

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Chief George/693-8320 by Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: N/A

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN EXTENSION OF THE CONTRACT BETWEEN THE TOWN AND MARTIN B. WARREN, INC. D/B/A WARREN & ASSOCIATES FOR VERBATIM TRANSCRIPTION SERVICES.

REPORT IN BRIEF: The Town Council awarded a contract to Martin B. Warren, Inc. d/b/a Warren & Associates for verbatim transcription services by Resolution R-2004-103. The initial contract period was one (1) year with options to extend the contract for two (2) additional one (1) year periods. The current contract period is scheduled to expire on May 19, 2006. The initial contract price remains unchanged and the Police Department has been satisfied with the service provided by Martin B. Warren, Inc. d/b/a/ Warren & Associates. The Police Department and the vendor wish to exercise the option to extend for the last year of the contract. If approved, the extension would cover the period of May 20, 2006 through May 19, 2007.

PREVIOUS ACTIONS: R-2004-103

CONCURRENCES: The Police Department and the vendor wish to extend the contract.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$35,000.00/yr

Account Name: Police Department-Contractual Services Account

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Police Department memo dated January 17, 2006

Letter from vendor dated January 18, 2006

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN EXTENSION TO THE CONTRACT BETWEEN THE TOWN AND MARTIN B. WARREN, INC. D/B/A WARREN & ASSOCIATES FOR VERBATIM TRANSCRIPTION SERVICES.

WHEREAS, the Town awarded a contract for verbatim transcription services by Resolution R-2004-103; and

WHEREAS, the contract is scheduled to expire on May 19, 2006; and

WHEREAS, the terms and conditions of the contract allow for a one year extension by mutual agreement of the parties; and

WHEREAS, the Town and the contractor desire to extend the contract for an additional year.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council approves the one year extension of the contract with Martin B. Warren, Inc. d/b/a Warren & Associates for verbatim transcription services covering the period of May 20, 2006 through May 19, 2007.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006

MARTIN B. WARREN, INC.
d/b/a WARREN & ASSOCIATES
9597 Vercelli Street
Lake Worth, Florida 33467-5215

(561) 649-2166

FAX (561) 967-0262

January 9, 2006

Town of Davie
6591 Orange Drive
Davie, Florida 33314-3399

To Whom It May Concern:

Please be advised that we are pleased to extend our original contract with the Town of Davie Police Department for the new contract year at the same prices.

Thank-you.

Very truly yours,



GLENDA WARREN,
Vice-President