

# TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers  
**FROM/PHONE:** Herb Hyman-(954) 797-1016  
**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:**

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR VERBATIM TRANSCRIPTION SERVICES.

**REPORT IN BRIEF:**

A competitive bid was conducted for verbatim transcription services for the Police Department. The Town sent out twelve (12) copies of the bid specifications to potential 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 seven responses (six (6) bids and one (1) "no bid" response). The bid from Prototype was determined to be non-responsive. The specification asked bidders to bid one price for all required services described in the specification. The bid from Prototype included premium pricing for some of those services making the bid impossible to evaluate as all other bidders complied with the requested format. The recommendation is to accept the bid from Martin B. Warren, Inc. who was the low responsive bidder.

**PREVIOUS ACTIONS:**

Not applicable.

**CONCURRENCES:**

The recommended award has been reviewed by the Police Department and the Bid Specification Committee who concur with the decision to award to Martin B. Warren, Inc.

**FISCAL IMPACT:**

Has request been budgeted?      yes

If yes, expected cost-not to exceed \$28,000.00/yr.

Account Name: Police Department-Contractual Services Account

Additional Comments: Not applicable

**RECOMMENDATION(S):**

Motion to approve the resolution.

**Attachment(s):**

Resolution  
Procurement Authorization

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR VERBATIM TRANSCRIPTION SERVICES.

WHEREAS, the Town is in need of verbatim transcription services for the 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 Martin B. Warren, Inc.

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 Martin B. Warren, Inc. for verbatim transcription services for the Police Department in the amount of \$2.40/page. Should the contractor default for any reason during the term of this agreement, the Town may award to the next lowest bidder.

SECTION 2. The initial contract term is one (1) year with an option to extend the contract for two 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 3. The Town Council hereby authorizes the expenditure from the Police Department-Contractual Services Account.

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

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001

TOWN OF DAVIE  
PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER: 00-0524-521-0306 BUDGET ITEM & DESCRIPTION: Transcription Service Contract APPROXIMATE COST: \$ 28,000.00  
PER YEAR

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding  
 Piggyback on Contract Number \_\_\_\_\_  
 Sole Source

CHECKLIST SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

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

Have Funds been Reserved yes

Date 3/9/01 Signed \_\_\_\_\_

Signed \_\_\_\_\_  
 Town Administrator

VENDOR	BIDS SUBMITTED	COST
MARTIN B. WARREN, INC.		\$2.40/PAGE
CYBERWRITE		4.00/PAGE
EXPRESS BUSINESS SERVICES		4.50/PAGE
HANN + BAILEY REPORTING		5.05/PAGE
ATLANTA PERSONNEL, INC.		16.00/PAGE
BASS REPORTING		NO BID
* PROTOTYPE		NON-RESPONSE

\* B.I.D. INCLUDED PREMIUM PRICING FOR SERVICES REQUESTED BY THE B.I.D. SPECIFICATION.

Signed \_\_\_\_\_  
 Purchasing Specialist

TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor: MARTIN B WARREN, INC. Cost: \$ 2.40/PAGE

Signed \_\_\_\_\_  
 Town Administrator