



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 @ 8

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 994122

Procurement Type: Central Master Agreement

Vendor ID: 000000161400

Legal Name: SARGENTS COURT REPORTING SERVICE INC

Alias/DBA:

Total Bid: \$2,832.40

Response Date: 02/15/2022

Response Time: 7:57

Responded By User ID: KainaniRose

First Name: Kainani

Last Name: Rose

Email: clientservices@sargents.

Phone: 814-536-8908

SO Doc Code: CRFQ

SO Dept: 0402

SO Doc ID: EDD2200000002

Published Date: 2/11/22

Close Date: 2/15/22

Close Time: 13:30

Status: Closed

Solicitation Description: COURT REPORTING SERVICES FOR IDEA DISPUTE

Total of Header Attachments: 8

Total of All Attachments: 8



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

**State of West Virginia
 Solicitation Response**

Proc Folder: 994122
Solicitation Description: COURT REPORTING SERVICES FOR IDEA DISPUTE
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2022-02-15 13:30	SR 0402 ESR02152200000004802	1

VENDOR
 000000161400
 SARGENTS COURT REPORTING SERVICE INC

Solicitation Number: CRFQ 0402 EDD2200000002
Total Bid: 2832.40000000000090949470177 **Response Date:** 2022-02-15 **Response Time:** 07:57:52
Comments:

FOR INFORMATION CONTACT THE BUYER
 Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X **FEIN#** **DATE**

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 Services				2832.40

Comm Code	Manufacturer	Specification	Model #
82111603			

Commodity Line Comments: Please see attached bidding information and pricing pages.

Extended Description:

COURT REPORTING SERVICES FOR IDEA DISPUTE. Enter Total Bid Amount From Exhibit A Pricing Page as Contract Amount and copies of all Exhibit A Pricing Pages must be uploaded and attached.



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

State of West Virginia
 Centralized Request for Quote
 Service - Prof

Proc Folder: 994122			Reason for Modification: Addendum #1 issued to publish agency responses to all vendor submitted questions.
Doc Description: COURT REPORTING SERVICES FOR IDEA DISPUTE			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2022-02-11	2022-02-15 13:30	CRFQ 0402 EDD2200000002	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: 161400

Vendor Name : Sargent's Court Reporting Service, Inc.

Address : 210

Street : Main Street

City : Johnstown

State : PA **Country :** USA **Zip :** 15901

Principal Contact : Sara A. Sargent, President

Vendor Contact Phone: 814-536-8908 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X  **FEIN#** 25-1794603 **DATE** 2/14/2022

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Education (WVDE), Office of Federal Programs to establish an open-end, contract for Court Reporting Services necessary for the implementation of the IDEA Dispute Resolution System as required under the IDEA, CRF 300.507-300.514 and Policy 2419.11: Regulations for the Education of Students with Exceptionalities <http://wvde.state.wv.us/policies/>. The successful vendors must record all spoken dialogue in order to produce a transcript of hearings and/or related proceedings heard by the Due Process Hearing Officers assigned by the WVDE. Hearings may be scheduled in any county in the state of West Virginia. The resulting contract will be a multiple award, therefore, bids are being solicited statewide and Vendors will be selected from each Region per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV US		DEPARTMENT OF EDUCATION OFFICE OF SCHOOL IMPROVEMENT 1900 KANAWHA BLVD E, BLDG 6 RM 700 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Court Reporting Services				\$2,832.40

Comm Code	Manufacturer	Specification	Model #
82111603			

Extended Description:
 COURT REPORTING SERVICES FOR IDEA DISPUTE. Enter Total Bid Amount From Exhibit A Pricing Page as Contract Amount and copies of all Exhibit A Pricing Pages must be uploaded and attached.

SCHEDULE OF EVENTS

Line	Event	Event Date
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	Document Phase	Document Description	Page 3
EDD2200000002	Final	COURT REPORTING SERVICES FOR IDEA DISPUTE	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

**COURT REPORTING SERVICES
EXHIBIT A - PRICING PAGE (Region 1)**

Item	Description	Qty/ Unit of Measure	Estimated Quantities	Unit Price	Extended Price
1	Hourly Rate for the first two hours (to include set-up, equipment, supplies and travel; see travel and travel exception on Section 10 of the specifications)	1 hr (hourly rate per each)	2	\$ 37.50	\$ 75.00
2	Transcript in 8-14 days - Original, 1 copy, & CD (25 page increments per each)	1 Each	1	\$ 146.25	\$ 146.25
3	Transcript in 8-14 days - Per page - for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 5.85	\$ 5.85
4	Transcript 3-7 days - Original, 1 copy, & CD (25 page increments per each)	1 each	1	\$ 150.00	\$ 150.00
5	Transript in 3-7 days - Per page - for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.00	\$ 6.00
6	Transcript in 48 hours - Original, 1 copy & CD (25 page increments per each)	1 Each	1	\$ 156.25	\$ 156.25
7	Transcript in 48 hours - per page for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.25	\$ 6.25
8	Transcript in 24 hours - Original, 1 copy & CD (25 page increments per each)	1 Each	1	\$ 156.25	\$ 156.25
9	Transcript in 24 hours - per page for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.25	\$ 6.25
10	Hourly Rate per additional hour (after the intial first two hours)	1 hour	6	\$ -	\$ -

Region 1 Total Cost **\$ 708.10**

Note: Unit price is determined based on 25 original pages, plus one copy and including one formatted CD. The unit price is then multiplied by the quantity listed to geth the extended price. Such pricing will be used to determine a per page rate in cases where transcripts are less than and.or exceeds the specfied 25 page increments. ***All quantiles are for bid purposes only***

Vendors Name: Sargent's Court Reporting Service, Inc.
Vendors Address: 210 Main Street, 210 Main Street, Johntown, PA, 15901

Phone: 814-536-8908
Fax: 814-539-7579

Signature

Date: 2/14/2022

COURT REPORTING SERVICES
EXHIBIT A - PRICING PAGE (Region 2)

Item	Description	Qty/ Unit of Measure	Estimated Quantities	Unit Price	Extended Price
1	Hourly Rate for the first two hours (to include set-up, equipment, supplies and travel; see travel and travel exception on Section 10 of the specifications)	1 hr (hourly rate per each)	2	\$ 37.50	\$ 75.00
2	Transcript in 8-14 days - Original, 1 copy, & CD (25 page increments per each)	1 Each	1	\$ 146.25	\$ 146.25
3	Transcript in 8-14 days - Per page - for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 5.85	\$ 5.85
4	Transcript 3-7 days - Original, 1 copy, & CD (25 page increments per each)	1 each	1	\$ 150.00	\$ 150.00
5	Transcript in 3-7 days - Per page - for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.00	\$ 6.00
6	Transcript in 48 hours - Original, 1 copy & CD (25 page increments per each)	1 Each	1	\$ 156.25	\$ 156.25
7	Transcript in 48 hours - per page for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.25	\$ 6.25
8	Transcript in 24 hours - Original, 1 copy & CD (25 page increments per each)	1 Each	1	\$ 156.25	\$ 156.25
9	Transcript in 24 hours - per page for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.25	\$ 6.25
10	Hourly Rate per additional hour (after the initial first two hours)	1 hour	6	\$ -	\$ -

Region 2 Total Cost **\$ 708.10**

Note: Unit price is determined based on 25 original pages, plus one copy and including one formatted CD. The unit price is then multiplied by the quantity listed to get the extended price. Such pricing will be used to determine a per page rate in cases where transcripts are less than and/or exceeds the specified 25 page increments. ***All quantities are for bid purposes only***

Vendors Name: Sargent's Court Reporting Service, Inc.
Vendors Address: 210 Main Street, 210 Main Street, Johnstown, PA, 15901

Phone: 814-536-8908
Fax: 814-539-7579

Signature



Date: 2/14/2022

COURT REPORTING SERVICES
EXHIBIT A - PRICING PAGE (Region 3)

Item	Description	Qty/ Unit of Measure	Estimated Quantities	Unit Price	Extended Price
1	Hourly Rate for the first two hours (to include set-up, equipment, supplies and travel; see travel and travel exception on Section 10 of the specifications)	1 hr (hourly rate per each)	2	\$ 37.50	\$ 75.00
2	Transcript in 8-14 days - Original, 1 copy, & CD (25 page increments per each)	1 Each	1	\$ 146.25	\$ 146.25
3	Transcript in 8-14 days - Per page - for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 5.85	\$ 5.85
4	Transcript 3-7 days - Original, 1 copy, & CD (25 page increments per each)	1 each	1	\$ 150.00	\$ 150.00
5	Transript in 3-7 days - Per page - for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.00	\$ 6.00
6	Transcript in 48 hours - Original, 1 copy & CD (25 page increments per each)	1 Each	1	\$ 156.25	\$ 156.25
7	Transcript in 48 hours - per page for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.25	\$ 6.25
8	Transcript in 24 hours - Original, 1 copy & CD (25 page increments per each)	1 Each	1	\$ 156.25	\$ 156.25
9	Transcript in 24 hours - per page for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.25	\$ 6.25
10	Hourly Rate per additional hour (after the intial first two hours)	1 hour	6	\$ -	\$ -

Region 3 Total Cost \$ 708.10

Note: Unit price is determined based on 25 original pages, plus one copy and including one formatted CD. The unit price is then multiplied by the quantity listed to geth the extended price. Such pricing will be used to determine a per page rate in cases where transcripts are less than and.or exceeds the specified 25 page increments. ***All quanties are for bid purposes only***

Vendors Name: Sargent's Court Reporting Service, Inc.
Vendors Address: 210 Main Street, 210 Main Street, Johntown, PA, 15901

Phone: 814-536-8908
Fax: 814-539-7579

Signature



Date: 2/14/2022

**COURT REPORTING SERVICES
EXHIBIT A - PRICING PAGE (Region 4)**

Item	Description	Qty/ Unit of Measure	Estimated Quantities	Unit Price	Extended Price
1	Hourly Rate for the first two hours (to include set-up, equipment, supplies and travel; see travel and travel exception on Section 10 of the specifications	1 hr (hourly rate per each)	2	\$ 37.50	\$ 75.00
2	Transcript in 8-14 days - Original, 1 copy, & CD (25 page increments per each)	1 Each	1	\$ 146.25	\$ 146.25
3	Transcript in 8-14 days - Per page - for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 5.85	\$ 5.85
4	Transcript 3-7 days - Original, 1 copy, & CD (25 page increments per each)	1 each	1	\$ 150.00	\$ 150.00
5	Transcript in 3-7 days - Per page - for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.00	\$ 6.00
6	Transcript in 48 hours - Original, 1 copy & CD (25 page increments per each)	1 Each	1	\$ 156.25	\$ 156.25
7	Transcript in 48 hours - per page for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.25	\$ 6.25
8	Transcript in 24 hours - Original, 1 copy & CD (25 page increments per each)	1 Each	1	\$ 156.25	\$ 156.25
9	Transcript in 24 hours - per page for less than and/or in excess of the 25 page increments	1 page (per page)	1	\$ 6.25	\$ 6.25
10	Hourly Rate per additional hour (after the intial first two hours)	1 hour	6	\$ -	\$ -

Region 4 Total Cost **\$ 708.10**

Total Bid Cost \$ 2,832.40

Note: Unit price is determined based on 25 original pages, plus one copy and including one formatted CD. The unit price is then multiplied by the quantity listed to get the extended price. Such pricing will be used to determine a per page rate in cases where transcripts are less than and/or exceeds the specified 25 page increments. ***All quantities are for bid purposes only***

Vendors Name: Sargent's Court Reporting Service, Inc.
Vendors Address: 210 Main Street, 210 Main Street, Johnstown, PA, 15901

Phone: 814-536-8908
Fax: 814-539-7579

Signature 

Date: 2/14/2022

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: [Signature] Date: 2/14/2022

State of PA

County of Cambria, to-wit:

Taken, subscribed, and sworn to before me this 14 day of February, 2022

My Commission expires 12/23/22, 20 .

AFFIX SEAL HERE
Commonwealth of Pennsylvania - Notary Seal
Kimberly J. Fardley, Notary Public
Cambria County
My Commission Expires Dec. 23, 2022
Commission Number 1047454

NOTARY PUBLIC [Signature]
Purchasing Affidavit (Revised 01/19/2018)



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 0402 EDD2200000002

**Court Reporting Services to be provided to the West Virginia
Department of Education, IDEA Hearings**

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 42 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 provide coverage any day, any time.

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 statewide.

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 Court Reporting Service, Inc. has been providing nationwide court reporting and transcription services to various federal and state entities for the past 42 years. 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. A current list of employees is attached (proprietary information, personal names included).

3.2 As Sargent's has been providing court reporting services for over 42 years, its reporters are highly knowledgeable with court reporting practices and legal terminologies.

3.3 Sara A Sargent, President of Sargent's, is a member of the NCRA. A copy of the membership is attached.

3.4 Sargent's does not employ digital recorders.

3.5 The reporter that will provide services will be a Notary per the requirement of the West Virginia Supreme Court.

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 Assignments/Coverage

4.1.1.1 Sargent's is available 24 hours a day, 7 days a week. There is always someone that will answer any problem. An answering machine will never be a substitute. Sargent's can be reached any time at 1-800-727-4349.

4.1.1.2 Sargent's reporters will adhere to the arrival requirement set forth in this section.

4.1.1.3 All of Sargent's court reporters are employees, therefore no subcontracting will occur.

4.1.1.4 Sargent's understands and agrees to the requirements set forth in this section.

4.1.1.5 Sargent's employees provide their own transportation to and from all hearing(s) or proceeding(s).

4.1.2 Equipment and Supplies

4.1.2.1 Any supplies required to produce quality transcripts, will be provided by the court reporter. This includes paper, tapes, etc. The reporter will be prepared to cover a ten hour or longer hearing.

4.1.2.2 All court reporters are required to perform their duties with the upmost professionalism. Likewise, all reporters will be attired appropriately.

4.1.2.3 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 the agency. In addition, each reporter is required to have a digital backup running at all times.

4.1.3 Transcripts Requirements

4.1.3.1 The reporter will take and transcribe all testimony during all proceedings, except as otherwise directed by the Department.

4.1.3.2 All transcript guidelines set forth in this section will be adhered to.

4.1.3.3 An original and one (1) copy of the transcript, along with one (1) CD or electronic copy in the requested format will be submitted to the Hearing Officer who will provide the appropriate records to the WVDE.

4.1.3.4 Sargent's agrees and will adhere to the requirements in this section.

4.1.3.5 Sargent's agrees and will adhere to the requirements in this section.

4.1.3.6 Sargent's agrees and will adhere to the requirements in this section.

4.1.3.7 Sargent's agrees and will adhere to the requirements in this section.

4.1.3.8 Sargent's agrees and will adhere to the requirements in this section.

5. CONTRACT AWARD

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

5.2 Pricing Page: Pricing sheets will be filled out in its entirety and attached hereto. Pricing sheets will also be entered through wvOASIS.

6. ORDERING AND PAYMENT

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

6.2.1 Sargent's will provide an original copy of the invoice to WVDE for review prior to payment.

6.2.2 All invoices will include the date of the hearing or job, case number and will be itemized for all costs. Invoices will be billed in arrears. Sargent's understands no payment will be made prior to services being rendered.

6.2.3 Sargent's is a registered vendor with the State.

6.2.4 All invoices will be submitted per the State's fiscal year.

7. DELIVERY AND RETURN: Sargent's will adhere to the guidelines set forth in this section.

8. PERFORMANCE: Sargent's understands the requirements set forth.

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

10. TRAVEL: Sargent's will adhere to the guidelines set forth in this section.

11. FACILITIES ACCESS: In the event that access cards and/or keys, Sargent's will provide all required information and adhere to all guidelines set forth in this requirement.

12. VENDOR DEFAULT: Sargent's agrees to all requirements set forth by WVDE.

13. MISCELLANEOUS:

13.1. Contract Manager: The contract Manager is listed below.

Contract Manager: Kainani S. Rose

Vendor's Name: Sargent's Court Reporting Service, Inc.

Vendor's Address: 210 Main Street

Johnstown, PA 15901

Telephone Number: 1-814-536-8908

Fax Number: 1-814-539-7579

Email Address: clientservices@sargents.com

THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK

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.

Kainani S. Rose, Manager
(Name, Title)
Kainani S. Rose, Manager
(Printed Name and Title)
210 Main St., Johnstown, PA 15901
(Address)
814-536-8908
(Phone Number) / (Fax Number)
ClientServices@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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

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


(Authorized Signature) (Representative Name, Title)

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

2/11/2022
(Date)

814-536-8908
(Phone Number) (Fax Number)

SARGENT'S COURT REPORTING SERVICE

CONTACT INFORMATION FOR ALL REPORTERS: 814-536-8908

The following are full-time employees of Sargent's Court Reporting Service, Inc. and receive a W-2 at the end of the year.

SARA ANN SARGENT- President. Ms. Sargent has been a Court Reporter since 1976 when she was employed by the Pennsylvania Department of Labor and Industry, Bureau of Workers' Compensation. She left this position in July of 1980 to form the independent contracting firm of Sara Ann Sargent Court Reporting Service. On August 1, 1996, Sargent's was incorporated with Ms. Sargent as the sole shareholder. She is a member of the National Court Reporters Association and the Pennsylvania Court Reporters Association. She has personally performed services for the Commonwealth of Pennsylvania, Federal Bankruptcy Court, Local Municipalities, as well as various private law firms. She is certified by the National Court Reporters Association as a Certified Legal Video Specialist.

MICHAEL SARGENT – Michael has been a court reporter since 2009. He is a Certified Verbatim Reporter. He attended the University of Pittsburgh at Johnstown, Johnstown, Pennsylvania, with a double Bachelor's Degree in Political Science and History. Michael has extensive training for the utilization of Stenograph's Case Catalyst CAT (Computer-Aided Transcription) software for the preparation of his transcripts. Michael has experience in Workers' Compensation depositions and hearings, civil and criminal cases, as well as all other facets of court reporting.

MICHELE ANN MCGINNIS – Michele joined the firm in August of 1981. She has extensive experience in court reporting, which includes hearings before the Workers' Compensation, Bankruptcy and Civil Court Judges, Workers' Compensation and civil depositions, and all other aspects of court reporting.

KIMBERLY FAIDLEY – Kim joined the firm in January of 1982. She started as a transcriptionist and then attended school to become a Court Reporter. Her extensive court reporting experience includes Black Lung, Workers' Compensation, civil and criminal cases, as well as all other facets of court reporting.

CYNTHIA PIRO SIMPSON – Cynthia has been employed as a full-time Court Reporter with the firm since June of 1984. She attended Westmoreland Community College, Greensburg, Pennsylvania. She has extensive experience in Black Lung, Bankruptcy, civil, criminal, Workers' Compensation cases, and all other facets of court reporting.

JANE MESSNER – Jane joined the firm in June of 1989. Jane has comprehensive experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other aspects of court reporting.

SUSAN HARSHELL – Susan joined the firm in May of 1990. She is a graduate of Westmoreland Community College, Greensburg, Pennsylvania, with an Associate's Degree in Court Reporting. Susan has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other facets of court reporting.

JULIETTE HOFFMAN – Juliette joined the firm in April of 1992. She is a graduate of Allegheny Community College in Pittsburgh, Pennsylvania, with an Associate's Degree in Court Reporting. Juliette has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other aspects of court reporting.

JACKIE HAZLETT – Jackie joined the firm in August of 1995. She attended Tri-State Business Institute, Erie, Pennsylvania; Denver Academy of Court Reporting, Denver, Colorado; and Mile-Hi College, Inc., Lakewood, Colorado. Jackie utilizes ProCat CAT software for the preparation of her transcripts. Jackie has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other aspects of court reporting.

SHANNON FORTSCH – Shannon joined the firm in January of 1995. She is a graduate of the Academy of Court Reporting in Cleveland, Ohio, and has an Associate's Degree in Applied Business Science/Court Reporting. Shannon has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other facets of court reporting.

RICHARD LIPUMA – Rich joined the firm in October of 1999 as a transcriptionist. He has an Associate's Degree in Computer Information Systems from Cambria County Area Community College, Johnstown, Pennsylvania. Rich utilizes Stenograph's Case Catalyst CAT software. Rich has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and meetings, and all other facets of court reporting. He is a Certified Reporter in West Virginia.

LORI BEHE – Lori joined the firm in March of 2002. She is a graduate of the Cambria County Area Community College, Johnstown, Pennsylvania, with an Associate's Degree in Court Reporting. Lori utilizes Stenograph's Case Catalyst CAT software. Lori has experience in Workers' Compensation depositions and hearings, civil and criminal cases, as well as all other aspects of court reporting.

GREG JONES – Greg joined the firm in September of 2003. He has a Bachelor of Arts Degree in English Literature from the University of Pittsburgh, Pittsburgh, Pennsylvania. Greg utilizes Stenograph's Case Catalyst CAT software. Greg has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other aspects of court reporting.

BRIAN O'HARE – Brian joined the firm in January of 2005. He has a Bachelor of Arts Degree in Communications from Alvernia College in Reading, Pennsylvania. Brian also utilizes Stenograph's Case Catalyst CAT software. Brian has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other aspects of court reporting.

JESSICA ASHMAN – Jessica joined the firm in January of 2006. She has a Bachelor of Arts Degree in Communications from Millersville University, Millersville, Pennsylvania. She utilizes Stenograph's Case Catalyst CAT software. Jessica has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other facets of court reporting.

XI (Josh) XIA – Josh joined the firm in July of 2008. He has a Bachelor of Arts Degree in Marketing from Penn State University, State College, Pennsylvania. He has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other facets of court reporting. Josh has extensive training in the utilization of Stenograph's Case Catalyst CAT software.

DANIELLE OHM – Danielle has been employed as a full-time court reporter since November of 2008. She has an Associate's Degree in Court Reporting from the Academy of Court Reporting, Pittsburgh, Pennsylvania. She utilizes Stenograph's Case Catalyst CAT software for the preparation of her transcripts. Danielle has extensive experience in Federal, Black Lung, Bankruptcy, civil, criminal, Workers' Compensation, and governmental cases, as well as all other aspects of court reporting.

NICOLE MONTAGANO – Nicole joined the firm in January of 2011. Prior to joining the firm, she worked as an independent contractor. She received her Associate's Degree in Court Reporting from Cिटtone Institute, Ramsey, New Jersey. Nicole has experience with governmental hearings, Workers' Compensation depositions and hearings, civil and criminal proceedings, as well as all other facets of court reporting.

BERNADETTE BLACK – Bernadette joined the firm in December of 2000. Bernadette is a graduate from Hagerstown Business College in Maryland with an Associate's Degree in Court Reporting. She has extensive experience in the Federal and State courts, as well as Workers' Compensation, civil, criminal proceedings, and all other aspects of court reporting.

LACEY SCOTT – Lacey joined the firm in 2008. Prior to joining the firm, she worked as an independent contractor. She received her Associate's Degree in Court Reporting from Cambria County Area Community College. Lacey has experience with governmental hearings, Workers' Compensation depositions and hearings, civil and criminal proceedings, as well as all other facets of court reporting.

NICOLE DEHAVEN – Nicole joined the firm in 2014. She has a Bachelor of Arts in Criminal Justice from Holy Family University. Nicole has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other facets of court reporting.

CORY RUDA – Cory joined the firm in 2015. He has a Bachelor of Arts in Philosophy and Psychology from King's College. He has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other facets of court reporting. Cory has extensive training in the utilization of Stenograph's Case Catalyst CAT software.

SAMANTHA BRUER – Samantha joined the firm in 2015. She has a Bachelor of Arts in Psychology from Western Connecticut State University. Samantha has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other facets of court reporting.

KARISSA KROSS – Karissa joined the firm in 2015. She has a Bachelor of Arts in Mass Communication from Kings College. She has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other facets of court reporting. Karissa has extensive training in the utilization of Stenograph's Case Catalyst CAT software.

JEREMY HARRIS – Jeremy joined the firm in 2016. He received his Associate's Degree in Court Reporting from Community College of Allegheny County. Jeremy has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other facets of court reporting.

DANIELLE BRESLIN – Danielle joined the firm in 2016. She received his Associate's Degree in Court Reporting from Orleans Technical Institute. Danielle has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings, and all other facets of court reporting.

SEAN EGBERT – Sean joined the firm in 2017. He has a Bachelor of Arts in Criminology from Indiana University of Pennsylvania. He has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other facets of court reporting. Sean has extensive training in the utilization of Stenograph's Case Catalyst CAT software.

JENNIFER WILSON – Jennifer joined the firm in 2018. She has a Bachelor of Arts in Journalism from West Virginia State University. Jennifer has extensive experience in governmental hearings and depositions, civil and criminal cases, Workers' Compensation hearings, and all other facets of court reporting.

KAYLA KEATING – Kayla joined the firm in 2018. She has a Bachelor of Arts in Communications from East Stroudsburg University of Pennsylvania. She has experience in Workers' Compensation hearings and depositions, civil and criminal cases, governmental hearings and all other facets of court reporting. Kayla has extensive training in the utilization of Stenograph's Case Catalyst CAT software.

***Sargent's has more than ten (10) reporters that will be hitting the three year threshold in the next few months. Each reporter has experience with governmental hearings, Workers' Compensation depositions and hearings, civil and criminal proceedings, as well as all other facets of court reporting. Each reporter utilizes Stenograph's Case Catalyst CAT software in the preparation of his/her transcripts.

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: 

Date: 2/14/2022

Title: President

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

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 type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input 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

2/11/2022

Date

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



**NATIONAL COURT REPORTERS ASSOCIATION
MEMBERSHIP CARD**

Membership ID# [REDACTED]
Sara Sargent, CLVS
Participating Member
Membership Expires **12/31/2022**

National Court Reporters Association

12030 Sunrise Valley Drive, Suite 400

Reston, VA 20191

<https://www.ncra.org/>

We are here for you.

Please contact us at your convenience.

Member Services and Information Center

Call from US and Canada 800-272-6272

membership@ncra.org

NCRA's Exclusive Insurance Program

MERCER Consumer 800-503-9230

NCRA Saving Center

<https://ncra.savingcenter.net/> 800-868-4030