

**PROCUREMENT DEPARTMENT**  
Rm 120 Municipal Services Building  
Philadelphia, PA 19102-1685  
FAX: (215) 686-4716

# CITY OF PHILADELPHIA

Hugh Ortman  
Procurement Commissioner

July 25, 2013

**BID NUMBER:** S4Z59710  
**TITLE:** Court Reporting Services  
**DEPARTMENT:** Various  
**DATE TO OPEN:** July 31, 2013 at 10:30 AM

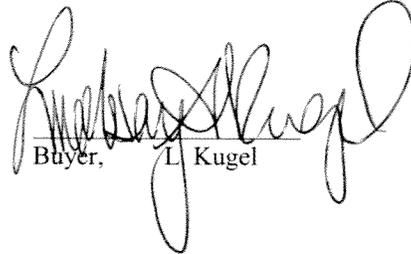
## ADDENDUM # 1

### TO ALL BIDDERS:

**You are hereby notified of the following changes to the above mentioned bid:**

- 1) Revision-Paragraph 4.6.1
- 2) Attachment Forms 1.10.1 and 1.10.2

Please sign, date and return this addendum with your bid to the Procurement Department, 1401 J.F.K Boulevard, Bid Room 170A, Philadelphia, PA 19102-1685 as it now becomes a part of the proposal.

  
Buyer, L. Kugel

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
FIRM NAME (PRINT)

\_\_\_\_\_  
DATE

LK/mv

## REVISION

Page 37, Paragraph 4.6.1, Price Increase has been revised as follows:

### 4.6.1 PRICE INCREASE

Contractor shall provide Court Reporting Services at the prices set forth in Section 5 for a period of twelve (12) months starting November 1, 2013 and ending October 31, 2014; thereafter, the contract may be renewed under the terms and conditions of this agreement at the sole option of the City on an annual basis for up to two (2) additional one (1) year period(s) and one Seven (7) month renewal period.

Notice of price increases must be received, in writing, by the City at least sixty (60) days prior to the expiration of each contract period in order for price increase to be effective as of the first day of the renewal period. Price increase letter shall be sent to the Buyer in Room 120 Municipal Services Building, 1401 JFK Blvd., Philadelphia, PA 19102, referencing bid number, contract number, period and showing item(s) description and applicable pricing. Failure to notify the City within this sixty (60) day time frame shall result in the following:

the effective date of the price increase shall be sixty (60) days from the receipt of the price increase letter by the City;

or

if the letter is not received before the last day of the contract period, the prices for the renewal period shall be the same as the prices for the previous contract period.

For each renewal the price increase and/or decrease shall be based on the Consumer Price Index for All Urban Consumers - Philadelphia as published by the U.S. Department of Labor, Bureau of Labor Statistics. The CPI shall be based upon June of the current year from June of the preceding year.

In no event shall the price increase exceed 4% in any renewal period. The increase shall reflect the change to the CPI or the 4% cap, whichever is less.

## **ATTACHMENTS**

**Section 1.10 Bidder Qualifications And Responsibility:**

**Previously omitted: ATTACHMENT FORMS 1.10.1 & 1.10.2**

**FORM 1.10.1**

The name of bidder's officer manager or person in charge of the day-to-day affairs of bidder's business operations:

Name

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Telephone Number

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The name of the person in the event of an award who shall have the primary responsibility for overseeing and managing the specific services that are to be provided by bidder under this Invitation and Bid:

Name

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Telephone Number

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The name of the person in the event of an award who shall have the primary responsibility for ensuring that the bidder is in compliance with the terms and conditions of this Invitation and Bid.

Name

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Telephone Number

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**FORM 1.10.2**  
**PART (1)**

List the names of all, a minimum of five (5), court reporters whom the bidder intends to utilize during the term of this contract to furnish the court reporting services required under this Invitation and Bid and, for each reporter, the following information: Please Note: Bidders shall submit additional copies of FORM 1.10.2 - Part (1) for each court reporter listed.

Name of Court Reporter retained by the bidder (as employee or independent contractor) within twelve months immediately preceding bid submission:

\_\_\_\_\_

List the number of assignments the reporter received from the bidder, during such period, to furnish court reporting services to others, and/or the number of days, during the twelve period preceding bid submission, on which the reporter was retained by bidder to furnish court reporting services to others:

\_\_\_\_\_

List a complete description of the reporter's qualifications, including such qualifications as are called for in Section 2.2.9:

A) Date of RPR or CSR certification: \_\_\_\_\_

B) Provide Four (4) years work experience after RPR or CSR certification to include the following: Dates of Employment, Firm Name(s), Contact Person with Firm and Telephone Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C) Continuing Education Renewal

\_\_\_\_\_

Submit, with attached form, a work sample that consists of ten (10) consecutive pages of a transcript prepared by the reporter, in the form the pages were delivered to the bidder's client. (confidential information may be redacted):

List references from at least two attorneys or court reporting businesses familiar with the court reporter's qualifications and expertise:

Name of Attorney/Court Reporting Business and Telephone Number

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**PART (2)**

References for the bidder from at least three individuals or entities located in the City of Philadelphia area for which the bidder furnished court reporting services, in the bidder's name, within the one year period preceding bid submission:

Name of Attorney/Business Entity and Telephone Number

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**PART (3)**

Provide a list which identifies at least ten attorneys for whom the bidder has furnished court reporting services, in the bidder's name, within the three year period preceding bid submission.

Name of Attorney and Telephone number

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#### **PART (4)**

Submit, with attached form, a detailed statement describing and documenting the bidder's experience in operating a court reporting business. The statement must address and demonstrate compliance with each of the requirements set forth in Sections 1.10.2 (1) - (2).

**EXHIBIT "A"**

**SAMPLE COVER SHEETS FOR**

**DEPOSITION TRANSCRIPT**

**ARBITRATION TRANSCRIPT**

**HEARING TRANSCRIPT**

**MEETING TRANSCRIPT**

**SAMPLE COVER SHEET FOR DEPOSITION TRANSCRIPT**

**[CASE CAPTION]**

**TRANSCRIPT OF ORAL DEPOSITION**

**WITNESS:** [name of witness]

**DATE:** [date of deposition]

**TIME:** [time of deposition]

**LOCATION:** [location of deposition]

**NAME OF COURT REPORTER:** Jane Q. Reporter  
Court Reporters, Inc.  
One Court Reporting Place  
Philadelphia, PA 19103

**SAMPLE COVER SHEET FOR ARBITRATION TRANSCRIPT**

**[CASE OR ARBITRATION OR MATTER CAPTION]**

**TRANSCRIPT OF ARBITRATION**

**DATE:** [date of arbitration]

**TIME:** [time of arbitration]

**LOCATION:** [location of arbitration]

**PANEL OF ARBITRATORS:** [names of arbitrators or  
Panel members]

**NAME OF COURT REPORTER:** Jane Q. Reporter  
Court Reporters, Inc.  
One Court Reporting Place  
Philadelphia, PA 19103

**SAMPLE COVER SHEET FOR HEARING TRANSCRIPT**

**[CASE OR HEARING CAPTION]**

**TRANSCRIPT OF HEARING**

**DATE:** [date of hearing]

**TIME:** [time of hearing]

**LOCATION:** [location of hearing]

**DEPARTMENT OR AGENCY:** [name of City department or  
agency or  
Board or Commission  
conducting the Hearing]

**PANEL:** [names of panel members, if  
any]

**NAME OF COURT REPORTER:** Jane Q. Reporter  
Court Reporters, Inc.  
One Court Reporting Place

**SAMPLE COVER SHEET FOR MEETNG TRANSCRIPT**

**[CASE OR MEETING CAPTION]**

**TRANSCRIPT OF MEETING**

**DATE:** [date of meeting]

**TIME:** [time of meeting]

**LOCATION:** [location of meeting]

**DEPARTMENT OR AGENCY:** [name of City department or  
agency or Board or  
Commission conducting the  
Meeting]

**PANEL:** [names of panel members, if  
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