



**AGENDA MEMORANDUM  
TOWN OF NORTH HEMPSTEAD**

*TNH125-2014*

**TO:** Supervisor Judi Bosworth  
**FROM:** EILIZABETH D. BOTWIN, TOWN ATTORNEY  
**TODAY'S DATE:** 4/14/2015  
**MEETING DATE:** 5/12/2015  
**SUBJECT:** 24 - Transcription Services

It is respectfully requested that a resolution be placed on the Town Board Agenda authorizing the Town to enter into agreements with the following firms to provide transcription services to the Town for meetings of the Town Board and the BZA:

Veritext, 330 Old Country Road, Suite 300, Mineola, NY 11501  
 Excel Reporting, 56 Prospect Avenue, East Rockaway, NY 11518  
 MGR Reporting, 626 RXR Plaza, 6th Floor, Uniondale, NY 11556

Copies of the responses to the Town's RFP for these services are attached. Providers are compensated by an appearance fee and a fee per page of transcript produced:

	Town Board	BZA
<b>Excel Reporting</b>	App. Fee: \$45.00 After Hrs. Fee: \$75.00 Per page: Electronic: \$4.45 Printed: \$4.55 Other Fee: \$14.95	App. Fee: \$45.00 Per page: Electronic: \$4.45 Printed: \$4.55 Other Fee: \$14.95
<b>MGR Reporting</b>	App. Fee: \$75.00 After Hrs. Fee: \$100.00 Per page: Electronic: \$6.50 Printed: \$6.75 Other Fee: \$0.00	App. Fee: \$75.00 Per page: Electronic: \$6.50 Printed: \$6.75 Elec. Trans. Fee: \$0.00
<b>Veritext</b>	App. Fee: \$25.00 After Hrs. Fee: \$40.00 Per page: Electronic: \$8.50 Printed: \$8.50 Other Fee: \$0.00	App. Fee: \$25.00 Per page: Electronic: \$8.50 Printed: \$8.50 Elec. Trans. Fee: \$0.00

The agreements will be effective for a two (2) year period from the date of award.

**TYPE:**

A RESOLUTION AUTHORIZING THE EXECUTION OF PROFESSIONAL SERVICES AGREEMENTS FOR TRANSCRIPTION SERVICES.

General Ledger Account Code:

Contract Amount:

Contract Term:

5/13/2015-5/12/2017

Option to Extend:

False

Option Description:

ATTACHMENTS:

File Name

Description

No Attachments Available

**Supervisor Bosworth offered the following resolution and moved its adoption, which resolution was declared adopted after a poll of the members of this Board:**

**RESOLUTION NO. 347-2015**

**A RESOLUTION AUTHORIZING THE EXECUTION OF PROFESSIONAL SERVICES AGREEMENTS FOR TRANSCRIPTION SERVICES.**

**WHEREAS**, the Town is in need of professional transcription services for meetings of the Town Board and the Board of Zoning Appeals (the "Services"); and

**WHEREAS**, the Town released and received responses to a Request for Proposals for the Services; and

**WHEREAS**, upon review of the proposals, a committee composed of members of the Office of the Town Clerk, the Department of Planning and the Office of the Town Attorney (the "Committee") has recommended that the Town enter into agreements (the "Agreements") with the following firms to provide the Services on an as-needed basis

	<b>Town Board</b>	<b>BZA</b>
Excel Reporting, Inc. 56 Prospect Avenue East Rockaway, NY 11518	Appearance Fee: \$45.00 After Hours Fee: \$75.00 Per page: Electronic: \$4.45 Printed: \$4.55 Other Fee: \$14.95	Appearance Fee: \$45.00 Per page: Electronic: \$4.45 Printed: \$4.55 Other Fee: \$14.95
MGR Reporting 626 Rexcorp Plaza, 6 <sup>th</sup> Floor Uniondale, NY 11556	Appearance Fee: \$75.00 After Hours Fee: \$100.00 Per page: Electronic: \$6.50 Printed: \$6.75	Appearance Fee: \$75.00 Per page: Electronic: \$6.50 Printed: \$6.75 Elec. Trans. Fee: \$0.00
Veritext LLC 330 Old Country Road Mineola, NY 11501	Appearance Fee: \$25.00 After Hours Fee: \$40.00 Per page: Electronic: \$8.50 Printed: \$8.50 Other Fee: \$0.00	Appearance Fee: \$25.00 Per page: Electronic: \$8.50 Printed: \$8.50 Electronic Transmission Fee: \$0.00

; and

**WHEREAS**, this Board finds it to be in the best interest of the Town to authorize the Agreement.

**NOW, THEREFORE, BE IT**

**RESOLVED** that the Agreements be and are hereby authorized; and be it further

**RESOLVED** that the Supervisor be and hereby is authorized and directed to execute the Agreements on behalf of the Town, which Agreements shall be on file with the Office of the Town Clerk, and to take such other action as may be necessary to effectuate the foregoing; and be it further

**RESOLVED** that the Office of the Town Attorney be and hereby is authorized and directed to negotiate and oversee the execution of the Agreements, and to take such other action as may be necessary to effectuate the foregoing; and be it further

**RESOLVED** that the Comptroller be and hereby is authorized and directed to pay the costs of the Services upon receipt of the duly executed Agreement and certified claims therefore.

Dated: Manhasset, New York

May 12, 2015

The vote on the foregoing resolution was recorded as follows:

Aye Councilwomen De Giorgio, Councilman Ferrara, Councilwoman Kaplan,  
Councilwoman Russell, Councilwoman Seeman, Councilman Zuckerman,  
Supervisor Bosworth

Nays: None

cc: Town Attorney

Comptroller



AGENDA MEMORANDUM  
TOWN OF NORTH HEMPSTEAD

Hearings **other** than  
BZA + Town Board  
2014  
TN#125-2015

TO: Supervisor Judi Bosworth  
FROM: ELIZABETH D. BOTWIN, TOWN ATTORNEY  
TODAY'S DATE: 6/17/2015  
MEETING DATE: 7/14/2015  
SUBJECT: 24 - Transcription Services - Hearings

It is respectfully requested that a resolution be placed on the Town Board Agenda authorizing the Town to enter into agreements with the following firms to provide transcription services to the Town for hearings held by the Town:

Excel Reporting, 56 Prospect Avenue, East Rockaway, NY 11518  
MGR Reporting, 626 RXR Plaza, 6th Floor, Uniondale, NY 11556

Copies of the responses to the Town's RFP for these services are attached. Providers are compensated by an appearance fee and a fee per page of transcript produced:

Excel Reporting	App. Fee: \$45.00 Per page: \$3.85 Other Fee: \$14.95
MGR Reporting	App. Fee: \$75.00 Per page: \$4.50 Other Fee: \$0.00

The agreements will be effective for a two (2) year period from the date of award.

TYPE:

A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENTS FOR TRANSCRIPTION SERVICES FOR HEARINGS HELD BY THE TOWN.

General Ledger Account Code:

Contract Amount:

Contract Term:

Option to Extend:

False

Option Description:

ATTACHMENTS:

File Name

Description

No Attachments Available

Supervisor Bosworth offered the following resolution and moved its adoption, which resolution was declared adopted after a poll of the members of this Board:

**RESOLUTION NO. 501-2015**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENTS FOR TRANSCRIPTION SERVICES FOR HEARINGS HELD BY THE TOWN.**

**WHEREAS**, the Town needs professional transcription services for various hearings other than Town Board and Board of Zoning Appeals hearings (the "Services"); and

**WHEREAS**, the Town released and received responses to a Request for Proposals for the Services; and

**WHEREAS**, upon review of the proposals, a committee composed of members of the Office of the Town Clerk, the Department of Planning and the Office of the Town Attorney (the "Committee") has recommended that the Town enter into agreements (the "Agreements") with the following firms to provide the Services on an as-needed basis

	Hearing Rates
Excel Reporting, Inc. 56 Prospect Avenue East Rockaway, NY 11518	Appearance Fee: \$45.00 Per page: \$3.85 Other Fee: \$14.95
MGR Reporting 626 Rexcorp Plaza, 6 <sup>th</sup> Floor Uniondale, NY 11556	Appearance Fee: \$75.00 Per page: \$4.50 Other Fee: \$0.00

; and

**WHEREAS**, this Board finds it to be in the best interest of the Town to authorize the Agreements for the Services.

**NOW, THEREFORE, BE IT**

**RESOLVED** that the Agreements be and are hereby authorized; and be it further

**RESOLVED** that the Supervisor be and hereby is authorized and directed to execute the Agreements on behalf of the Town, which Agreements shall be on file with the Office of the Town Clerk, and to take such other action as may be necessary to effectuate the foregoing; and be it further

**RESOLVED** that the Office of the Town Attorney be and hereby is authorized and directed to negotiate and oversee the execution of the Agreements, and to take such other action as may be necessary to effectuate the foregoing; and be it further

**RESOLVED** that the Comptroller be and hereby is authorized and directed to pay the costs of the Services upon receipt of the duly executed Agreement and certified claims therefor.

**Dated:** Manhasset, New York

July 14, 2015

The vote on the foregoing resolution was recorded as follows:

Ayes: Councilwoman De Giorgio, Councilman Ferrara, Councilwoman Kaplan,  
Councilwoman Russell, Councilwoman Seeman, Councilman Zuckerman,  
Supervisor Bosworth

Nays: None

cc: Town Attorney Comptroller