



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 7

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 589040

Procurement Type: Central Master Agreement

Vendor ID: 000000161400

Legal Name: SARGENTS COURT REPORTING SERVICE INC

Alias/DBA:

Total Bid: \$1,173.00

Response Date: 07/29/2019

Response Time: 10:31

SO Doc Code: CRFQ

SO Dept: 0926

SO Doc ID: PSC1900000001

Published Date: 7/16/19

Close Date: 7/29/19

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum 3-Court Reporting Services

Total of Header Attachments: 7

Total of All Attachments: 7



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 589040
Solicitation Description : Addendum 3-Court Reporting Services
Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2019-07-29 13:30:00	SR 0926 ESR07291900000000417	1

VENDOR
000000161400 SARGENTS COURT REPORTING SERVICE INC

Solicitation Number: CRFQ 0926 PSC1900000001

Total Bid : \$1,173.00 **Response Date:** 2019-07-29 **Response Time:** 10:31:14

Comments:

FOR INFORMATION CONTACT THE BUYER
 Jessica S Chambers
 (304) 558-0246
 jessica.s.chambers@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	Court reporting	1.00000	LS	\$1,173.000000	\$1,173.00

Comm Code	Manufacturer	Specification	Model #
82111603			

Extended Description : Lump Sum price, Vendor must include the Pricing Page (Exhibit A) from bid package.



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

State of West Virginia
 Request for Quotation
 34 – Service - Prof

Proc Folder: 589040

Doc Description: Addendum 3-Court Reporting Services

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2019-07-16	2019-07-29 13:30:00	CRFQ 0926 PSC1900000001	4

BID RECEIVING LOCATION

BID CLERK

DEPARTMENT OF ADMINISTRATION

PURCHASING DIVISION

2019 WASHINGTON ST E

CHARLESTON

WV 25305

US

VENDOR

Vendor Name, Address and Telephone Number:

Sargent's Court Reporting Service, Inc.

210 Main Street

Johnstown, PA 15901

814-536-8908

FOR INFORMATION CONTACT THE BUYER

Jessica S Chambers

(304) 558-0246

jessica.s.chambers@wv.gov

Signature X

FEIN # 25-1794603

DATE 7/29/2019

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

ADDITIONAL INFORMATION:

Addendum

Addendum No.03 is being issued to extend the bid opening date by one week to give the agency time to address all technical questions received.

The West Virginia Purchasing Division is soliciting bids on behalf of the Public Service Commission (Agency) to establish an open-end contract for Court Reporting Services (Vendor or Reporter). The successful Vendor must provide a Reporter to take and transcribe all hearings and/or proceedings before the Agency per the terms and conditions and specifications as attached.

INVOICE TO		SHIP TO	
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV25301 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Court reporting	1.00000	LS		\$1,173.00

Comm Code	Manufacturer	Specification	Model #
82111603			

Extended Description :

Lump Sum price, Vendor must include the Pricing Page (Exhibit A) from bid package.



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 0926 PSC1900000001

**Court Reporting Services to be provided to the West Virginia
Public Service Commission**

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 39 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

1. **PURPOSE AND SCOPE:** Sargent's has been providing court reporting services for over 39 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 is able to provide coverage for simultaneous hearings (up to nine) throughout the State of West Virginia. A reporter will be provided to cover each scheduled hearing.

Reliable coverage is provided for all counties and cities in West Virginia. All reporters will be prepared to provide services during day or evening hours, weekends or holidays. Sargent's understands that hearings could last up to twelve hours, held over to the next day, or even scheduled with short notice. A reporter will be present for each hearing and will stay for the duration.

Sargent's understands the necessity for timely filing of transcripts to the Agency and will provide transcripts to the Agency in the timeframe specified. Additionally, Sargent's can ensure that the Agency will have coverage for all of its hearings.

2. **GENERAL REQUIREMENTS:**

- 2.1 Sargent's will provide the Agency with all Contract Items listed in this section.

- 2.1.1 **Experience**

- 2.1.1.1 Sargent's has over 39 years reporting experience. Prior to the award, Sargent's will provide a list of current employed reporters detailing length of time as a court reporter, experience and training.

- 2.1.1.2 Sargent's reporters have a working knowledge of legal, tax, engineering, accounting and economic terminology.

- 2.1.2 **Assignments and Coverage**

- 2.1.2.1 Sargent's will check the Agency's hearing schedule on the website and make all necessary arrangements to provide a reporter for all hearings scheduled.

- 2.1.2.1.1 Sargent's agrees to the terms.

- 2.1.2.2 Sargent's will adhere to the guidelines in this section.

2.1.2.4 In the event the Agency has to procure the services of another Vendor due to failure to appear, Sargent's understands that it will be responsible for the reporting costs resulting from lack of appearance.

2.1.2.5 The reporter will arrive at least 30 minutes prior to the scheduled hearing time to allow for set up of equipment. This time will be included in the appearance fee.

2.1.2.6 If the reporter is more than thirty (30) minutes late, Sargent's understands that the Agency may reduce the appearance fee.

2.1.2.7 The reporter will not be considered an employee of the Agency, rather as an independent contractor.

2.1.3 Travel

2.1.3.1 All reporters will provide his/her own method of transportation to and from the hearings.

2.1.3.2 Sargent's understands the guidelines set forth in this section.

2.1.3.3 Sargent's will abide by the mileage rates set forth by the WV State Travel Management Office.

2.1.4 Contract Item #4 – Preparedness

2.1.4.1 Sargent's will provide all the necessary paper, equipment and supplies used in the production of transcripts. The reporter will come prepared to the hearings with enough equipment and supplies for a hearing that could last up to twelve hours.

2.1.4.2 All exhibits will be scanned and converted to PDF and be returned to the Agency, unless otherwise instructed.

2.1.4.3 Sargent's will provide a court reporter that uses stenographic equipment. The reporters will not just use a tape recorder. Sargent's realizes that a stenographer who uses a stenotype machine is preferred and Sargent's will make every effort to send a reporter with a stenotype machine.

2.1.5 Contract Item #5 – Transcripts

2.1.5.2 Transcripts will be provided on twenty (20) pound, high quality paper with the following specifications:

2.1.5.2.1 Right margin of one inch and left margin of one inch, or total side margins not to exceed two inches.

2.1.5.2.2 No less than twenty-four lines per typed page, single sided.

2.1.5.2.3 Transcripts will be placed in binders with clear plastic fronts having a capacity of at least three (3) inches.

2.1.5.2.4 The transcript will include an index showing where testimony of each witness is located and where the identification and introduction of each exhibit can be found.

2.1.5.2.5 All pages of submitted transcripts will be in chronological and numerical order.

2.1.5.3 An original transcript, one (1) copy of the transcript, the original Exhibits and one (1) formatted CD that includes the transcript and exhibits as separate documents, both formatted in Word and in PDF format will be submitted to the Agency's Executive Secretary's Office between the hours of 9:00 a.m. and 5:00 p.m. EST, Monday through Friday, excluding holidays.

2.1.5.4 Sargent's will adhere to the guidelines set forth in this section.

2.1.5.5 Sargent's will prioritize the transcripts as requested by the Agency.

2.1.5.6 Sargent's will adhere to the guidelines set forth in this section.

3. CONTRACT AWARD:

3.2 The pricing page is attached as Exhibit A.

4. ORDERING AND PAYMENT:

4.1 Sargent's will check the Agency's website to make all necessary arrangements for court reporters for all scheduled hearings and/or proceedings.

4.2 Sargent's will accept payment in accordance with the payment procedures of the State of West Virginia.

4.2.1 An original invoice will be submitted to the Agency for review. All invoices will be itemized and will reflect the date of the hearing, the Agency assigned case number and mileage forms (if applicable).

5. DELIVERY AND RETURN:

5.2 Delivery Time: Sargent's will adhere to the delivery dates set forth by the Agency. It will deliver transcripts, copies and CDs on or before the date requested by the Agency.

5.3 Late Delivery: Sargent's will follow to the guidelines set forth in this section.

5.4 All costs associated with the delivery will be included in the bid.

5.3 Late Delivery: Sargent's will follow to the guidelines set forth in this section.

5.4 All costs associated with the delivery will be included in the bid.

5.5 Should there be a time where a transcript needs corrected, Sargent's will make all necessary corrections and resubmit the transcript to the Agency, at no additional cost. Any and all errors will be promptly corrected. Sargent's understands the late delivery penalties.

6. VENDOR DEFAULT: Sargent's agrees to all requirements set forth by WVPSC.

7. MISCELLANEOUS:

7.2 Sargent's will only provide items specified in this solicitation unless a modification is approved.

7.3 Sargent's will have sufficient reporters to fulfill its obligations under this Contract.

7.4 Sargent's will provide any report as requested by the Agency.

7.5 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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**REQUEST FOR QUOTATION
COURT REPORTING**

**Exhibit A
Pricing Page**

	Quantity	Unit Price	Extended total
Half Day Appearance Fee (up to 4 hours)	1	\$ <u>95.00</u>	\$ <u>95.00</u>
Whole Day Appearance Fee (over 4 hours)	1	\$ <u>125.00</u>	\$ <u>125.00</u>
Transcript in 7 days	25 pages	\$ <u>8.60</u>	\$ <u>215.00</u>
Transcript in 3 - 6 days	25 pages	\$ <u>9.22</u>	\$ <u>230.50</u>
Transcript in 48 hours	25 pages	\$ <u>9.84</u>	\$ <u>246.00</u>
Transcript in 24 hours	25 pages	\$ <u>10.46</u>	\$ <u>261.50</u>
		Overall Total	\$ <u>1173.00</u>

(add all extended costs to get total)

Note: All transcripts must include 1 extra copy and 1 formatted CD, including the Transcript(s) and the Exhibits. Vendors should factor these costs into their Unit price, which will be the final per page price. For bid purposes, the transcript unit price will be multiplied by the quantity of pages listed to get the extended price. Appearance fees are a flat rate.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Sara Ann Sargent, President
(Name, Title)
Sara Ann Sargent, President
210 Main Street, Johnstown, PA 15901
(Printed Name and Title)
814-536-8908/814-539-7579
(Address)
sally@sargents.com
(Phone Number) / (Fax Number)
sally@sargents.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Sargent's Court Reporting Service, Inc.
(Company)

Sara Ann Sargent, President
(Authorized Signature) (Representative Name, Title)

Sara Ann Sargent, President
(Printed Name and Title of Authorized Representative)

7/29/19
(Date)

814-536-8908/814-539-7579
(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: _____

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 type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input 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 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.

Sargent's Court Reporting Service, Inc.

Company


Authorized Signature

7/29/2019

Date

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

Revised 6/8/2012

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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 exceeds 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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 Service, Inc.

Authorized Signature: *Sarah Ann Sargent* Date: 7/29/19

State of PA

County of Cambria, to-wit:

Taken, subscribed, and sworn to before me this 29 day of July, 2019.

My Commission expires 12/23, 2022.

AFFIX SEAL HERE

NOTARY PUBLIC

Kimberly D. Faidley

Purchasing Affidavit (Revised 01/19/2018)

Commonwealth of Pennsylvania - Notary Seal
Kimberly I Faidley, Notary Public
Indiana County
My Commission Expires Dec. 23, 2022
Commission Number 1047454

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, 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; or,
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.

8. Application is made for reciprocal preference.

- Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

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 Service, Inc.

Signed: [Signature]

Date: 7/29/19

Title: President

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