

<b>TRANSCRIPTION REPORTING SERVICES 2016 BID OPENING DATE 2-23-16</b>	<b>POHLMAN REPORTING COMPANY</b>	<b>TAYLOR &amp; ASSOCIATES REPORTING INC D/B/A MIDWEST LITIGATION</b>
	10 S BROADWAY #1400 ST LOUIS MO 63102	711 N 11TH ST ST LOUIS MO 63101
<b>Attendance fee/cost per hour for attendance at hearings or meetings</b>	SEE ATTACHED	SEE ATTACHED
<b>Charge for disk/electronic media</b>	SEE ATTACHED	SEE ATTACHED
<b>Charge per page for completed transcripts</b>	SEE ATTACHED	SEE ATTACHED
<b>Price list for additional services/costs/apperance fees/travel costs or expedited transcription shorter than the (3) three day requirement turnaround</b>	SEE ATTACHED	SEE ATTACHED
<b>REQUIRED DOCUMENTS</b>		
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A
<b>COMMENTS:</b>		



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Request for Proposal: TRANSCRIPTION REPORTING SERVICES 2016**

**Date Issued: 1-19-16**

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 23, 2016, AT 2:00 P.M. LOCAL TIME.

**Specification Contact:**

**CARL W. "WES" YATES**  
 Department of the County Counselor  
 636-797-5072  
 wyates@jeffcomo.org

**Contract Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three Complete Copies With Vendor And Proposal Information As Shown In Sample:**

SAMPLE ENVELOPE

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED PROPOSAL: (PROPOSAL NAME)	

**Contract Term: upon approval by the County Council and County Executive**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor Information:**

Pohlman Reporting Company	Deborah S. Walters	
Company Name	Authorized Agent (Print)	
10 S. Broadway #1400	<i>Deborah S. Walters</i>	
Address	Signature	
St. Louis, MO 63102	President and CEO	
City/State/Zip Code	Title	
314-421-0099	2-18-16	47-2406726
Telephone #	Date	Tax ID #
Deborah.W@PohlmanUSA.com	314-448-4433	
E-mail	Fax #	



**PohlmanUSA®**

*We're always listening.®*

Prepared for: Jefferson County Counselor's Office

Date: February 16, 2016

Location: Jefferson County, MO

We appreciate the opportunity to provide you with rates for our products and services. When you partner with PohlmanUSA, you are ensuring your firm will receive the highest quality services available. In addition, our average 8-10 business day turnaround times will save you money.

***PohlmanUSA also offers all transcripts in AdobeX format, viewable on iPads!***

	<i>Depositions</i>	<i>Meetings</i>	<i>Hearings</i>
<b>2016 Court Reporting Rates*</b>			
Original transcript - Lay Witness – Per Page	\$3.60	\$5.00	\$5.00
Attendance - Lay Witness – Per Hour (2 hour min)	\$25	\$35	\$45
Attendance – Lay Witness – Per Hour (2 hour min) – After Hours	\$45	\$75	\$60
Next Business Day Delivery (Increase Per Page)	50%	50%	50%
2 <sup>nd</sup> Business Day Delivery (Increase Per Page)	40%	40%	40%
3 <sup>rd</sup> Business Day Delivery (Increase Per Page)	30%	30%	30%
4 <sup>th</sup> Business Day Delivery (Increase Per Page)	20%	20%	20%
5 <sup>th</sup> Business Day Delivery (Increase Per Page)	10%	10%	10%
<b>2016 Videography Rates (2 Hour Minimum)*</b>			
Videography – First Hour	\$175	\$175	\$175
Videography – Each Additional Hour	\$115	\$115	\$115
MPEG-1 (required for synchronization)	\$65	\$65	\$65
Video Synchronization	\$25	\$25	\$25

**The following are offered at no charge:**

- ✓ E-transcript, PDF, Condensed Transcript & ASCII File
- ✓ MyCase Website Repository to include viewing/downloading of the following files:
  - E-Transcript, PDF, ASCII & Exhibits
  - Notice of Deposition, Errata and signature pages

**Listed below are other services PohlmanUSA offers.**

- Conference room location service
- Telephonic deposition management
- Trial Court Reporting
- Exhibit Management
- Desktop Videoconferencing
- Realtime Court Reporting

**\*Additional charges may be incurred if the following circumstances apply:**

- Technical terminology
- Transcript not requested
- 24-hour Cancellation not received
- Start or end time exceeds normal business hours (8:00 am-5:00 pm)
- Locations greater than 50 miles from PohlmanUSA's St. Louis office may require mileage and/or drive time

*The information contained in this document is privileged and confidential, intended only for the use of the individual named above. You are hereby notified that any dissemination, distribution, or copying of this transmission is strictly prohibited.*



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729 MAPLE ST / PO BOX 100  
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wyates@jeffcomo.org

**ORIGINAL**

**Contract  
Contact:**

**VICKIE PRATT**  
Department of Administrative Services  
636-797-5380

**Mail (3) Three  
Complete Copies  
With Vendor And  
Proposal  
Information As  
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**SAMPLE ENVELOPE**

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	<b>DEPARTMENT OF THE COUNTY CLERK</b>
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**Vendor  
Information:**

<i>Taylor &amp; Associates Reporting Inc</i>	<i>Nancy Hopp</i>
<i>aka Midwest Litigation</i>	Authorized Agent (Print)
<i>711 N. 11th Street</i>	<i>Nancy Hopp</i>
Address	Signature
<i>St. Louis, MO 63101</i>	<i>Chief Operating Officer</i>
City/State/Zip Code	Title
<i>(314) 644-2191</i>	<i>43-1699962</i>
Telephone #	Date Tax ID #
<i>nhoop@midwestlitigation.com</i>	<i>(314) 644-1334</i>
E-mail	Fax #

# Rate Proposal

for

## Jefferson County Planning and Zoning Commission and Jefferson County Council

By Deborah C. Weaver, President



Midwest Litigation Services | Midwest Trial Services  
Headquarters: 711 N. 11<sup>TH</sup> St. | St. Louis, MO 63101 | Phone 800.280.3376 | Fax 800.315.4319  
[midwestlitigation.com](http://midwestlitigation.com) | [midwesttrial.com](http://midwesttrial.com)

### Confidential

The information contained in this document is privileged and confidential, intended only for the use of the individual named above. You are hereby notified that any dissemination, distribution, or copying of this transmission is strictly prohibited.



Midwest Litigation Services has been certified by the Women's Business Enterprise National Council as a Woman-Owned Business  
And by the Missouri Office of Equal Opportunity as a MBE/WBE member



## Description of Firm

From our founding as a corporation in 1988, we have focused on fulfilling one goal: to be the most technologically advanced single-source court reporting, video and trial support provider in the country. Over twenty-five years later, our vision is a reality and we are truly a one-stop shop for all of your pre-trial through post-trial legal needs. Our primary objective is to increase efficiency and decrease the need of multiple-vendor engagements for you and your staff.

As one of the largest court reporting providers in the U.S., we are dedicated to the pursuit of professional excellence in the fields of court reporting and trial services. Our court reporters and trial consultants hold recognized certifications issued by the leading national professional associations, and our in-house support staff, including in-house legal counsel, is fiercely dedicated to providing unparalleled service, anticipating, rather than merely responding to, your needs.

With offices in 11 locations through Kansas, Missouri and Illinois as well as a global network of over 250 like-minded partners, our reach is limitless. Today a single phone call fulfills all of your pre-trial through post-trial needs.

Our professionalism and experience is recognized by the legal community, and we are honored to have been selected to work with the premier law firms and corporate legal departments in the St. Louis area. A few examples include Thompson Coburn, Gray Ritter & Graham, Brown & Crouppen, Brown & James, Pitzer Snodgrass, Sandberg Phoenix & von Gontard, MSD, Ameren, Lashly & Baer, Dobson Goldberg Berns & Rich, Fox Goldblatt & Singer, and Armstrong Teasdale.

In addition, we provide transcription services for a number of local county commissions and municipalities including Franklin County, City of St. Louis, Town and Country, and Sunset Hills.

Please see Addendum 1 for a complete list of our offices and services.

## Advantages of Contracting with Midwest Litigation for Court Reporting Services

In addition to being a WBE certified business (See Attached Addendum 2) with its principal place of business right in the heart of downtown St. Louis, Midwest Litigation has the experience and customer service to provide the Planning and Zoning Commission and County Council with support at every step of the process. From knowing the right questions to ask when fielding the initial call for service through same-day or realtime delivery, no other local court reporting service has the ability to anticipate and respond to the needs of its clients like Midwest Litigation.

Midwest Litigation has eight conference rooms available on a complimentary basis for depositions and litigation services at its downtown headquarters. VIP21, our online repository for transcript and exhibit management as well as a calendar platform, is available 24/7. Video transcripts are digitized and synchronized so that they are always "trial ready" and easy to review. Our unique Legal Concierge Service saves our clients time and money by coordinating of travel, lodging, and other needs.



## **Fees for Court Reporting Services**

The following fees are applicable to the items in the Request for Proposal and apply to both the Planning and Zoning Commission and County Council Hearings:

1. Appearance Fee – Transcript Ordered: \$40.00/hour  
Appearance Fee – No Transcript Ordered: \$100.00/hour
2. There is no charge for disk/electronic media with Transcript Purchase
3. Fee for Original Paper Transcript And/Or Electronic Copy of Hearings:  
3 business day delivery from order: \$7.50/page  
2 business day delivery from order: \$8.50/page  
1 business day delivery from order: \$9.50/page  
Same business day delivery: \$10.50/page
4. Fee for Condensed Transcript: No Charge with Purchase of Transcript
5. Shipping or Delivery Fee: No Charge

In addition to court reporting for administrative or judicial hearings or trials, depositions, and meetings, Midwest Litigation offers tape transcription, videotaping, video-conferencing and comprehensive litigation services. Our unique Legal Concierge Service saves our clients time and money by taking care of travel, lodging and other coordination efforts. For fees for additional services, please see attached Addendum 3.

## **Verification of Certification/Taxes**

Please see Addendum 4, an affidavit signed by COO Nancy Hopp, verifying that Taylor & Associates Reporting, Inc. does not own any real or personal property in Jefferson County and that all reporters who will be assigned to perform services for the Planning and Zoning Commission and County Council will be Missouri Certified Court Reporters.

## **Certificate of Insurance**

Please see Addendum 5, a current and valid Certificate of Insurance showing the required insurance coverages. Jefferson County will be added as an additional insured if the contract is awarded to Taylor & Associates.

## **E-Verify Enrollment Verification**

Please see Addendum 6, the signature page from the E-Verify Memorandum of Understanding (MOU) listing Taylor & Associates electronically signed by a Taylor representative, and the Department of Homeland Security.

## **Certified Court Reporters**

Please see addendum 7 for a list of certified reporters anticipated to provide reporters under this proposal.

## Addendum 1



## LOCATIONS

### ST. LOUIS, MO

711 N. 11th St.  
Saint Louis, MO 63101  
314-644-2191

### KANSAS CITY, MO

1301 Oak St.  
Kansas City, MO 64106  
816-221-1160

### CAPE GIRARDEAU, MO

3095 Lexington Ave., Suite 300  
Cape Girardeau, MO 63701  
573-200-7900

### SPRINGFIELD, MO

2422 E. Madrid Ave.  
Springfield, MO 65804  
417-877-9700

### COLUMBIA, MO

2511 Broadway Bluffs Dr., Suite 201  
Columbia, MO 65201  
573-449-0561

### JEFFERSON CITY, MO

3432 W. Truman Blvd., Suite 207  
Jefferson City, MO 65109  
573-636-7551

### ROLLA, MO

401 N. Rolla St., Suite 4  
Rolla, MO 65402  
573-636-7551

### CHAMPAIGN, IL

301 N. Neil St.  
Champaign, IL 61820  
217-403-1010

### SPRINGFIELD, IL

15 S. Old State Capitol Plaza  
Springfield, IL 62701  
217-522-2211

### CHICAGO, IL

*Midwest Trial Services*  
115 S. LaSalle St., Suite 2600  
Chicago, IL 60603  
312-648-6200

### OVERLAND PARK, KS

7500 College Blvd., 5th Floor  
Overland Park, KS 66210  
816-221-1160

## SERVICES

### MIDWEST LITIGATION

Court Reporting  
Video Conferencing  
Video Depositions  
Nationwide Scheduling  
Conference Rooms  
Online Repository  
Interpreters  
24/7 Emergency Service  
Legal Concierge Service

### AEQUITAS

Mediation  
Arbitration  
Early Neutral Evaluation  
Special Master Proceedings

### MIDWEST TRIAL

Trial Consulting  
Electronic Trial Presentation  
Courtroom Equipment Rental & Installation  
Document Scanning & Case Management  
Online Document Hosting  
Video Digitizing & Synchronizing  
Graphics  
2D/3D Animation  
Illustrations, Charts & Graphs  
Foam Core Blow-ups

## CONTACT

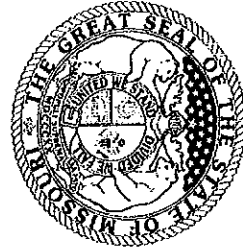
**800.280.3376**  
[www.midwestlitigation.com](http://www.midwestlitigation.com)  
[scheduling@midwestlitigation.com](mailto:scheduling@midwestlitigation.com)

**314.754.7900**  
[www.aequitasadr.com](http://www.aequitasadr.com)  
[info@aequitasadr.com](mailto:info@aequitasadr.com)

**800.280.3376**  
[www.midwesttrial.com](http://www.midwesttrial.com)  
[trial@midwesttrial.com](mailto:trial@midwesttrial.com)



Addendum 2



**State of Missouri**  
**Office of Administration**  
**Office of Equal Opportunity**

Doug Nelson  
Commissioner of Administration

Celeste Metcalfe  
Director

*This is to certify Taylor & Associates Reporting, Inc. dba Midwest Litigation Services qualifies as a Woman-Owned Business Enterprise that has met the eligibility criteria established by the State of Missouri, Office of Administration.*

  
\_\_\_\_\_  
Celeste Metcalfe, Director, Office of Equal Opportunity

Certification Number W00647 Date of Issue 7/28/2014 Date of Expiration 8/1/2017



**Addendum 3 – Page 1 of 2**

**DEPOSITION SERVICES**

	Original Transcript	Copies
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Price includes paper transcript

Regular <u>Deposition</u> Testimony	\$3.60	\$1.75
Expert <u>Deposition</u> Testimony	\$4.10	\$2.00

**EXPEDITED DELIVERY –  
DEPOSITION TESTIMONY**

Regular – 4 Days	\$5.10	\$2.00
Regular – 3 Days	\$5.60	\$2.05
Regular – 2 Days	\$6.10	\$2.15
Regular – Overnight	\$6.60	\$2.25
Regular – Same Day	\$7.10	\$2.35
Expert – 4 Days	\$5.60	\$2.25
Expert – 3 Days	\$6.10	\$2.30
Expert – 2 Days	\$6.60	\$2.40
Expert – Overnight	\$7.10	\$2.50
Expert – Same Day	\$7.60	\$2.60

Pricing covers St. Louis area and surrounding Illinois counties ~ Confidential ~ Nationwide coverage available.



**Addendum 3 – Page 2 of 2**

**COURT REPORTING PREMIUM SERVICES**

<b>Appearances and Premium Services</b>			
Appearance fee - Depositions	\$25/hr	eTranscript electronic file	<b>No add'l charge</b>
Depo not transcribed (2-hr min)	\$100/hr	Rough ASCII file	\$1.25/pg
Cancel upon arrival – reporter	\$100	Realtime connection – local	\$1.50/pg
Cancel upon arrival – video	\$150	Internet realtime text streaming	\$2.25/pg
Archive fee – 24/7 online access	\$7.50	Internet audio/video streaming	\$150/connection
Audiotape transcription	\$4.50/pg	Streaming technician services	\$75/hr
<b>Video Services</b>		Telephone/Interpreted depo	\$1.00/pg
First hour recording	\$200/hr	<b>Videoconferencing</b>	
Additional hours	\$125/hr	Attend depositions remotely	
Media copy, per disk	\$50/hr	Available in all 11 offices	
Video transcript digitized	<b>No add'l charge</b>	Location scheduling worldwide	
Video transcript synced	<b>No add'l charge</b>	Audio conference bridging service	

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