



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#17-0759

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Lee R. Feldman, ICMA-CM, City Manager

DATE: September 6, 2017

TITLE: Motion to Approve Contract for the Purchase of Transcription Services –
Professional Filing Systems, Inc. d/b/a Transcription Experts – \$153,570

Recommendation

It is recommended that the City Commission approve a one-year contract, in substantially the form attached, for the purchase of transcription services for law enforcement from Professional Filing Systems, Inc. d/b/a Transcription Experts, in the amount of \$153,570; and authorize City Manager to approve three additional one-year extensions.

Background

Transcription services are used when taking witness, victim, or suspect statements and are mandatory when filing cases with the Broward County State Attorney's Office.

On June 6, 2017, the Procurement Services Division issued Invitation to Bid No. 773-11969. The bid opened on June 20, 2017 at which time seven bids were received. The bid submitted by Professional Filing Systems, Inc. d/b/a Transcription Experts, has met all of the specifications of the bid and is being deemed the lowest cost, responsive and responsible bidder recommended for award.

Resource Impact

There will be no current year fiscal impact to the City. Future expenditures are contingent upon approval and appropriation of the annual budget.

Strategic Connections

This item is a *Press Play Fort Lauderdale Strategic Plan 2018* initiative, included within the Public Safety Cylinders of Excellence, specifically advancing:

- Goal 9: Be the safest urban coastal City in South Florida through preventative and responsive police and fire protection.
- Objective 1: Prevent and solve crime in all neighborhoods.

This item advances the *Fast Forward Fort Lauderdale 2035 Vision Plan: We Are Community*.

Exhibits

Exhibit 1 – Solicitation

Exhibit 2 – Bid Tabulation

Exhibit 3 – Contract

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