

October 28, 2019

**REVISED**  
**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 Commission work session meetings** (2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month, at 8:30 AM, meeting location rotates between county facilities in Bay Minette, Fairhope, Robertsdale and Foley)

2) **Baldwin County Commission Road and Bridge Division meetings** (quarterly on the third Thursday of January, April, July and October, at 8:30 AM at Baldwin County Central Annex Building, Robertsdale)

3) **Other meetings or proceeding as may be requested from time to time (meetings held on as needed basis, not regularly scheduled)**, including but not limited to:

**Baldwin County Commission special called meetings** (Minimum five-day notice will be given in advance, meetings are generally held during regular business hours between 8am and 5pm)

**Baldwin County Personnel Appeals Board meetings** (Minimum seven-day notice will be given in advance, meetings are generally held during regular business hours between 8am and 5pm)

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 in various meeting facilities throughout Baldwin County, Alabama.

Transcripts must be completed and ready for review within fourteen (14) calendar days of the meeting.

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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 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 November 4, 2019, at 4:00 p.m., to: Anu Gary, Administrative Services Manager at [agary@baldwincountyal.gov](mailto:agary@baldwincountyal.gov)**

Service Provided	Price Quote
Meetings scheduled during regular business hours (8 am – 5 pm).  You can provide a quote for all meetings listed below or specific meeting type(s) only. Please indicate below applicable meetings for your price quote. Only check boxes for meeting types your firm is will be able to provide services for.	
<input type="checkbox"/> Baldwin County Commission work session meetings <input type="checkbox"/> Baldwin County Commission Road and Bridge Division meetings <input type="checkbox"/> Baldwin County Commission special called meetings <input type="checkbox"/> Baldwin County Personnel Appeals Board meetings	
Any additional services (please attach a separate itemized list of any additional services provided and cost for each service)	

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For questions, please contact Anu Gary, Administrative Services Manager, at 251.580.2564 (office) or 251.923.6623 (cell).