



West Virginia Purchasing Division

2019 Washington Street, East
Charleston, WV 25305
Telephone: 304-558-2306
General Fax: 304-558-6026
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 6

[List View](#)

General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)

Procurement Folder: 282820

Procurement Type: Central Master Agreement

Vendor ID: 000000161400

Legal Name: SARGENTS COURT REPORTING SERVICE INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 03/16/2017

Response Time: 11:58

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT1700000055

Published Date: 3/9/17

Close Date: 3/16/17

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM_5:
TRANSCRIPTION & COURT

Total of Header Attachments: 6

Total of All Attachments: 6



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 282820

Solicitation Description : ADDENDUM_5: TRANSCRIPTION & COURT REPORTING

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-03-16 13:30:00	SR 0803 ESR03161700000004417	1

VENDOR
000000161400 SARGENTS COURT REPORTING SERVICE INC

Solicitation Number: CRFQ 0803 DOT1700000055

Total Bid : \$0.00 **Response Date:** 2017-03-16 **Response Time:** 11:58:33

Comments:

FOR INFORMATION CONTACT THE BUYER
 Mark A Atkins
 (304) 558-2307
 mark.a.atkins@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	4.1.1.2 COST OF ORIGINAL	0.00000	PAGE	\$3.480000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	4.1.1.3 COST OF ORIGINAL/EXPERT	0.00000	PAGE	\$3.480000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	4.1.1.4 COST TO EXPEDITE	0.00000	PAGE	\$4.600000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	4.1.1.5 COST BLACK & WHITE COPIES OF EXHIBITS	0.00000	PAGE	\$0.300000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	4.1.1.6 COST COLOR COPIES OF EXHIBITS	0.00000	PAGE	\$0.300000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	4.1.1.7 APPEARANCE FEE	0.00000	EA	\$75.000000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	4.1.1.8 VIDEO-CONFERENCING / DEPOSITIONS	0.00000	HOUR	\$225.000000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	4.1.1.9 ADDITIONAL VIDEO-CONFERENCING/ DEPO.	0.00000	HOUR	\$50.000000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	4.1.1.10 OVERNIGHT ORIGINAL	0.00000	PAGE	\$4.950000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	4.1.1.11 MINIMUM TRANSCRIPT FEE(IF ANY)	0.00000	EA	\$100.000000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	4.1.1.12 POSTAGE OR HAND DELIVERY FEE	0.00000	EA	\$0.000000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	4.1.1.13 COST OF CONDENSED TRANSCRIPT WITH INDEX	1.00000	PAGE	\$0.000000	\$0.00

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.

Comments: Exhibit_A, Pricing Sheet is attached.



SARGENT'S COURT REPORTING SERVICE, INC

210 Main Street
Johnstown, PA 15901

Primary Contact:
Sara Ann Sargent, President
210 Main Street
Johnstown, PA 15901
Phone: (814) 536-8908
Fax: (814) 539-7579
E-mail: sally@sargents.com

Response to CRFQ 0803 DOT 1700000055

**Court Reporting Services to be provided to the West Virginia
Division of Highways**

GENERAL HISTORY AND EXPERIENCE

Sargent's Court Reporting Service, Inc. has been providing nationwide court reporting and transcription services to various federal and state entities for the past 30 years. Sargent's is uniquely qualified to fulfill the requirements outlined in this request for quotation. Sargent's has performed reporting and transcription for the Commonwealth of Pennsylvania and the State of West Virginia for decades, and is currently handling approximately 5,000 hearings and depositions per month.

Sargent's also employs a fully staffed scheduling department, consisting of a scheduling technician and a scheduling manager, ensuring that all jobs are accurately coordinated and covered to the exact specifications of our clients. Our scheduling department schedules hundreds of depositions daily, many of which occur simultaneously in many different states. As such, Sargent's will have no problem providing reliable, simultaneous coverage spanning the entire State of West Virginia during day and evening hours, weekends and/or holidays. Sargent's will have no problem providing coverage both with a 30 day notice, and in cases of unforeseen hearings, a shorter notice period.

Sargent's relies on employees rather than independent contractors to perform our work, giving us the ability to control the appearance, demeanor and capabilities of our staff, as well as the quality and timeliness of delivery of our work to a degree all of our competitors cannot. The high amount of control we have over the entire process translates into a very high degree of reliability and consistency of quality for our clients, regardless of the volume of work we process. Sargent's employs a large staff of highly competent and professional reporters, ready to serve nationwide.

Sargent's currently has policies for all of our reporters, requiring that they be present at the location of their assignment no later than 30 minutes prior to the scheduled time, unless we have been instructed otherwise by our client.

Sargent's only utilizes individuals who have the qualifications and experience necessary to carry out the tasks assigned to them. Furthermore, every new employee must pass our rigorous training process before they are allowed to assume the responsibilities of their position. Additionally, Sargent's requires that every reporter run a number of tests on their equipment prior to reporting for an assignment, in order to ensure that the equipment is functioning properly. In the event that a reporter identifies an issue, the reporter contacts our technician, who will diagnose the malfunction and attempt repair. If the equipment cannot be repaired quickly, a replacement will be provided to the reporter as soon as possible.

Our approach puts relationships, service and quality at the top of our list of priorities. This has allowed us to experience steady growth over the years, but we never forget that our clients are the reason we are in business.

SPECIFICATIONS

3. QUALIFICATIONS:

3.1 Sargent's has been providing court reporting services for over 37 years.

4. MANDATORY REQUIREMENTS:

4.1 **Mandatory Contract Services Requirements and Deliverables:** Sargent's will meet or exceed the mandatory requirements listed below.

4.1.1 Transcription/Court Reporting Services

4.1.1.1 Sargent's will provide a condensed transcript and index.

4.1.1.1.1 All condensed transcripts will have four pages per page and an index for referencing the location of key words. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.2 Commodity Line 1 – Cost of Original.

4.1.1.2.1 The cost of the original transcript will be a per page charge. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.3 Commodity Line 2 – Cost of Original/Expert.

4.1.1.3.1 The cost of the original transcript of expert witness testimony will be a per page charge. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.4 Commodity Line 3 – Cost to Expedite

4.1.1.4.1 The cost of to prepare a transcript within 24-36 hours, when requested, will be a per page charge. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.5 Commodity Line 4 – Cost Black & White Copies of Exhibits.

4.1.1.5.1 The cost for copies of exhibits in black and white will be a per page charge. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.6 Commodity Line 5 – Cost Color Copies of Exhibits.

4.1.1.6.1 The cost for color copies of exhibits will be a per page charge. The cost is provided on Exhibit_A, Pricing Pages.

4.1.1.7 Commodity Line 6 – Appearance Fee

4.1.1.7.1 The appearance fee will be a flat fee. Only one appearance fee will be charged per order. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.8 Commodity Line 7 – Video-Conferencing/Depositions. Sargent's will provide videographer and video equipment. Sargent's will provide coverage if more than one deposition is held a day at the same or different locations.

4.1.1.8.1 The cost will be a per hour fee to attend video-conferencing/depositions. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.9 Commodity Line 8 – Additional Video-Conferencing/Depositions after first Hour.

4.1.1.9.1 The cost will be a per hour fee to attend video-conferencing/depositions after the first hour. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.10 Commodity Line 9 – Overnight Original

4.1.1.10.1 The cost to provide an overnight original, when requested, will be a per page fee. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.11 Commodity Line 10 – Minimum Transcript Fee (if any).

4.1.1.11.1 The minimum transcript fee will be a flat fee. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.12 Commodity Line 11 – Postage or Hand Delivery Fee.

4.1.1.12.1 There will be no charge for postage or hand delivery. Please see Exhibit A.

4.2.1 Turnaround Times and Service Area

4.2.1.1 Please see the Information Attachment Form, Exhibit B, for turnaround times and rush orders.

5. CONTRACT AWARD

5.1. Contract Award: Sargent's Agrees to all requirements set forth.

- 5.2. Pricing Page:** Pricing page is attached hereto as Exhibit A.
- 6. PERFORMANCE:** Sargent's will adhere to all guidelines set forth in this section.
- 7. PAYMENT:** All fees will be as shown on the pricing page for all services performed under this contract.
- 8. TRAVEL:** Sargent's will be responsible for all mileage and travel costs.
- 9. FACILITIES ACCESS:**
- 9.1.** Should access cards and/or keys be required, Sargent's will identify personnel requiring access.
- 9.2.** Sargent's will be responsible for controlling cards and will pay replacement fees, if necessary.
- 9.3.** Sargent's will notify the Agency immediately of lost, stolen or missing card or key.
- 9.4.** Sargent's will adhere to any and all security protocol and procedures.
- 9.5.** Sargent's will inform all staff of the Agency security protocol and procedures.
- 10. VENDOR DEFAULT:** Sargent's agrees to all requirements set forth under this contract.
- 11. MISCELLANEOUS:**
- 11.1. Contract Manager:** The contract Manager is listed below.
- Contract Manager:** Kainani S. Rose
Telephone Number: 1-814-536-8908
Fax Number: 1-814-539-7579
Email Address: clientservices@sargents.com

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State of West Virginia

VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. Application is made for 2.5% vendor preference for the reason checked:

- Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
- Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification;
- Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; **or**,
- Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,

2. Application is made for 2.5% vendor preference for the reason checked:

- Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,

3. Application is made for 2.5% vendor preference for the reason checked:

- Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; **or**,

4. Application is made for 5% vendor preference for the reason checked:

- Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,

5. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

- Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,

6. Application is made for 3.5% vendor preference who is a veteran for the reason checked:

- Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.

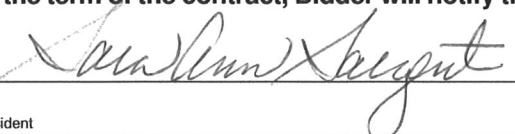
- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Sargent's Court Reporting Services, Inc.

Signed: 

Date: 3/16/2017

Title: President

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Sargent's Court Reporting Services, In.

Authorized Signature: *Shallan Sargent* Date: 3/16/2017

State of PA

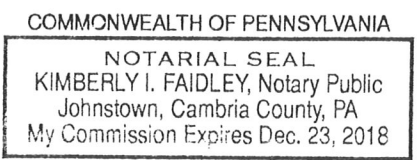
County of Cambria, to-wit:

Taken, subscribed, and sworn to before me this 16th day of March, 2017.

My Commission expires December 23, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC *Kimberly I. Faidley*
Purchasing Affidavit (Revised 08/01/2016)



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

Setion 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.

Bid Scenario 1-

Commodity Line	Description	Unit of Measure	Unit Price
1	Cost of Original (Turnaround 7 days)	Page	\$3.48
2	Cost of Original/Expert	Page	\$3.48
3	Cost to Expedite (Turnaround 3 days)	Page	\$4.60
4	Cost Black & White Copies of Exhibits	Page	\$0.30
5	Cost Color Copies of Exhibits	Page	\$0.30
6	Appearance Fee	Each	\$75.00
7	Video-Conferencing/Depositions	Hour	\$225.00
8	Additional Video-Conferencing/Depositions after 1st Hour	Hour	\$50.00
9	Overnight Original	Page	\$4.95
10	Minimum Transcript Fee (if any)	Each	\$100.00
11	Postage or Hand Delivery Fee	Each	\$0.00
12	Cost of Condensed Transcript with Index	Page	\$0.00 - if ordered with original

Setion 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 solicitaion 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	\$3.48	10	\$34.80
11	Postage or Hand Delivery Fee	Each	\$0.00	1	\$0.00
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	\$100.00	1	\$100.00
12	Cost of Condensed Transcript with Index	Page	\$0.00	10	\$0.00
Bid Scenario 1 Total					\$100.00

Bid Scenario 2-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
3	Cost to Expedite (Turnaround 3 days)	Page	\$4.60	150	\$690.00
11	Postage or Hand Delivery Fee	Each	\$0.00	1	\$0.00
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	\$100.00	1	\$100.00
12	Cost of Condensed Transcript with Index	Page	\$0.00	150	\$0.00
Bid Scenario 2 Total					\$690.00

Bid Scenario 3-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
1	Cost of Original (Turnaround 7 days)	Page	\$3.48	100	\$348.00
11	Postage or Hand Delivery Fee	Each	\$0.00	1	\$0.00
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	\$100.00	1	\$100.00
12	Cost of Condensed Transcript with Index	Page	\$0.00	100	\$0.00
Bid Scenario 3 Total					\$348.00

Bid Scenario 4-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
1	Cost of Original (Turnaround 7 days)	Page	\$3.48	150	\$522.00
6	Appearance Fee	Each	\$75.00	1	\$75.00
7	Video-Conferencing/Depositions (1st Hour)	Hour	\$225.00	1	\$225.00
8	Additional Video-Conferencing/Depositions (after 1st Hour)	Hour	\$50.00	2	\$100.00
4	Cost Black & White Copies of Exhibits	Page	\$0.30	5	\$1.50
5	Cost Color Copies of Exhibits	Page	\$0.30	5	\$1.50
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	\$100.00	1	\$100.00
12	Cost of Condensed Transcript with Index	Page	\$0.00	150	\$0.00
Bid Scenario 4 Total					\$925.00

Bid Scenario 5-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
2	Cost of Original/Expert (Turnaround 7 days)	Page	\$3.48	150	\$522.00
6	Appearance Fee	Each	\$75.00	1	\$75.00
7	Video-Conferencing/Depositions (1st Hour)	Hour	\$225.00	1	\$225.00
8	Additional Video-Conferencing/Depositions (after 1st Hour)	Hour	\$50.00	2	\$100.00
4	Cost Black & White Copies of Exhibits	Page	\$0.30	5	\$1.50
5	Cost Color Copies of Exhibits	Page	\$0.30	5	\$1.50
10	Minimum Transcript Fee, if total cost of bid scenario is less than minimum	Each	\$100.00	1	\$100.00
12	Cost of Condensed Transcript with Index	Page	\$0.00	150	\$0.00
Bid Scenario 5 Total					\$925.00
Total of Bid Scenarios (1+2+3+4+5)					\$2,988.00

Exhibit_B

Information Attachment Form

Transcription Court Reporting

REQUIREMENTS:

**Condensed transcript and index to be included
Date of Service and Invoice Number to be included**

Turn around time regular

7 Days

Turn around time expedited

24-36 Hours

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0803 DOT170000055

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.

Surgents Court Reporting Services, Inc.
Company

Sara Ann Surgent
Authorized Signature

3/10/2017
Date

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