#975 P.001/013



From:



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

#975 P.002/013

From:



Purchasing Divison 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

U\$

Belish Services, Inc, d/b/a Capital City Reporting P. O. Box 11394 Charleston, W. Va 25539 Vendor Name, Address and Telephone Number:

FUR	INFORMA	HOM	CONTACT	LINE BO	YER

OR MICORIATION OR WAR

Mark A Atkins (304) 558-2307

mark.a.atkins@wv.gov

Signature X

55-0748824 FEIN #

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

#975 P.003/013

03/16/2017 10:03

### ADDENDUM\_5: Is issued for the following:

- To attach a revised Exhibit\_A Pricing Page (Rev 3-09-2017).
   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.

ADDENDUM\_4: Is issued for the following:

1. To extend the bid opening date from March 09, 2017 to March 16, 2017 @ 1:30pm EST.

### NO OTHER CHANGES

VARIOUS AGENCY LO AS INDICATED BY OF	OCATIONS	STATE OF WEST VI	RGINIA NS AS INDICATED BY ORDER
No City	WV99999	No City	WV 99996
US		US	

Line	Comm Ln Desc	Qty	Unit lasue	Unit Price	Total Price
1	4.1.1.2 COST OF ORIGINAL	0.00000	PAGE	4	
L				2.15	

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 V	IRGINIA NS AS INDICATED BY ORDER
No City	WV99999	No City	WV 99999

Line	Comm Ln Desc	Qty	Unit lesue	Unit Price	Total Price
2	4.1.1.3 COST OF	0.00000	PAGE		
İ	ORIGINAL/EXPERT				

Comm Code	Renufacturer	Specification	Model #	
82111604				
				i

### **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.

#975 P.004/013

From:

VARIOUS AGENCY LOCATIONS
AS INDICATED BY ORDER

No City

WV 99999

US

STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER

WV 99999

US

Line	Comm Ln Desc	Qty	Unit lasue	Unit Price	Total Price
3	4.1.1.4 COST TO EXPEDITE	0.00000	PAGE		
		<u></u>			

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 INDICA	
No City US	WV99999	No City	WV 99989

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 LOCA AS INDICATED BY ORDE	TIONS	STATE OF WEST VIR	IGINIA S AS INDICATED BY ORDER
No City	WV99999	No City	Wv 99998

Line	Comm Ln Desc	Qty	Unit issue	Unit Price	Total Price
5	4.1.1.6 COST COLOR COPIES OF	0.00000	PAGE		
	EXHIBITS				

#975 P.005/013

From:

Comm Code Manufacturer Specification Model #

**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 LO	CATIONS	STATE OF WEST VI	RGINIA NS AS INDICATED BY ORDER
No City	WV 99999	No City	WV 99999
us	\$	US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	4.1.1.7 APPEARANCE FEE	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #	$\neg$
82111604				┥
<u> </u>				ļ

**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.

F WEST VIRGINIA S LOCATIONS AS INDICATED BY ORDER
WV 99999

Line	Comm Ln Desc	Qty	Unit Isque	Unit Price	Yotal Price
7	4.1.1.8 VIDEO-CONFERENCING / DEPOSITIONS	0.00000	HOUR		

Comm Code	Manufacturer	Specification	Madel #	
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.

#975 P.006/013

From:

VARIOUS AGENCY LOCATIONS
AS INDICATED BY ORDER

No City

WV 99999

US

STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER

WV 99999

US

Line	Comm Ln Besc	Qty	Unit leeve	Unit Price	Total Price
8	4.1.1.9 ADDITIONAL VIDEO-CONFERENCING/ DEPO.	0.00000	HOUR		
	THE STATE OF THE S				

Comm Code Manufacturer	Specification	Model #	
82111604	···		
			j

### **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 INDICAT	ED BY ORDER
No City US	WV99999	No City US	WV 98999

Line	Comm Ln Desc	Qty	Unit leave	Unit Price	Total Price
9	4.1.1.10 OVERNIGHT ORIGINAL	0.00000	PAGE		
					į.

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 LOCA AS INDICATED BY ORDER	TIONS	STATE OF WEST VII	RGINIA NS AS INDICATED BY ORDER
No City US	WV99999	No City US	WV 99899

Line	Comm Ln Deec	Qty	Unit Issue	Unit Price	Total Price
10	4.1.1.11 MINIMUM TRANSCRIPT	0.00000	EA		
L	FEE(IF ANY)				

**Unit Price** 

#975 P.007/013

Total Price

From:

Comm Code Manufacturer Specification Model #

**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 INDICAT	
No City US	WV99999	No City	WV 98989

11	4.1.1.12 POSTAGE OR HAND	0.00000	EA	
1 ' '	T-11-12 FOO MOE OR HAND	0.00000	EA	
ſ	DELIVERY FEE			
	- BUITEIN I CL			
4				
Comm Code	Manufacturer	60 m 140 -	45	

Unit lasue

Qty

Comm Code Manufacturer	Specification	Model #
82111604		

Extended Description:

Comm Ln Desc

Line

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.

an errore of the			
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	I	STATE OF WEST VII	RGINIA NS 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				
				Į.

**Extended Description:** 

Note: Vendor shall use Exhibit\_A Pricing Pege(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.

The latest the go	Li in salah da in 🙀 wasan	例2つ	
<u>Line</u> 1	Event Technical Questions due by:	Event Date 2017-02-28	

Mar 16 2017 11:30am

PNNS

03/16/2017 10:05

#975 P.008/013

From:

DOT1700000065 Draft ADDENDUM_5: TRANSCRIPTION & Of 7	DOT1700000066	Document Phase Draft		Page 7 of 7
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### ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

If outside of Charkston and Surrounding areas, We charge \$ 1.53 per mile for Mileage.

#975 P.009/013

03/16/2017 10:05

## 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
[ X ]	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.
- 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 (Turnamund 7 days)	Page	10 2-1-
2	Cost of Original/Expert	Page	7 375
3	Cost to Expedite (Tunaround 3 days)	Page	3.45
4	Cost Black & White Copies of Exhibits	Page	
5	Cost Color Copies of Exhibits	Page	\$ 0, 25
6	Appearance Fee	Each	1000 0100
7	Video-Conferencing/Depositions	Hour	150.00 A11 DAY - 75.00 Half D
8	Additional Video-Conferencing/Depositions after 1st Hour	Hour	\$75.00 per hour
	Overnight Original	Page	75.00 1
10	Minimum Transcript Fee (if any)	Bach	7,50- per page
	Postage or Hand Delivery Fee	Bach	No hand-delivery fee
	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 five. 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	I D
	Cost of Original (Turnamound 7 days)	Dage	4 2	- Generally	Line Total
	Postage or Hand Delivery Fee	Page Each	3/12	10	27250
10	Minimum Transcript Fee, if total cost of hid scenario is less than minimum	Each	No Home Dewente	1	
12	Cost of Condensed Transcript with Index	Page	NONE	11	
-	We ornside a am	10.05 001 6	1-3-75	10	37,50
	we provide a con	mense or cor	4 No change is	d Scenario 1 Total	
	Bid Scenario 2-	THY Origina	A - NO COO		MM 97.57

- 1	Commodity			3 4 601	<u> </u>	
l	Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
Ļ	3	Cost to Expedite (Tungaround 3 days)	Page	500		Little 1 (tal
ı		Postage or Hand Delivery Fee	Each	1 .7.00	150	<u> </u>
L	10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	None	1	
Ļ	12	Cost of Condensed Transcript with Index	Page		1	
ŀ					150	
L				NO Charles	d Scenarto 2 Total	750,10
		mid Connection				

Bid Scenario 3-

Commodity			T		
Line	. Description	Unit of Measure	Unit Price	Quantity	Line Total
11	Cost of Original (Toursmound 7 days)	Page	1 275 -		
	Postage or Hand Delivery Fee	Bach	NO SEINETUSEE	100	375,00
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	Whole	<del></del>	
12	Cost of Condensed Transcript with Index	Page	1347-	100	
	Condonala	<u></u>	<del></del>		
	condensed con is	tree 1,2,14	Nair Bid	Scenario 3 Total	27 m M

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

Index pages.

postage will be utatever is Charged

Ne deliver all transcripts in

Charteston free of Charge

03/16/2017	
10:06	Mar 16 2017
#975 P.012/013	11:31am
013	P012

Commodity		<del></del>			
Lîne	Description	Unit of Measure	Unit Price	Quantity	
<u>1</u>	Cost of Original (Turnaround 7 days)	Page	ا ـــا ما	Quality	Line Total
6	Арреаливсе Рее	Fage Each	3.15	150	562.5
7	Video-Conferencing/Depositions (1st Hour)	Hour	75.00	1	75,00
8	Additional Video-Conferencing/Depositions (after 1st Hour)	Hour	75700	1	75.00
4	Cost Black & White Copies of Exhibits	Page	7500.	2	1500
	Cast Calor Copies of Exhibits	Page	6,2.5 6	5	i.a
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	0.50:	5	2.5
12	Cost of Condensed Transcript with Index	Dran	-0-	1	
	20000 05 0000	Page	<u> </u>	150	- 0 -
	Bid Scenario 5-	aige with 0	rismal Bid	Scenario 4 Total	866.2
ournodity		transc	<u> </u>		
Line	Description	Unit of Measure	Unit Price	Quantity	
2	Cost of Original/Expert (Turnsround 7 days)	-		- Gentità	Line Total
6	Арреагалсе Рос	Page Each	9.15	150	562.50
7	Video-Conferencing/Depositions (1st Honr)		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	Hour	75:00	2	(3),00
5	Cost Color Copies of Exhibits	Page	. 25	5	1.25
	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Page	150	5	2.57
to	Principal State of the Control of th				
10 12	Cost of Condensed Transcript with Index	Bach	~0-	1	-^ -
	Cost of Condensed Transcript with Index	Each Page	-0-	1 150	<del></del>
12	NO Charse W Orismal		-0-	1 150 Scenario 5 Total	-0
	NO Charge W Orignal	Page	-0-	Scenario 5 Total	

#975 P.013/013

03/16/2017 10:06

# 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) [ X Addendum No. 1 [ '] Addendum No. 6 [ X Addendum No. 2 [ ] Addendum No. 7 [ X Addendum No. 3 [ ] Addendum No. 8 [ X Addendum No. 4 [ ] Addendum No. 9

[X] Addendum No. 5

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.

Addendum No. 10

Capito 1 City Reporting

Company

Den Belie

Authorized Signature

3-15-2017

Date

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