

CONTRACT SUMMARY

CITY OF FORT LAUDERDALE
PROCUREMENT SERVICES DEPARTMENT

Period Covered: 8/1/11 – 7/31/12	Contract No.: 712-10779	Master Blanket: N/A
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Awarded Vendor:

United Reporting, Inc.
1218 SE 3 Avenue
Fort Lauderdale, FL 33316

Delivery: 7 days
Payment Terms: Net 30
MBE _ WBE X

Attn: Cheryl Biegenwald
954-525-2221
Fax 954-525-0511
Email: cheryl@unitedreporting.net

Insurance Coverage Required: Yes X No _
Authorized for Purchases: Under X \$25,000
Extension Options: Yes X No _ Years: 3, 1 year extensions

Court Reporting Services

Closed Door Sessions: 1st Hour	\$ 60.00/hour
Closed Door Sessions: Additional Hours	\$ 20.00/hour
Hearings: 1st Hour	\$ 70.00/hour
Hearings: Extra Hours	\$ 30.00/hour
Depositions: 1st Hour	\$ 60.00/hour
Depositions: Extra Hours	\$ 20.00/hour
Dispute Resolution Proceedings: 1st Hour	\$ 70.00/hour
Dispute Resolution Proceedings: Extra Hours	\$ 30.00/hour
Recorded Statements: 1st Hour	\$ 60.00/hour
Recorded Statements: Extra Hours	\$ 20.00/hour
Quasi-judicial Proceedings: 1st Hour	\$ 70.00/hour
Quasi-judicial Proceedings: Extra Hours	\$ 30.00/hour
Trial Work: 1st Hour	\$ 70.00/hour
Trial Work: Extra Hours	\$ 25.00/hour

Department Contract Co-Ordinator: Maureen Richards, City Attorney's Office (954) 828-5106

Procurement Specialist: Richard Ewell, CPPB

THIS AGREEMENT, made and entered into this 25th day of July, 2011, is by and between the City of Fort Lauderdale, a Florida municipality, ("City"), whose address is 100 North Andrews Avenue, Fort Lauderdale, FL 33301-1016, and United Reporting, Inc., a Florida corporation ("Contractor" or "Company"), whose address and phone are 1218 SE 3 Avenue, Fort Lauderdale, FL 33316, Phone 954-525-2221, Fax:954-525-0511, Email: Cheryl@unitedreporting.net

WHEREAS, the City issued Invitation to Bid Number 712-10779 ("ITB"), and the Contractor submitted a bid in response to the ITB; and

WHEREAS, on June 30, 2011, the Procurement Services Director of the City of Fort Lauderdale, as designee of the City Manager, approved an agreement with Contractor for the goods or services described in the ITB pursuant to Section 2-182 of the Code of Ordinances of the City of Fort Lauderdale, Florida;

NOW, THEREFORE, for and in consideration of the mutual promises and covenants set forth herein and other good and valuable consideration, the City and the Contractor covenant and agree as follows:

1. The Contractor agrees to provide to the City court reporting services in accordance with and in strict compliance with the specifications, terms, conditions, and requirements set forth in the ITB and any and all addenda thereto beginning August 1, 2011 and ending July 31, 2012.

2. This contract form G-110 Rev. 01/10, the ITB, any and all addenda to the ITB, and the Contractor's proposal in response to the ITB are integral parts of this Contract, and are incorporated herein.

3. In the event of conflict between or among the contract documents, the order of priority shall be as follows:

- First, this contract form, G-110 Rev. 01/10;
- Second, any and all addenda to the City's ITB in reverse chronological order;
- Third, the ITB;
- Fourth, the Contractor's response to any addendum requiring a response;
- Fifth, the Contractor's response to the ITB.

4. The Company warrants that the goods and services supplied to the City pursuant to this Contract shall at all times fully conform to the specifications set forth in the ITB and be of the highest quality. In the event the City, in the City's sole discretion, determines that any product or service supplied pursuant to this Contract is defective or does not conform to the specifications set forth in the ITB the City reserves the right unilaterally to cancel an order or cancel this Contract upon written notice to the Contractor, and reduce commensurately any amount of money due the Contractor.

5. The Contractor shall not present any invoice to the City that includes sales tax (85-8012514506C-7) or federal excise tax (59-6000319).

6. Contractor shall direct all invoices in duplicate for payment to Finance Department, City of Fort Lauderdale, 100 N. Andrews Avenue, 6th Floor, Fort Lauderdale, FL 33301. Any applicable discount MUST appear on the invoice.

IN WITNESS WHEREOF, the City and the Contractor execute this Contract as follows:

CITY OF FORT LAUDERDALE

By: [Signature]
Director of Procurement Services

ATTEST

By: [Signature]
Print Name: Laurie Susskind

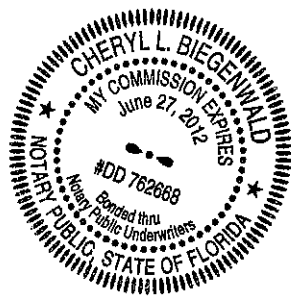
CONTRACTOR
By: [Signature]
Print Name: Joyce Schanzer/Susan J Sternberg
Title: Treasurer / President
(If not president of corporation please attach proof of authorization to sign)

(CORPORATE SEAL)

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 25th day of JULY, 2011, by Joyce Schanzer, Laurie Susskind & Susan Sternberg as (title): Treasurer, Secretary & President (respectively) for United Reporting, Inc, a Florida corporation.

(SEAL)



[Signature]
Notary Public, State of FLORIDA
(Signature of Notary Public)

Cheryl L Biegenwald
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification _____
Type of Identification Produced _____

CONTRACT COPY

United Reporting, Inc.

Bid Contact **Laurie Susskind**
Cheryl@unitedreporting.net
Ph 954-525-2221

Address **1218 SE 3rd Avenue**
Fort Lauderdale, FL 33316

Item #	Line Item	Notes	Unit Price	Qty/Unit	Total Price	Attch.	Docs
712-10779--01-01	Closed Door Sessions - First Hour	Supplier Product Code:	First Offer - \$60.00	30 / hour	\$1,800.00		Y
712-10779--01-02	Closed Door Sessions - Additional Hours	Supplier Product Code:	First Offer - \$20.00	10 / hour	\$200.00		Y
712-10779--01-03	Hearings: First Hour	Supplier Product Code:	First Offer - \$70.00	1 / hour	\$70.00		Y
712-10779--01-04	Hearings: Extra Hours	Supplier Product Code:	First Offer - \$30.00	1 / hour	\$30.00		Y
712-10779--01-05	Depositions: First Hour	Supplier Product Code:	First Offer - \$60.00	1 / hour	\$60.00		Y
712-10779--01-06	Depositions: Extra Hours	Supplier Product Code:	First Offer - \$20.00	1 / hour	\$20.00		Y
712-10779--01-07	Dispute Resolution Proceedings: First Hour	Supplier Product Code:	First Offer - \$70.00	1 / hour	\$70.00		Y
712-10779--01-08	Dispute Resolution Proceedings: Extra Hours	Supplier Product Code:	First Offer - \$30.00	1 / hour	\$30.00		Y
712-10779--01-09	Recorded Statements: First Hour	Supplier Product Code:	First Offer - \$60.00	1 / hour	\$60.00		Y
712-10779--01-10	Recorded Statements: Extra Hours	Supplier Product Code:	First Offer - \$20.00	1 / hour	\$20.00		Y
712-10779--01-11	Quasi-judicial Proceedings: First Hour	Supplier Product Code:	First Offer - \$70.00	1 / hour	\$70.00		Y
712-10779--01-12	Quasi-judicial Proceedings: Extra Hours	Supplier Product Code:	First Offer - \$30.00	1 / hour	\$30.00		Y
712-10779--01-13	Trial Work: First Hour	Supplier Product Code:	First Offer - \$70.00	1 / hour	\$70.00		Y
712-10779--01-14	Trial Work: Extra Hours	Supplier Product Code:	First Offer - \$25.00	1 / hour	\$25.00		Y

Supplier Total **\$2,555.00**

***CITY OF FORT LAUDERDALE
SPECIFICATIONS PACKAGE***

712-10779

COURT REPORTING SERVICES



CITY OF FORT LAUDERDALE

Richard Ewell

954-828-5138

BIDDER QUESTIONNAIRE
ITB #712-10779

1. TIMELINE SCHEDULE: Are you able to provide Court Reporting Services in accordance with the City's proposed turnaround times and in accordance with "on-demand" requirements, as contained in the invitation to bid?

YES: NO:

If no, explain:

2. OTHER ACTIVITIES NEED TO BE SPECIFIED AND ANY PRICING ELEMENTS IDENTIFIED. IF HALF-DAY IS NOT EQUITABLE, PLEASE INDICATE HOW STANDARD PRICING WOULD BE DONE. BELOW PRICING WILL NOT BE INCLUDED IN DETERMINING THE LOW BIDDER.

- Transcript fee - providing an original and one copy to the City:

A.	Normal Delivery (seven [7] working days)	3.60 / page
B.	Expedited Service (three [3] working days)	6.00 / page
C.	Overnight Service (24 hours)	8.00 / page
D.	Closed Door Session Transcripts	4.35 / page
E.	Rate per page for exhibits (photocopies)	.25 / page
F.	Keyword indexing	N/C
G.	Cost for mini-script transcript, if additional cost	N/C
H.	CD ROM: Cost/per CD	5.00
I.	DVD: Cost per DVD	5.00
J.	Video/Telephone Deposition cost	
K.	List any additional fees you would assess (Define and detail each charge):	
	Delivery Charge \$10.00	
	Full Video Services available \$200.00 for the first TWO hours & \$85.00 each additional hour thereafter	
	Video Teleconferencing available \$150.00/hour	

3. Please indicate any variation to the pricing formula above, if applicable:
We are flexible

4. References: Please provide a list of at least three (3) client references for court reporter services. Include the following: Company Name, Point-of-contact Name, Address, and Telephone Number, when services provided (period of time).

If additional space is required, please include as an Appendix to your bid response.

Schlesinger Law (Linda Alley) 1212 SE 3rd Avenue Fort Lauderdale, FL 33316 (954) 467-8800 since 1986

Kelley Uustal (Jody Hansel) 700 SE 3rd Avenue #300 Fort Lauderdale, FL 33319 (954) 522-6601 since 2006

Bernstein, Chackman, Liss & Rose (Joel Bernstein) 4000 Hollywood Boulevard Suite 610 North Hollywood, FL 33021 (954) 986-9600 since 2008

5. Bidder Comments:
Individually owned by females

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME

RELATIONSHIPS

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals be submitted electronically at www.bidsync.com, unless otherwise stated in the bid packet. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that the bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through BidSync, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version. All fields below **must** be completed. If the field does not apply to you, please note N/A in that field.

Submitted by: **Laurie Susskind**

(signature)

06/08/2011

(date)

Name (printed) **Laurie Susskind**Title: **Secretary**Company: (Legal Registration) **United Reporting, Inc.**

CONTRACTOR, IF FOREIGN CORPORATION, MAY BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/>).

Address: **1218 SE 3rd Avenue**City **Fort Lauderdale**State **FL**Zip **33316**Telephone No. **954-525-2221**FAX No. **954-525-0511**Email: **Cheryl@unitedreporting.net**Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): **7**Payment Terms (section 1.04): **30 days**Total Bid Discount (section 1.05): **varies per service**

Does your firm qualify for MBE or WBD status (section 1.09):

MBD WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in the proposal:

Addendum No.Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation. **HAVE YOU STATED ANY VARIANCES OR EXCEPTIONS BELOW? BIDDER MUST CLICK THE EXCEPTION LINK IF ANY VARIATION OR EXCEPTION IS TAKEN TO THE SPECIFICATIONS, TERMS AND CONDITIONS.** If this section does not apply to your bid, simply mark N/A in the section below.

Variances:

revised 4-28-11