



Legislation Text

File #: RES 2024-040, **Version:** 1

AGENDA ITEM REPORT

TITLE:

A RESOLUTION AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE AN AGREEMENT WITH OFFICEMOTIVE, INC. DBA CAPITAL TYPING TO PROVIDE LAW ENFORCEMENT TRANSCRIPTION SERVICES PURSUANT TO IFB NO. 01-24-24-11.

BACKGROUND:

The City's service contract for law enforcement transcription services expired on January 31, 2024. On January 7, 2024, the City issued Invitation for Bid (IFB) No. 01-24-24-11 to contract with a qualified and experienced firm to provide law enforcement transcription services on an as-needed basis.

DISCUSSION:

Solicitations were electronically sent through the eBid System to two hundred and thirty-five (235) prospective vendors. Six (6) responses were received from: 1) Always on Time; 2) VIQ Solutions, Inc.; 3) Speak Write, LLC; 4) Officemotive, Inc. dba Capital Typing; 5) Ditto Transcripts; and 6) DocuScript, LLC. After confirmation of references and past performance reviews, staff recommends awarding the contract to the lowest, responsive bidder, Officemotive, Inc. dba Capital Typing. The initial contract period is for three (3) years with the option to extend for two (2) additional one (1) year periods.

RECOMMENDATION:

Staff recommends approval of this resolution.

FISCAL IMPACT:

REVENUES: \$ 0

EXPENDITURES: \$ 20,000/year

BUDGETED? Yes

NOTES: Account No. 0161-3190, Police Professional Services.