

**TOWN OF DAVIE**  
**TOWN COUNCIL AGENDA REPORT**

**TO:** Mayor and Councilmembers  
**FROM/PHONE:** Patrick Lynn (954) 693-8320  
**PREPARED BY:** Amy Windham (954) 693-8280  
**SUBJECT:** Resolution

**AFFECTED DISTRICT:** TOWN WIDE

**ITEM REQUEST:** **Schedule for Council Meeting**

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AWARDED THE BID TO WARREN & ASSOCIATES FOR VERBATIM TRANSCRIPTION SERVICES FOR THE TOWN OF DAVIE POLICE DEPARTMENT. (\$45,000/year)

**REPORT IN BRIEF:** A competitive bid was conducted for providing verbatim transcription services for Davie Police Department. The Town sent out specifications to twenty-six (26) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received six (6) bids, two (2) of the six (6) bids were tied as lowest bidder. The recommendation is to award the sole bid to Warren & Associates. See attached Recommendation Memo for further explanation.

**PREVIOUS ACTIONS:** R-2006-030; R-2004-103

**CONCURRENCES:** The recommended award has been reviewed by the Chief of Police and the Bid Specification Committee (consisting of William Ackerman, Russell Muniz and Herb Hyman) of who concur with the decision to award the sole bid to Warren & Associates for the Davie Police Department.

**FISCAL IMPACT:** Yes

Has request been budgeted? Yes

If yes, expected cost: \$ \$45,000.00/year

Account Name: Davie PD Contractual Services Account #001-0525-521-0306

**RECOMMENDATION(S):** Motion to approve Resolution

**Attachment(s):** Resolution  
Recommendation Memo from Police Department  
Procurement Authorization

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AWARDED THE BID TO WARREN & ASSOCIATES FOR VERBATIM TRANSCRIPTION SERVICES FOR THE TOWN OF DAVIE POLICE DEPARTMENT.

WHEREAS, the Town is in need of verbatim transcription services for Police Department; and

WHEREAS, the Town solicited sealed bids for such transcription services; and

WHEREAS, after review, the Town Council wishes to accept the bid from Warren & Associates.

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

**SECTION 1.** The Town Council hereby accepts the bid from Warren & Associates to provide verbatim transcription services for Police Department in the amount of \$2.30/page.

**SECTION 2.** The Town Council hereby authorizes the expenditure from the Police Department-Contractual Services Account 001-0525-521-0306.

**SECTION 3.** The initial term is one (1) year with options to extend the contract for two (2) additional one (1) year terms by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

**SECTION 4.** This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008

\_\_\_\_\_

MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_

TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2008

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

<b>ACCOUNT NUMBER.</b>	<b>BUDGET ITEM &amp; DESCRIPTION</b>	<b>APPROXIMATE COST</b>
001-0525-521-0306	Transcription Services	\$45,000.00/year

**METHOD OF PROCUREMENT (check the one that applies)**

- XX** Open Competitive Bidding
- Piggyback on Contract Number
- Single Source
- Request For Proposals

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed \_\_\_\_\_  
 Department Head

Have Funds been Reserved N/A CANNOT ENCLAVE FUNDS FROM FY

Date 8/31/07 Signed (AA)

Signed Mary Shuman  
 Town Administrator

**BIDS SUBMITTED**

<u>MARTIN B. WARREN, INC.</u>	<u>\$ 2.30/PAGE</u>
<u>PROTOTYPE, INC.</u>	<u>2.30/PAGE</u>
<u>AATS</u>	<u>3.00/PAGE</u>
<u>EXPRESS BUSINESS SERVICES</u>	<u>3.95/PAGE</u>
<u>ESCRIBE SOLUTIONS, INC.</u>	<u>4.07/PAGE</u>
<u>ACCUSTAT EMR</u>	<u>4.25/PAGE</u>

Signed Hub Hyma  
 Procurement Manager

**BID SPECIFICATION COMMITTEE'S RECOMMENDATION**

<u>WARREN &amp; ASSOCIATES</u>	<u>\$ 2.30/PAGE</u>
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*AH*

**DAVIE POLICE DEPARTMENT  
CRIMINAL INVESTIGATIONS UNIT  
MEMORANDUM**

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TO: Herb Hyman, Procurement Manager

FROM: Amy Windham, Administrative Secretary

THROUGH: Captain Craig Richards

DATE: December 4, 2007

SUBJECT: Transcription Service Recommendation

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After having reviewed all bids for compliance with the bid specifications, we recommend that Warren & Associates be awarded the sole contract for the Verbatim Transcription Services B-07-113. The Davie Police Department has received continuous outstanding service from Warren & Associates since 1998, and earlier this year they also showed their commitment to the Davie Police Department by complying with our request to purchase digital equipment and software to meet our expanding needs without additional money added to their contract.

In addition, only one transcription service vendor is required and having more than one vendor would create more preparation and paper work when sending and receiving tapes and digital voice statements for transcribing, as well as correspondence and billing, therefore, our recommendation is to award the contract to Warren & Associates for another term.

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BID OPENING REPORT

BID NAME: Verbatim Transcriptions Services TIME: 2:13 PM

BID NUMBER: B-07-113

DATE: 9/25/07

ESTIMATED COST: 45,000 per year

NO.	CONTRACTOR'S NAME	BID AMOUNT	COMMERCIAL RANKING
1.	Warren & Assoc.	\$2.30/page	1 (TIE)
2.	AATS	\$3.00/page	3
3.	AccuStat EMR	\$4.25/page	6
4.	Escribesolutions, Inc.	\$4.00/page	5
5.	Express Business Services	\$3.95/page	4
6.	Prototype	\$2.30/page	1 (TIE)
7.			
8.			
9.			
10.			

REMARKS

TOWN SENT SPECIFICATIONS TO TWENTY-SIX (26) PROSPECTIVE BIDDERS  
THE TOWN RECEIVED SIX (6) BIDS

NOTE: THE ABOVE BID AMOUNTS HAVE NOT BEEN CHECKED, AND BID TOTALS ARE SUBJECT TO CORRECTION AFTER THE BIDS HAVE BEEN COMPLETELY REVIEWED.

THIS IS ONLY A FINANCIAL RANKING OF ALL THE BIDS RECEIVED. THE USING DEPARTMENT IS RESPONSIBLE FOR REVIEWING THE BIDS FOR COMPLIANCE WITH ALL THE BID SPECIFICATIONS PRIOR TO SUBMITTAL OF LETTER OF RECOMMENDATION.

PURCHASING OFFICIAL: Quigi Saleias

DATE: 9/25/07

WITNESS: [Signature]

DATE: 9/25/07



PRICING FOR BID #B-07-113

POLICE DEPARTMENT

Price per page for Police Transcripts \$2.30

BIDDER MARTIN B. WARREN, INC. d/b/a WARREN & ASSOCIATES

ADDRESS 9597 VERCELLI STREET

LAKE WORTH, FL 33467

BY

*Glenda Warren*  
Signature

GLEND A WARREN

Please type or Print Signature Name here

TITLE VICE PRESIDENT

DATE SEPTEMBER 21, 2007

PHONE 561/649-2166

FAX 561/967-0262

Will your company accept payment by Town of Davie Visa

Procurement Card? No



Firm or individual to complete the following:

1. If approved, how many days will be required before you are able to commence required services? AT ONCE calendar days after notification.

2. Do you have resources to provide required services? YES.

3. Do you have the required insurance as required in the specification? YES.

4. Indicate the number of years you or your firm has been providing this type of service. 30 years.

5. Attach a list of at least three companies where this type of service was performed. Included in the list must be the company's name, address, phone number, contact person and length of service. LISTED BELOW:

Town of Davie (Police Dept. CIU & RP)  
1230 South Nob Hill Road  
Davie, FL 33324  
Contact Person: Amy Windham  
954/693-8280  
Length of Service: 12 years

Neal R. Gross & Co., Inc.  
1323 Rhode Island Ave., N.W.  
Washington, D.C. 20005  
202/234-4433  
Contact Person: Rick Russell  
Length of Service: 29 years

Heritage Reporting Corporation  
1220 L Street, N.W., Suite 600  
Washington, D.C.  
202/628-4888  
Contact Person: LaShonne Robinson  
Length of Service: 29 years

6. Provide a list of equipment owned or leased by your firm.

6 Sony Transcribers  
6 Marantz Recorders  
2 Sony Recorders  
3 Shure mixers  
15 microphones  
2 Computers/Microsoft Word software  
Modem/E-mail through Internet  
HP Office Jet Printer/Fax  
HP Laser Jet Printer  
3 Olympus DSS Player Pro version 4.9  
FTP (File Transfer Protocol)  
Novuscript







By: Glenda Warren Date: 9/21/07  
Signature of Affiant

GLEND A WARREN  
Print Name

SUBSCRIBED AND SWORN TO or affirmed before me this 21 day of  
Sept 2007, by Glenda Warren, he/she is  
personally known to me or has presented PC Drivers License as  
identification.

[Signature]  
Notary Public, State of Florida at Large

Print or Stamp of Notary P. LIVINGSTON  
Notary Public, State of Florida  
Commission# DD68336  
My comm. expires May. 17, 2010

Serial Number

My Commission Expires: 5-17-210



**Request for Taxpayer Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)  
**Martin B. Warren Inc.**

Business name, if different from above  
**Warren Associates**

Check appropriate box:  Individual Sole proprietor  Corporation  Partnership  Other  Exempt from backup withholding

Address (number, street, and apt. or suite no.)  
**9597 Verecilli Street**

City, state, and ZIP code  
**Lake Worth FL 33467**

List account number(s) here (optional)

Requester's name and address (optional)

**Section I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number  
| | | | | | | | | |

OR

Employer identification number  
**59-1171131-14**

**Section II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person **Martin B. Warren** Date **9/20/07**

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding.
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,





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## Detail by Entity Name

### Florida Profit Corporation

MARTIN B. WARREN, INC.

### Filing Information

**Document Number** 523238  
**FEI Number** 591713214  
**Date Filed** 01/17/1977  
**State** FL  
**Status** ACTIVE  
**Last Event** REINSTATEMENT  
**Event Date Filed** 04/07/1992  
**Event Effective Date** NONE

### Principal Address

9597 VERCELLI STREET  
LAKE WORTH FL 33467

Changed 03/04/2004

### Mailing Address

9597 VERCELLI STREET  
LAKE WORTH FL 33467

Changed 03/04/2004

### Registered Agent Name & Address

WARREN, RICHARD B  
1555 PALM BEACH LAKES BLVD  
STE 1006  
WEST PALM BEACH FL 33401

Name Changed: 04/18/2007

Address Changed: 04/18/2007

### Officer/Director Detail

#### **Name & Address**

Title PSD



WARREN, MARTIN B  
9597 VERCELLI STREET  
LAKE WORTH FL 33467

Title VPT

WARREN, GLENDA  
9597 VERCELL1  
LAKEWORTH FL 33467

**Annual Reports**

Report Year	Filed Date
2005	02/14/2005
2006	04/03/2006
2007	04/18/2007

**Document Images**

- [04/18/2007 -- ANNUAL REPORT](#) 
- [04/03/2006 -- ANNUAL REPORT](#) 
- [02/14/2005 -- ANNUAL REPORT](#) 
- [03/04/2004 -- ANNUAL REPORT](#) 
- [04/16/2003 -- ANNUAL REPORT](#) 
- [04/22/2002 -- ANNUAL REPORT](#) 
- [04/20/2001 -- ANNUAL REPORT](#) 
- [04/11/2000 -- ANNUAL REPORT](#) 
- [04/16/1999 -- ANNUAL REPORT](#) 
- [03/27/1998 -- ANNUAL REPORT](#) 
- [03/10/1997 -- ANNUAL REPORT](#) 
- [04/02/1996 -- ANNUAL REPORT](#) 
- [04/11/1995 -- ANNUAL REPORT](#) 

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