12	Cost of Condensed Transcript with Index	Page		100		
Condensed copy is free with original					Bid Scenario 3 Total	375.00

If condensed is all that is ordered, it will be the same price. Do not charge for Index pages.

postage will be whatever is charged
 We deliver all transcripts in Charleston free of charge

Bid Scenario 4-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
1	Cost of Original (Turnaround 7 days)	Page	3.75		
6	Appearance Fee	Each		150	562.50
7	Video-Conferencing/Depositions (1st Hour)	Hour	75.00	1	75.00
8	Additional Video-Conferencing/Depositions (after 1st Hour)	Hour	75.00	1	75.00
4	Cost Black & White Copies of Exhibits	Page	75.00	2	150.00
5	Cost Color Copies of Exhibits	Page	0.25	5	1.25
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	0.50	5	2.50
12	Cost of Condensed Transcript with Index	Page	-0-	1	
<i>Free of no charge with Original transcript</i>					
Bid Scenario 4 Total					866.25

Bid Scenario 5-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
2	Cost of Original/Expert (Turnaround 7 days)	Page	3.75		
6	Appearance Fee	Each		150	562.50
7	Video-Conferencing/Depositions (1st Hour)	Hour	75.00	1	75.00
8	Additional Video-Conferencing/Depositions (after 1st Hour)	Hour	75.00	1	75.00
4	Cost Black & White Copies of Exhibits	Page	75.00	2	150.00
5	Cost Color Copies of Exhibits	Page	0.25	5	1.25
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	0.50	5	2.50
12	Cost of Condensed Transcript with Index	Page	-0-	1	
<i>NO charge w/ original</i>					
Bid Scenario 5 Total					866.25
Total of Bid Scenarios (1+2+3+4+5)					

If you only order Condensed, it is 3.75 per page.

From:

03/16/2017 10:06

#975 P.013/013

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO 0803 DOT1700000055

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input checked="" type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input checked="" type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Belsie Services, Inc. d/b/a
Capitol City Reporting
 Company
Oliver Belcher
 Authorized Signature
3-15-2017
 Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.