



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 1168911
Solicitation Description: Addendum 1: Transcription & Court Reporting Services -
Proc Type: Agency Master Agreement

Solicitation Closes	Solicitation Response	Version
2023-02-16 14:30	SR 0803 ESR02152300000003833	1

VENDOR
 000000161400
 SARGENTS COURT REPORTING SERVICE INC

Solicitation Number: ARFQ 0803 DOT2300000062
Total Bid: 0
Response Date: 2023-02-16
Response Time: 13:03:23
Comments:

FOR INFORMATION CONTACT THE BUYER
 Dusty J Smith
 304-414-6859
 dusty.j.smith@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Cost of Original Transcript	0.00000	PAGE	3.250000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

Cost of Original Transcript (Turnaround 5 to 10 business days)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Cost of Additional Condensed Transcript including Index	0.00000	PAGE	0.500000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

Cost of Additional Condensed Transcript including Index

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Cost to Expedite Transcript	0.00000	PAGE	4.100000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

Cost to Expedite Transcript (Turnaround 1 to 4 business days)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Appearance Fee	0.00000	EA	100.000000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

Appearance Fee

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Overnight Original	0.00000	EA	4.950000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

Overnight Original

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Postage or Hand Delivery	0.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
82111604			

Commodity Line Comments:

Extended Description:

Postage or Hand Delivery

Exhibit A Pricing Page - ARQM_DOT23*28

Section 1 - Unit Pricing

Commodity Line	Description	Unit of Measure	Unit Price
1	Cost of Original Transcript (Turnaround 5 to 10 business days)	Page	\$3.25
2	Cost of Additional Condensed Transcript including Index	Page	\$0.50
3	Cost to Expedite Transcript (Turnaround 1 to 4 business days)	Page	\$4.10
4	Appearance Fee	Each	\$100.00
5	Overnight Original	Each	\$4.95
6	Postage or Hand Delivery Fee	Each	\$0.00

Section 2 - Bid Scenarios

Using the unit prices bid in Section 1, the vendor shall complete the pricing for the following bid scenarios. The vendor shall total all bid scenarios and enter the total on the bid total line. The Evaluation of this solicitation will be based on the Section 2 bid total.

Bid Scenario 1 -

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
1	Cost of Original (Turnaround 5 to 10 business days)	Page	\$3.25	150	\$487.50
2	Cost of Additional Condensed Transcript with Index	Page	\$0.50	150	\$75.00
6	Postage or Hand Delivery Fee	Each	\$0.00	1	\$0.00
Bid Scenario 1 Total					\$562.50

Bid Scenario 2-

Commodity Line	Description	Unit of Measure	Unit Price	Quantity	Line Total
3	Cost to Expedite Transcript (Turnaround 1 to 4 business days)	Page	\$4.10	150	\$615.00
11	Cost of Additional Condensed Transcript with Index	Page	\$0.50	150	\$75.00
11	Postage or Hand Delivery Fee	Each	\$0.00	1	\$0.00
Bid Scenario 2 Total					\$690.00
Total of Bid Scenarios (1+2)					\$1,252.50

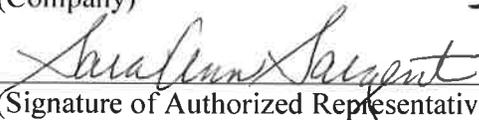
DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Sara A. Sargent, President
(Printed Name and Title)
210 Main St., Johnstown, PA, 15901
(Address)
814-536-8908 / 814-539-7579
(Phone Number) / (Fax Number)
sally@sargents.com
(E-mail address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; ; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the Vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

Sargent's Court Reporting Service, Inc.
(Company)


(Signature of Authorized Representative)

Sara A. Sargent, President
(Printed Name and Title of Authorized Representative)

2/14/2023
(Date)

814-536-8908 / 814-539-7579
(Phone Number) (Fax Number)

REQUEST FOR QUOTATION
DOT23*28 - TRANSCRIPTION / COURT REPORTING SERVICES

10.2. The following remedies shall be available to Agency upon default.

10.2.1. Immediate cancellation of the Contract.

10.2.2. Immediate cancellation of one or more release orders issued under this Contract.

10.2.3. Any other remedies available in law or equity.

11. MISCELLANEOUS:

11.1. **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Sara A. Sargent, President
Telephone Number: 814-536-8908
Fax Number: 814-539-7579
Email Address: Sally@sargents.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: DOT2300000062

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Sargent's Court Reporting Service, Inc.
Company

Sarah Ann Sargent
Authorized Signature

2/14/23
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia, or bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia, for four (4) years immediately preceding the date of this certification; or,
 Bidder is a resident vendor partnership, association, or corporation with at least eighty percent of ownership interest of bidder held by another entity that meets the applicable four year residency requirement; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% vendor preference for the reason checked:**
 Bidder is a nonresident vendor that employs a minimum of one hundred state residents, or a nonresident vendor which has an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia and employs a minimum of one hundred state residents, and for purposes of producing or distributing the commodities or completing the project which is the subject of the bidder's bid and continuously over the entire term of the project, on average at least seventy-five percent of the bidder's employees or the bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years and the vendor's bid; or,
4. **Application is made for 5% vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7. **Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.**
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.
8. **Application is made for reciprocal preference.**
 Bidder is a West Virginia resident and is requesting reciprocal preference to the extent that it applies.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) rescind the contract or purchase order; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Sargent's Court Reporting Service, Inc

Signed: 

Date: 2/14/23

Title: President

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



SARGENT'S COURT REPORTING SERVICE, INC

210 Main Street
Johnstown, PA 15901

Primary Contact:
Sara Ann Sargent, President
210 Main Street
Johnstown, PA 15901
Phone: (814) 536-8908
Fax: (814) 539-7579
E-mail: sally@sargents.com

Response to ARFQ 0803 DOT 2300000062-1

**Court Reporting Services to be provided to the West Virginia
Division of Highways**

GENERAL HISTORY AND EXPERIENCE

Sargent's Court Reporting Service, Inc. has been providing court reporting and transcription services to various federal and state entities for the past 43 years. Sargent's is uniquely qualified to fulfill the requirements outlined in this request for quotation. Sargent's has performed court reporting and transcription for the Commonwealth of Pennsylvania and the State of West Virginia for decades, and is currently handling approximately 5,000 hearings and depositions per month.

Sargent's also employs a fully staffed scheduling department, consisting of a scheduling technician and a scheduling manager, ensuring that all jobs are accurately coordinated and covered to the exact specifications of our clients. Our scheduling department schedules hundreds of depositions daily, many of which occur simultaneously in many different states. As such, Sargent's will have no problem providing reliable, simultaneous coverage spanning the entire State of West Virginia during day and evening hours, weekends and/or holidays. Sargent's will have no problem providing coverage both with a 30 day notice, and in cases of unforeseen hearings, a shorter notice period.

Sargent's relies on employees rather than independent contractors to perform our work, giving us the ability to control the appearance, demeanor and capabilities of our staff, as well as the quality and timeliness of delivery of our work to a degree all of our competitors cannot. The high amount of control we have over the entire process translates into a very high degree of reliability and consistency of quality for our clients, regardless of the volume of work we process. Sargent's employs a large staff of highly competent and professional reporters, ready to serve nationwide.

Sargent's currently has policies for all of our reporters, requiring that they be present at the location of their assignment no later than 30 minutes prior to the scheduled time, unless we have been instructed otherwise by our client.

Sargent's only utilizes individuals who have the qualifications and experience necessary to carry out the tasks assigned to them. Furthermore, every new employee must pass our rigorous training process before they are allowed to assume the responsibilities of their position. Additionally, Sargent's requires that every reporter run a number of tests on their equipment prior to reporting for an assignment, in order to ensure that the equipment is functioning properly. In the event that a reporter identifies an issue, the reporter contacts our technician, who will diagnose the malfunction and attempt repair. If the equipment cannot be repaired quickly, a replacement will be provided to the reporter as soon as possible.

Our approach puts relationships, service and quality at the top of our list of priorities. This has allowed us to experience steady growth over the years, but we never forget that our clients are the reason we are in business.

SPECIFICATIONS

3. QUALIFICATIONS:

3.1 Sargent's has been providing court reporting and transcription services for over 43 years.

4. MANDATORY REQUIREMENTS:

4.1 **Mandatory Contract Services Requirements and Deliverables:** Sargent's will meet or exceed the mandatory requirements listed below.

4.1.1 Transcription/Court Reporting Services

4.1.1.1 Sargent's will provide a condensed transcript and index.

4.1.1.1.1 Sargent's will provide an original transcript and a condensed transcript with four pages per page and an index referring the location of keywords in the transcript.

4.1.1.2 Commodity Line 1 – Cost of Original Transcript.

4.1.1.2.1 The cost of the original transcript will be a per page charge. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.3 Commodity Line 2 – Cost of Condensed Transcript Copy.

4.1.1.3.1 The cost of an additional condensed transcript with index will be a per page charge. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.4 Commodity Line 3 – Cost of Expedited Transcript.

4.1.1.4.1 The cost of to prepare a transcript within 24-48 hours, when requested, will be a per page charge. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.5 Commodity Line 4 – Appearance Fee.

4.1.1.5.1 The appearance fee will be a flat fee. Only one appearance fee will be charged per order. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.6 Commodity Line 5 – Overnight Original

4.1.1.6.1 The overnight delivery fee will be a flat fee. The cost is provided on Exhibit A, Pricing Pages.

4.1.1.7 Commodity Line 6 – Postage or Hand Deliver Fee

4.1.1.7.1 There will be no cost for delivery of an original transcript.
The cost is provided on Exhibit A, Pricing Pages.

4.2.1 Turnaround Times and Service Area

4.2.1.1 Turnaround times will be five (5) to ten (10) business days for regular and one (1) to four (4) business days for rush orders.

5. CONTRACT AWARD

5.1. Contract Award: Sargent's Agrees to all requirements set forth.

5.2. Pricing Page: Pricing page is attached hereto as Exhibit A.

6. PERFORMANCE: Sargent's will adhere to all guidelines set forth in this section.

7. PAYMENT: All fees will be as shown on the pricing page for all services performed under this contract.

8. TRAVEL: Sargent's will be responsible for all mileage and travel costs.

9. FACILITIES ACCESS:

9.1. Should access cards and/or keys be required, Sargent's will identify personnel requiring access.

9.2. Sargent's will be responsible for controlling cards and will pay replacement fees, if necessary.

9.3. Sargent's will notify the Agency immediately of lost, stolen or missing card or key.

9.4. Sargent's will adhere to any and all security protocol and procedures.

9.5. Sargent's will inform all staff of the Agency security protocol and procedures.

10. VENDOR DEFAULT: Sargent's agrees to all requirements set forth under this contract.

11. VENDOR DEFAULT: Sargent's agrees to all requirements set forth under this contract.

12. MISCELLANEOUS:

11.1. Contract Manager: The contract Manager is listed below.

Contract Manager: Sara A. Sargent, President

Telephone Number: 1-814-536-8908

Fax Number: 1-814-539-7579

Email Address: sally@sargents.com

State of West Virginia
Agency Request for Quote
Highways



Proc Folder: 1168911		Reason for Modification:	
Doc Description: Addendum 1: Transcription & Court Reporting Services -		Addendum 1	
Proc Type: Agency Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-02-10	2023-02-16 14:30	ARFQ 0803 DOT2300000062	2

BID RECEIVING LOCATION	
BUDGET & PROCUREMENT DIVISION OF HIGHWAYS BLDG 5, RM A-317 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

VENDOR	
Vendor Customer Code: 000000161400 Vendor Name: Sargent's Court Reporting Service, Inc. Address: 210 Street: Main St. City: Johnstown State: PA Country: USA Zip: 15901 Principal Contact: Sara A. Sargent Vendor Contact Phone: 814-536-8908 Extension:	

FOR INFORMATION CONTACT THE BUYER	
Dusty J Smith 304-414-6859 dusty.j.smith@wv.gov	

Vendor Signature <i>Sara A. Sargent</i>	FEIN# 25-1794603	DATE 2/14/23
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All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

ADDENDUM 1 IS ISSUED TO

1. ATTACH VENDOR QUESTIONS AND RESPONSES

NO OTHER CHANGES

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS		DIVISION OF HIGHWAYS	
LEGAL DIVISION		LEGAL DIVISION	
1900 KANAWHA BLVD E, BLDG 5 RM A519		1900 KANAWHA BLVD E, BLDG 5 RM A517	
CHARLESTON WV		CHARLESTON WV	
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cost of Original Transcript	0.00000	PAGE	\$ 3.25	

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
Cost of Original Transcript (Turnaround 5 to 10 business days)

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS		DIVISION OF HIGHWAYS	
LEGAL DIVISION		LEGAL DIVISION	
1900 KANAWHA BLVD E, BLDG 5 RM A519		1900 KANAWHA BLVD E, BLDG 5 RM A517	
CHARLESTON WV		CHARLESTON WV	
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Cost of Additional Condensed Transcript including Index	0.00000	PAGE	\$ 0.50	

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
Cost of Additional Condensed Transcript including Index

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Cost to Expedite Transcript	0.00000	PAGE	\$ 4.10	

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
Cost to Expedite Transcript (Turnaround 1 to 4 business days)

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Appearance Fee	0.00000	EA	\$ 100.00	

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
Appearance Fee

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Overnight Original	0.00000	EA	*4.95	

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
Overnight Original

INVOICE TO		SHIP TO	
DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A519 CHARLESTON WV US		DIVISION OF HIGHWAYS LEGAL DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A517 CHARLESTON WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Postage or Hand Delivery	0.00000	EA	*0.00	

Comm Code	Manufacturer	Specification	Model #
82111604			

Extended Description:
Postage or Hand Delivery

SCHEDULE OF EVENTS

Line	Event	Event Date
1	TECHNICAL QUESTIONS DUE BY WEDNESDAY, FEB 8, 2023 @ 10AM EST	2023-02-08