



County of Collier  
CLERK OF THE CIRCUIT COURT

**Dwight E. Brock**

Clerk of Courts

3315 TAMIAMI TRL E STE 102  
NAPLES, FLORIDA  
34112-5324

COLLIER COUNTY COURTHOUSE

P.O. BOX 413044  
NAPLES, FLORIDA  
34101-3044

Clerk of Courts

Accountant

Auditor

Custodian of County Funds

October 23, 2014

TO: Interested Bidders/Distribution List  
**RFP 2014-002 Transcription Services**

The Clerk of the Circuit Court of Collier County, Florida is seeking proposals for the above-referenced Request for Proposal (RFP) 2014-002. Enclosed is the proposal packet to be completed.

Sealed proposals must be submitted before 2 P.M. EST on November 25, 2014. Any questions or requests for more information regarding this proposal should be directed to [Alina.Bec@collierclerk.com](mailto:Alina.Bec@collierclerk.com), Purchasing Specialist for the Clerk of the Circuit Court.

**Please direct sealed proposals to:**

Alina Bec, Purchasing Specialist  
Collier County Clerk of the Circuit Court  
Clerk's Administration – 2nd Floor  
3315 Tamiami Trail East, Suite 102  
Naples, Florida 34112-5324

**Please note that sealed proposals must be submitted before 2 P.M. EST, November 25, 2014.**

Sincerely,

Alina Bec  
Purchasing Specialist

Enclosures

## PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that sealed proposals will be received by the Clerk of the Circuit Court of Collier County in the Administration Office on the 2<sup>nd</sup> Floor of the Collier County Courthouse Annex located at 3315 Tamiami Trail East, Suite 102, Naples, Florida 34112 until 2 P.M. EST on November 25, 2014 for:

### **RFP 2014-002 Transcription Services**

A copy of the purchasing policy, proposal instructions and specifications for this proposal may be obtained from Alina Bec, Purchasing Specialist for the Clerk of the Circuit Court of Collier County.

All proposals shall be made upon the Official Proposal Form attached to the specifications which may be obtained by bona fide proposals from:

- DemandStar - [www.demandstar.com](http://www.demandstar.com)
- The Clerk of the Circuit Court's website at [www.CollierClerk.com](http://www.CollierClerk.com)
- The Office of the Clerk of the Circuit Court via email from [Alina.Bec@collierclerk.com](mailto:Alina.Bec@collierclerk.com)

Any questions regarding this proposal shall be directed to Alina Bec, Purchasing Specialist for Clerk of the Circuit Court, at [Alina.Bec@collierclerk.com](mailto:Alina.Bec@collierclerk.com).

The Clerk of the Circuit Court of Collier County does not discriminate based on age, race, color, sex, religion, national origin or disability.

Proposals will be opened publicly at 2:00 P.M. EST, November 25, 2014 in the Collier County Clerk of the Circuit Court's Administration Office on the 2<sup>nd</sup> Floor of the Collier County Courthouse Annex located at 3315 Tamiami Trail East, Suite 102, Naples, Florida 34112.

DWIGHT E. BROCK  
CLERK OF THE CIRCUIT COURT  
COLLIER COUNTY, FLORIDA

BY: Alina Bec  
Purchasing Specialist

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**DISTRIBUTION LIST**  
**RFP 2014-002 Transcription Services**

Gregory Court Reporting  
2650 Airport Pulling Road South  
Naples, FL 34112

Veritext Legal Solutions  
2315 Stanford Court  
Naples, FL 34112

Naples Reporting  
999 Vanderbilt Beach Road  
Suite 200  
Naples, FL 34108

Collier Court Reporting  
2335 Tamiami Trail North  
Suite 405  
Naples, FL 34103

Von Ahn Associates Inc.  
5621 Strand Boulevard  
Suite 201  
Naples, FL 34110

Brickell Key Court Reporting  
780 5<sup>th</sup> Avenue South  
Suite 200  
Naples, FL 34102

Verna Reader  
1381 Woodridge Avenue  
Naples, FL 34103

Southwest Florida Reporting Services Inc.  
PO Box 9161  
Naples, FL 34101

Naples Secretarial Services  
1918 Imperial Golf Course  
Naples, FL 34110

Naples Court Reporting  
2340 Stanford Court  
Naples, FL 34112

Board Room Inc.  
800 5<sup>th</sup> Avenue South  
Suite 203  
Naples, FL 34102

Holden Reporting Service  
5100 Tamiami Trail North  
#119  
Naples, FL 34103

Reeves Accounting & Clerical  
501 Goodlette Road North #B204  
Naples, FL 34102

Mancan Inc.  
3620 Tamiami Trail North  
Naples, FL 34103

**DISTRIBUTION LIST**  
**RFP 2014-002 Transcription Services**

Deal Reporting LLC  
670 Lambton Lane  
Naples, FL 34104

Dines Court Reporting  
PO Box 770006  
Naples, FL 34107

Drescher Court Reporting Inc  
5475 27<sup>th</sup> Place SW  
Naples, FL 34116

Murphy-Ouellette Court Reporting LLC  
3420 8<sup>TH</sup> Ave NE  
Naples, FL 34120

Madlyn's Secretarial Service  
13500 Tamiami Trail North #12  
Naples, FL 34110

Aaf Reporting  
PO Box 14  
Naples, FL 34106

Express Employment Professionals  
3358 Woods Edge Circle  
Suite 102  
Bonita Springs, FL 34134

Verbatim Reporters  
21011 See See Street  
Estero, FL 33928

Fort Myers Court Reporting  
2231 First Street  
Fort Myers, FL 33901

Akerley Veritext Florida Reporting Co  
2275 Main Street  
Fort Myers, FL 33901

Dicharia & Associates Court Report  
1422 Hendry Street  
Fort Myers, FL 33901

Florida Tenant Reporting Services  
2525 Parkway Street  
Fort Myers, FL 33901

Merit Court Reporting  
6213 Presidential Court  
Suite 100  
Fort Myers, FL 33919

Nolen-Martina Reporting Services  
2069 1<sup>st</sup> Street  
Suite 201  
Fort Myers, FL 33901

Cofer Court Reporting  
157 Anchorage Street  
Fort Myers Beach, FL 33931

L'Wren Court Reporting, Inc  
1105 NE 10<sup>TH</sup> Lane  
Cape Coral, FL 33909

**SPECIAL CONDITIONS**  
**RFP 2014-002 Transcription Services**

**Purpose**

The purpose of this RFP is to seek competitive proposals for the service of producing minutes of various Board of County Commissioner Meetings as well as various other Collier County board meetings. Proposals will be accepted for Abbreviated Minute Taking only or Verbatim Minute Taking only or a combination of both.

**Award**

Award of contract shall be made to the lowest, qualified, responsible and responsive proposer meeting the specifications. The Clerk of the Circuit Court reserves the right to award/not award this contract through an approach which best serves the interest of the Clerk of the Circuit Court.

**ALL TRANSCRIPTS AND NOTES THAT ARE SUBMITTED BECOME THE PROPERTY OF THE CLERK OF THE CIRCUIT COURT AND MAY NOT BE DISSEMINATED WITHOUT THE APPROVAL OF THE OFFICE OF THE CLERK OF THE CIRCUIT COURT.**

**CONTRACT SPECIFICATIONS**  
**RFP 2014-002 Transcription Services**

1. The Successful Proposer shall have the ability to commence services on **January 2, 2015**. Both contracts should be co-termed to commence on the same date.
2. The Successful Proposer shall have the ability to execute a twelve-month contract with the option to renew the contract for an additional one year period at the same price (for the abbreviated and/or verbatim minutes of which you enter a proposal) at the Clerk's discretion.
3. The Successful Proposer shall have the ability to provide minute taking, either Verbatim or Abbreviated on the following Collier County governmental properties: Collier County Government Center within the Health, Administration, Risk Management, Elections and the Museum buildings, as well as the Library Headquarters, Growth Management Services on Horseshoe Drive, School Board Administration, and various public facilities throughout Collier County.
4. The Successful Proposer shall have the ability to provide minute taking, either Verbatim or Abbreviated on the following non-governmental properties in the following areas: North Naples, East Naples, Immokalee, Golden Gate, Marco Island, Bonita Springs, Lee and Charlotte counties.
5. The Successful Proposer shall have the ability to cover all meetings including regularly scheduled meetings, budget meetings, townhall meetings, special meetings, workshops and, most importantly, emergency meetings (for the abbreviated and/or verbatim minutes of which you enter a proposal).
6. The Successful Proposer shall have the ability to cover evening meetings as well as day meetings (for the abbreviated and/or verbatim minutes of which you enter the proposal).
7. **For Verbatim Minute Taking Only-** The Successful Proposer shall have the ability to produce edited verbatim transcripts in Microsoft Word format, delivered electronically, of any meeting within a turnaround time of **14 calendar days**. The edited transcript shall not include page breaks.
8. **For Abbreviated Minute Taking Only-** The Successful Proposer shall have the ability to produce edited abbreviated transcripts in Microsoft Word format, delivered electronically, of any meeting within a turnaround time of **14 calendar days**. The edited transcript shall not include page breaks.

**CONTRACT SPECIFICATIONS CONT'D**  
**RFP 2014-002 Transcription Services**

Based on the past 12 months from record of all meetings (June 2013 to June 2014), the following figures reflect the number of meetings and time spent in those meetings as well as the typical day of the meetings. All of the following meeting times are subject to change. There may also be a change in the number of meetings and the number of boards assigned per year for which transcription services will be necessary.

**VERBATIM MINUTES REQUIRED:**

**Board of County Commission Meetings**

There were 20 regular meetings held during the day, every second and fourth Tuesday of the month at 9:00 A.M. There were a total of 117 hours spent in these meetings. Sometimes, these regular meetings extend beyond 5:00 P.M. and continue into a second day.

There were 0 emergency meetings held during the day. Emergency meetings consist of hurricane preparedness and updates.

There were a total of 3 budget meetings held, 2 during the evening and 1 during the day. There was a total of 6.75 hours spent in those meetings.

There were a total of 3 Value Adjustment Board Meetings held during the day. There was a total of 1.75 hours spent in those meetings.

**Code Enforcement Board**

Code Enforcement Board meets on the 4<sup>th</sup> Thursday each month at 9:00 am. There were 12 meetings held, including special meetings and workshops that totaled 23.50 hours.

**CONTRACT SPECIFICATIONS CONT'D  
RFP 2014-002 Transcription Services**

**ABBREVIATED MINUTE MEETINGS:**

**Board of County Commission Workshops and Townhall meetings**

There were a total of 7 workshops held. There were a total of 20 hours spent in those meetings.

**Tourist Development Committee**

The Tourist Development Committee meets on the 4<sup>th</sup> Monday of every month at 9:00 A.M. There were 10 meetings held with a total of 23.25 hours in those meetings.

**Public Safety Coordinating Council**

Public Safety Coordinating Council meet sparingly and generally meet on Mondays at 2:00 P.M. There weren't any meetings scheduled through this office during the past year.

**Code Enforcement Special Magistrate**

Code Enforcement Special Magistrate meets on the 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month at 9:00 A.M. There were 12 meetings held with a total of 38.50 hours spent in those meetings.



**CONTRACT PROPOSAL**  
**RFP 2014-002 Transcription Services**

The following prices reflect Verbatim Transcription Services for those meetings seen on page seven (7) of this Request for Proposal.

**VERBATIM MINUTES**

Verbatim Transcription Services during regular working hours, Monday thru Friday from 8:00 A.M. until 5:00 P.M.	_____ per hour
Verbatim Transcription Services after 5:00 P.M.	_____ per hour
Verbatim Transcription Services on weekends or holidays and emergency (on call):	_____ per hour
To produce an edited verbatim of a transcript sent electronically in Microsoft Word format within a turnaround time of:	
24 hours	_____ per hour
7 calendar days	_____ per hour
14 calendar days	_____ per hour
*Definition of page-25 lines of 50 characters each.	
Willing to enter into a twelve-month contract with option to renew for an additional one year period at the same price as entered in proposal at the Clerk's discretion:	Yes _____ No _____

The service to be furnished by us is hereby declared and guaranteed to be in conformance with the specifications of the Clerk of the Circuit Court.

The undersigned do agree that should this proposal be accepted, to execute the form of contract and present the same to the Clerk of the Circuit Court for approval, commencement of services shall begin **January 2, 2015**. Both contracts should be co-termed to commence on the same date.

IN WITNESS WHEREOF, We have hereunto subscribed our names on this \_\_\_\_ day of \_\_\_\_\_, 2014, in the County of \_\_\_\_\_, in the State of \_\_\_\_\_.

\_\_\_\_\_  
 BIDDER'S COMPLETE LEGAL NAME

Circle one: Corporation, Sole Proprietorship, Partnership, LLC

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

**CONTRACT PROPOSAL CONT'D**  
**RFP 2014-002 Transcription Services**

The following prices reflect Abbreviated Transcription Services for those meetings outlined on page eight (8) of this Request for Proposal.

**ABBREVIATED MINUTES**

Abbreviated Transcription Services during regular working hours, Monday thru Friday from 8:00 A.M. until 5:00 P.M.	_____ per hour
Abbreviated Transcription Services after 5:00 P.M.	_____ per hour
Abbreviated Transcription Services on weekends or holidays and emergency (on call):	_____ per hour
To produce a transcript of abbreviated transcription services sent electronically in Microsoft Word format within a turnaround time of: (N/A in abbreviated minutes—time @ meeting and time creating minutes)	
24 hours	_____ per hour
7 calendar days	_____ per hour
14 calendar days	_____ per hour
Willing to enter into a twelve-month contract with option to renew for an additional one year period at the same price as entered in proposal at the Clerk's discretion:	Yes _____ No _____

The service to be furnished by us is hereby declared and guaranteed to be in conformance with the specifications of the Clerk of the Circuit Court.

The undersigned do agree that should this proposal be accepted, to execute the form of contract and present the same to the Clerk of the Circuit Court for approval, commencement of services shall begin **January 2, 2015**. Both contracts should be co-termed to commence on the same date.

IN WITNESS WHEREOF, We have hereunto subscribed our names on this \_\_\_\_ day of \_\_\_\_\_, 2014, in the County of \_\_\_\_\_, in the State of \_\_\_\_\_.

\_\_\_\_\_  
 PROPOSER'S COMPLETE LEGAL NAME

Circle one: Corporation, Sole Proprietorship, Partnership, LLC

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

**BIDDER'S CHECK LIST**  
**RFP 2014-002 Transcription Services**

**IMPORTANT:** Please read carefully, sign in the spaces indicated and return with your bid proposal.

Responder should check off each of the following items as the necessary action is completed:

- The proposal has been signed.
- The proposal prices offered have been reviewed.
- The price extensions and totals have been checked.
- The payment terms have been indicated.
- Any required drawings, descriptive literature, etc. have been included.
- Any delivery information required is included.
- If required, the amount of bid bond or cashier's check has been included.
- Any addenda have been signed and included.
- If submitting by email, submit to: [Alina.Bec@collierclerk.com](mailto:Alina.Bec@collierclerk.com)
- If submitting by U.S. Mail, the mailing envelope should be addressed to:

**Collier County Clerk of the Circuit Court**  
**ATTN: Alina Bec**  
**3315 Tamiami Trail East, Suite 102**  
**Naples, FL 34112-5749**

- The mailing envelope must be sealed and marked with:
  - ◆ **RFP Number/Title:** RFP 2014-003 Transcription Services
- The sealed response will be mailed or delivered in time to be received no later than the specified opening date and time. (Otherwise bid will be rejected)

**ALL COURIER-DELIVERIES MUST HAVE THE RFP NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET.**

Company Name \_\_\_\_\_  
Signature & Title \_\_\_\_\_  
Typed Name \_\_\_\_\_  
Date \_\_\_\_\_

**NON-BIDDER'S RESPONSE**  
**RFP 2014-002 Transcription Services**

For purposes of maintaining an accurate bidder's list and facilitating your firm's response to our request for proposal, we are interested in ascertaining reasons for prospective bidders' failure to respond to request for proposal.

If your firm is not responding to this RFP, please indicate the reason(s) by checking any appropriate item(s) listed below and return this form via email to Alina Bec at [Alina.Bec@collierclerk.com](mailto:Alina.Bec@collierclerk.com).

We are not responding to this request for proposal for the following reason(s):

- Materials or services requested not manufactured by us or not available from our company;
- Our items or materials do not meet specifications. The specifications were (check one);
  - Not clearly understood
  - Not applicable
  - Too vague
  - Too rigid
  - Quantities too small
  - Other \_\_\_\_\_
- Insufficient time allowed for preparation of response;
- Incorrect address used. Please correct mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Other reason(s): \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

By: \_\_\_\_\_

Signature of Representative

Print Name: \_\_\_\_\_