

October 3, 2019

REQUEST FOR A QUOTE

**PROFESSIONAL COURT REPORTING SERVICES
FOR
BALDWIN COUNTY COMMISSION**

Scope of Services

The Court Reporter attends and records for transcription purposes the following formal and informal meetings and proceedings, as requested, and accounts for exhibits in said meetings:

- 1) Baldwin County Planning and Zoning Commission
- 2) Baldwin County Planning Boards of Adjustment
- 3) Eastern Shore Metropolitan Planning Organization (MPO) and affiliated committee meetings
- 4) Other meetings or proceeding as may be requested from time to time, including but not limited to:

- Baldwin County Commission special called meetings
- Baldwin County Commission work session meetings
- Baldwin County Commission Road and Bridge Division meetings
- Baldwin County Commission Industrial and Civic Division meetings
- Public Building Authority meetings
- Baldwin County Personnel Appeals Board meetings
- Various board and committee meetings
- Depositions involving County legal matters

The Court Reporter is responsible for creating an accurate transcript from these meetings and submitting the transcripts, in a traditional full-size format (and reduced format “travel copy” if requested), in PDF format via electronic mail to the appropriate Baldwin County Department and/or designated Baldwin County staff member.

Meetings are held during regular business hours or after hours (depending on the meeting type) in various meeting facilities throughout Baldwin County, Alabama.

Depending on the meeting type, transcript must be completed and ready for review within seven (7) calendar days of the respective meeting or within fourteen (14) calendar days of the respective meeting.

The Court Reporter possesses the professional, technical, and administrative personnel with the specific experience and training necessary to provide the services required herein and must be

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certified, licensed and otherwise permitted under all necessary and applicable laws and regulations to perform the services herein.

Domains of Service

A. Recording and Transcription

1. Responsible for recording meeting proceedings and correctly transcribing the proceedings into a written format. The Court Reporter is responsible for the professional quality, technical accuracy, timely completion and coordination of all services furnished.

B. Filing and Records Management

1. File all transcripts, including any exhibits/handouts/attachments properly labeled and indexed, with the appropriate Baldwin County Department and/or designated Baldwin County staff member for the Baldwin County Commission as they are completed.
2. File any audio recordings (if requested), not linked to the County's server, with the appropriate Baldwin County Department and/or designated Baldwin County staff member for the Baldwin County Commission as they are completed.

Please complete the pricing sheet below and email your quote by October 10, 2019, at 4:00 p.m., to: Anu Gary, Administrative Services Manager at agary@baldwincountyal.gov

Service Provided	Price Quote
Meetings scheduled during regular business hours (8 am – 5 pm)	
Meetings scheduled after hours (5 pm and after)	
Transcript ready within fourteen (14) calendar days of the respective meeting	
Transcript ready within seven (7) calendar days of the respective meeting	
Any additional services (please attach a separate itemized list of any additional service costs)	

For questions, please contact Anu Gary, Administrative Services Manager, at 251.923.6623