



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

ERIC T. SCHNEIDERMAN
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION
BUDGET AND FISCAL MANAGEMENT BUREAU

**BID QUESTIONS/INQUIRIES AND REPOSSES MEMORANDUM
(Amendment #1)**

DATE: July 12, 2013

PLEASE ADDRESS INQUIRIES TO:

Pamela A. Harrington, *Contract Management Specialist 1*
Telephone Number: (518) 402-2273
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BID NO.: 13-002

TITLE: Court Reporter Services

BID DUE DATE: July 22, 2013 by 2:00 p.m.

CONTRACT TERM: August 1, 2013 to July 31, 2014 with one one-year renewal option

SUBJECT: Responses to Questions/Inquiries

ALL PROSPECTIVE BIDDERS

In reference to the above bid solicitation, the following questions/inquiries were submitted, thus we are providing answers to each question below:

QUESTION: How many contractors will be in the same area that we are bidding?

ANSWER: Awards shall be made by Grand Total per Region to the two lowest responsible and responsive Bidders, where applicable meeting all terms and conditions as outlined in the IFB, Section 10 (Contract Award Method) on page 5.

QUESTION: How do you know what counties we are bidding? I don't see that in the documents regarding counties.

ANSWER: The Schedule of Items and Prices pages 10 and 11 indicate the region and the counties within each region.

QUESTION: There is a provision for No Transcript Ordered. What about if a deposition or hearing goes very short and the page total is under 20 pages? Is there a minimum we can charge for very short proceedings?

ANSWER: The contractor shall be entitled to a minimum payment equal to the value of 20 pages at the regular rate or \$150 maximum. Ex., if the deposition or hearing is

short and the resulting transcript is 5 pages and the regular rate is \$4.75; the minimum charge the contract shall charge is \$95 (\$4.75 x 20 pages).

QUESTION: Are we expected to bid below the \$4.30/pg. that has been recently granted?

ANSWER: **There is no expectation; a bidder may quote their best pricing for the services requested.**

QUESTION: Who is the present vendor?

ANSWER: **For Region II, the primary vendor was US Legal Support and the secondary vendor was Legal Link. For Region V, Legal Link was the sole contractor. However, neither vendor exercised their option to renew their contract.**

QUESTION: How many concurrent proceedings are there in each Region?

ANSWER: **The OAG was provided incomplete reporting thus we do not have actual proceeding information; however, with the exception of the "1 " indicated on the Schedule of Items and Prices pages those are the actual number of transcript pages for the past fiscal year (2012-13) for each region.**

QUESTION: What is the current page rate being paid for these services?

ANSWER: **Please see below:**

	Region II rates	Region II & V rates
A. Transcript Delivery		
1. Regular	\$3.75 per page	\$4.25 per page
2. Expedited	\$5.36 per page	\$5.25 per page
3. Overnight	\$6.96 per page	\$6.25 per page
4. Immediate	\$7.50 per page	\$7.25 per page
B. Videography		
5. First Two (2) Hours	\$225.00 per hour	\$250.00 per hour
6. Each Additional Hour	\$80.00 per hour	\$125.00 per hour
C. Miscellaneous Services		
7. Additional Transcript Copies	\$0.00 per page	\$0.00 per page
8. "Dirty Disc" (Rough ASCII)	\$1.35 per page	\$1.00 per page
9. Real Reporting	\$1.45 per page	\$1.25 per page

QUESTION: If the A.G. orders just a copy (no original) are you expecting to pay the rate for additional copies?

ANSWER: **Yes.**

QUESTION: Generally NYS bids are for a five-year period. Is there a reason this is only two years.

ANSWER: **Our current contracts for the remaining regions of New York State have an additional one-year option to renew; thus, we would like to have the contract for these two regions to run concurrent with those.**

QUESTION: When will the remaining regions go out to bid?
ANSWER: **If our current vendors exercise their right to renew for the final one-year renewal, the final regions will go out to bid the summer of 2015.**

QUESTION: What sort of documentation are you looking for with regard to similar work experience?
ANSWER: **There is no requested documentation for work experience, the bid indicates that the bidder should have experience in providing the same type of service to other government entities.**

QUESTION: Page 9, Section: Receipt of Bid Amendment #'s: When and where will I be able to obtain this information to insert on the Bid Response Cover Form?
ANSWER: **Please see "Note" at end of Memorandum.**

QUESTION: Regarding the Contractor Certification to Covered Agency (Form ST-220-CA) – Is the purpose for completing this form is if sales taxes are being charged? Our company does not charge sales tax on any of our services, are we required to fill out this form?
ANSWER: **Yes.**

QUESTION: Regarding the Contractor Certification (Form ST-220-TD) is the purpose for completing this form is if sales taxes are being charged? Our company does not charge sales tax on any of our services, are we required to fill out this form?
ANSWER: **Yes.**

NOTE: **Please acknowledge receipt of this Memorandum by including the Bid Amendment number "1" in the appropriate box on the Bid Response Cover Form page and sign the corresponding signature box.**