

RESOLUTION NO. 115-17

**A RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA
AUTHORIZING SERVICE CONTRACTS FOR ON-CALL TRANSCRIPTION
SERVICES FOR AN AMOUNT NOT TO EXCEED \$25,000 PER VENDOR OVER A
THREE YEAR PERIOD FROM OCTOBER 2017 THROUGH SEPTEMBER 2020**

WHEREAS, the Richmond Planning and Building Services Department anticipates needing transcription services for public meetings, public hearings, community events, and other meetings; and

WHEREAS, the Richmond Planning and Building Services Department has demonstrated that the use of vendors drawn from a list of pre-qualified firms that have undergone a competitive bidding process eliminates delays and costs associated with project-by-project bidding; and

WHEREAS, on August 21, 2017, the Richmond Planning and Building Services Department solicited a Request for Qualifications (RFQ) for transcription services; and

WHEREAS, four vendors were notified and four firms responded to the RFQ; and

WHEREAS, all vendors were reviewed by a panel consisting of staff from Planning and Building Services, City Clerk's Office, and Library Services; and

WHEREAS, the panel evaluated the responses based on each firm's qualifications and experience completing similar work, qualifications and experience of key project staff, and compliance with the requirements of the RFQ; and

WHEREAS, the panel recommends the top three ranked firms for inclusion to the on-call list for transcription services:

1. Minute by Minute
2. Anita L. Tucci-Smith, LLC
3. Cybertary.com

WHEREAS, each contract would be for an amount not-to-exceed \$25,000, over a three-year period, from October 2017 through September 2020; and

WHEREAS, firms on the on-call list will be selected to provide transcription services of Historic Preservation Commission, Design Review Board, and Planning Commission meetings, and other public meetings based on availability and costs; and

WHEREAS, the Planning and Building Services Department will manage the contracts, and the costs of each contract will be paid indirectly by application fees.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Richmond hereby authorizes the Planning and Building Services Department to enter into Service Contracts for on-call transcription services with the above mentioned firms for an amount not to exceed \$25,000 per vendor over a three year period, from October 2017 through September 2020.

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held October 3, 2017, by the following vote:

AYES: Councilmembers Choi, Martinez, Myrick, Recinos, Willis, Vice Mayor Beckles, and Mayor Butt.
NOES: None.
ABSTENTIONS: None.
ABSENT: None.

PAMELA CHRISTIAN
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

TOM BUTT

Mayor

Approved as to form:

BRUCE GOODMILLER

City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of **Resolution No. 115-17**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on October 3, 2017.



Pamela Christian, Clerk of the City of Richmond