



CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING

#21-0596

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

FROM: Chris Lagerbloom, ICMA-CM, City Manager

DATE: July 6, 2021

TITLE: Motion Approving Purchase of Law Enforcement Transcription Services –
Perry Johnson & Associates, Inc. - \$149,797 – **(Commission Districts 1,
2, 3 and 4)**

Recommendation

Staff recommends the City Commission approve a one-year agreement, in substantially the form attached, for the purchase of law enforcement transcription services, from Perry Johnson & Associates, Inc. (Perry Johnson) in the estimated annual amount of \$149,797 and authorize the City Manager to approve three, one-year renewal options, contingent upon appropriation of funds.

Background

In an effort to minimize costs, the Police Department developed a transcription contract to facilitate citizens' and witnesses' written statements, as well as the transcription of specialized operational meetings such as the Citizen Review Board.

The Procurement Services Division issued Invitation to Bid No. 12507-523 and received eight (8) bids. Apparent low bidder, ZyDoc Medical Transcription, did not meet the specification requirements and has been deemed non-responsive. Second lowest bidder, Perry Johnson, has met all the specifications of the bid and has been deemed the lowest cost, responsive and responsible bidder. Four of the eight bidders have indicated its status as a Minority Business Enterprise, Women Business Enterprise or Small Business Enterprise.

Resource Impact

There will be no fiscal impact to the City in FY 2021. The expenditure of \$149,797 will be subject to the City Commission approval of available funding through the FY 2022 budget.

Strategic Connections

This item is a *2021 Commission Priority*, advancing the Safety initiative.

This item supports the *Press Play Fort Lauderdale 2024* Strategic Plan, specifically advancing:

- The Public Safety Focus Area
- Goal 6: Build a safe and well-prepared community.
- Objective: Prevent and solve crime in all neighborhoods.

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

Attachments

Exhibit 1 – Solicitation

Exhibit 2 – Tabulation

Exhibit 3 – Agreement

Prepared by: Kenneth Campbell, Business Operations Manager, Police Dept.
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