



The City of Coral Gables

Procurement Division

2800 S.W. 72ND AVENUE
MIAMI, FLORIDA 33155

January 10, 2025

All Responding Bidders (See Distribution List)

RE: IFB 2024-050 Court Reporting Services

Dear Bidders:

The evaluation of the bids submitted in response to the above cited solicitation is complete. The City Manager has recommended an award as shown in the attached document.

This notice is provided in accordance with Section 2-910 (c) of the Code of Ordinances for Coral Gables. Our provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-1027 (4)(b) of the same City Code.

Thank you for your participation in this competition. If you have any questions please contact Eduardo Hernandez, Procurement Specialist, at 305-460-5108 or ehernandez2@coralgable.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tanya D. Donigan", is written over the word "Sincerely,".

Tanya D. Donigan
Assistant Chief Procurement Officer

Attachment: Bid Tabulation

Distribution List: Bailey & Sanchez Court Reporting, Inc.
Deposition Solutions, LLC., dba Lexitas
Laws Reporting, Inc.

CITY OF CORAL GABLES

-MEMORANDUM-

TO: Amos Rojas Jr.
City Manager

DATE: January 9, 2025

FROM: Celeste S. Walker-Harmon
Chief Procurement Officer

SUBJECT: Award Recommendation
IFB 2024-050 Court
Reporting Services

The Procurement Division advertised IFB 2024-050 Court Reporting Services on December 6, 2024. A total of thirty-seven (37) firms were notified through INFOR, the City's web-based e-Procurement system. On December 20, 2024, a total of three (3) responses to the IFB were received from the following bidders: Bailey & Sanchez Court Reporting, Inc., Deposition Solutions, LLC., dba Lexitas, and Laws Reporting, Inc.

The responses were reviewed by the Procurement Division to determine responsiveness to the requirements of the IFB. Once this step was completed, Development Services Division conducted a review of the submittal identified by Procurement and found the bid to be in conformance with the City's bid requirements.

The Procurement Division finalized its due diligence process and confirmed that Bailey & Sanchez Court Reporting, Inc., is both responsive to the requirements of the IFB and is a responsible bidder. As such, my recommendation in accordance with Section 2-763 of the City Code entitled "Contract Award", for award of the subject IFB is as follows:

- 1) Accept the recommendation to award Bailey & Sanchez Court Reporting, Inc., as the lowest responsive and responsible bidder for IFB 2024-050 Court Reporting Services.
- 2) Execute a contract with Bailey & Sanchez Court Reporting, Inc., in the estimated total annual amount of \$38,268.00. The contract will be executed for two (2) years, with three (3) one (1) year renewal options.

A copy of the IFB, bid response, evaluation results and the department's concurrence are provided as part of this memo.

Your approval of this recommendation is being requested. Please contact me should you have any questions.

Approved: Amos Rojas Jr. Digitally signed by Amos Rojas Jr.
Date: 2025.01.10 14:48:46 -05'00' Date: _____

Amos Rojas Jr.
City Manager

Copy:

Cristina M. Suárez, City Attorney
Billy Y. Urquia, City Clerk
Alberto N. Parjus, Deputy City Manager
Jose Gomez, Assistant City Manager
Douglas Ramirez, Deputy Development Services Director
Diana M. Gomez, Finance Director

City of Coral Gables, Florida

Bid Tabulation

ITB No.:	IFB 2024-050
Bid Title:	Court Reporting Services
Bid Opening Date:	20-Dec-24
Prepared by:	Eduardo Hernandez

Lowest Responsive and Responsible Bidder

				Bailey & Sanchez Court Reporting, Inc.		Deposition Solutions, LLC., dba Lexitas		Laws Reporting, Inc.	
Vendor FEIN				27-2504167		46-4363191		59-1657776	
Corporation Address/ Locations (County & State):				P.O. Box 960430 Miami, FL 33296-0430		13101 NW Freeway, Suite 210 Houston, TX 77040		7805 SW 6th Court, Suite 51 Plantation, FL 33324	
Local Preference Affirmed?				No		No		No	
Local 5% Preference Applicable? Coral Gables/ Miami-Dade County				Yes		No		No	
Vendor Contact (for this bid)				Nieves Sanchez		David Bixby		Martha Sutherland	
Vendor Contact Phone Number				786-564-6273		305-793-2174		305-358-2700	
Vendor Contact Email				juanbailevreporting@me.com		david.bixby@lexitaslegal.com		bids@lawsreporting.com	
NO.	DESCRIPTION	ESTIMATED QUANTITY PER YEAR	UNIT OF MEASURE	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	Court Reporting Services - Attendance Recording & Transcripts (Monthly meeting) - (City Clerk/0601)	24	Hour	\$300.00	\$7,200.00	\$500.00	\$12,000.00	\$600.00	\$14,400.00
2	Court Reporting Services - In-Person, Record Attendance (monthly meeting - 3rd Monday) - (DS/1210)	18	Hour	\$300.00	\$5,400.00	\$250.00	\$4,500.00	\$150.00	\$2,700.00
3	Court Reporting Services - Verbatim Transcripts, Afterhours - (Monthly meeting - 2nd Wednesday) - (DS/1220)	60	Hour	\$7.80	\$468.00	\$350.00	\$21,000.00	\$675.00	\$40,500.00
4	Court Reporting Services - Code Enforcement Ticket hearing /Code Board / Red Light Cam Attendance - (DS1230)	42	Hour	\$300.00	\$12,600.00	\$250.00	\$10,500.00	\$150.00	\$6,300.00
5	Court Reporting Services - Attendance Recording Only (Monthly meeting - 3rd Wednesday) - (Historic/1320)	42	Hour	\$300.00	\$12,600.00	\$250.00	\$10,500.00	\$150.00	\$6,300.00
Cumulative Total				\$38,268.00		\$58,500.00		\$70,200.00	
Local Preference - 5%				\$1,913.40					
Evaluation Adjustment Local Business Preference				\$40,181.40					
				LOW BID		NO BAFO		NO BAFO	

****Totals noted in red text does not fall within 5% of the low bidder, therefore not qualified for a BAFO.**

NOTE: This bid tabulation is an indication of prices only and not a determination of the responsive, responsible bidders.

Assigned Procurement Personnel: Eduardo Hernandez

Procurement Personnel Signature

Witness Signature

1/3/25
Date

1/3/25
Date