



**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
749414

Esquire Deposition Services
PO Box 934157
Atlanta GA 31193

DATE
1/3/2012
F.O.B. POINT

PURCHASE ORDER NO.
179490 - 000- OP
REQUISITION NO.
00100920 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO County Clerk - Election Department
Cook County Administration Offices
69 W. Washington Street - 5th Floor
Chicago IL 60602-3007

DELIVERY INSTRUCTIONS

Roseann Farella 312-603-0927

DEPT NO	Page 1 of 1
5240583	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<i>City of Chicago</i> COURT REPORTING SERVICES FOR PAYMENT ONLY CONTRACT NO. #14128 CONTRACT PERIOD: 5/1/2007 THROUGH 4/30/2012 ATTENDANCE <i>1-2/12</i> COURT ATTENDANCE (TRANSCRIPT NOT W/IN 24 HOURS) \$90.00/HOURS 30 HOURS \$2,700.00	.00 LO	.0000	2,700.00	5240583.521040
***** Total Order *****				2,700.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Mania de la Cruz
Date: 1/5/12 BR



**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS.

PURCHASE ORDERED ISSUED TO
749414

Esquire Deposition Services
PO Box 934157
Atlanta GA 31193

DATE
1/6/2012
F.O.B. POINT

PURCHASE ORDER NO.
179490 -001 -OP
REQUISITION NO.

**COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K**

SHIP TO County Clerk - Election Department
Cook County Administration Offices
69 W. Washington Street - 5th Floor
Chicago IL 60602-3007

DELIVERY INSTRUCTIONS

Roseann Farella 312-603-0927

DEPT NO	
5240583	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
2.00	Change Order Court Reporting Services City of Chicago Contract No. #14128 Contract Period: 12/01/11 through 04/30/12 ATTENDANCE. Court Attendance (Transcript not within 24 hours) \$90.00/Hour x 30 Hours = \$2,700.00	0.00	.0000		
		*****	Total Order	*****	.00

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Date: _____ Authorized Signature: _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

Date: _____ PURCHASING AGENT

Maria di Lorenzo
1/9/12 BR

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

179490

Requisition # OR 100920 Contract # Open Date

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code NCR
Business Unit 5240583
Internal Req Number 25240021
Board Apr Date & Item
Requisition Date 12/22/2011
Date Needed 12/22/2011

Ship To: 8000175 County Clerk - Election Depart
Cook County Administration Off
69 W. Washington Street - 5th
Chicago IL 60602-3007
Delivery Instructions: Roseann Farella
312-603-0927
Supplier: 749414 Esquire Deposition Services
PO Box 934157
Atlanta GA 31193

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	961 COURT REPORTING SERVICES FOR PAYMENT ONLY CONTRACT NO. #14128 CONTRACT PERIOD: 5/1/2007 THROUGH 4/30/2012 ATTENDANCE COURT ATTENDANCE (TRANSCRIPT NOT W/IN 24 HOURS) \$90.00/HOURS 30 HOURS \$2,700.00	< >		LO	.0000	2,700.00	5240583.521040

Total of Items Ordered 2,700.00

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2011 DEC 28 AM 11:42
BOONVEENING

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

[Signature]
REQUISITIONER
[Signature]
DIR OF OPER
BUREAU or DEPARTMENT HEAD
12/23/11

ACCT # _____

DATE _____ BY _____



Cook County
Office of the Chief Procurement Officer

Request to Purchase from GPO or to Piggyback

General Information	Date: 12/12/2011
Unit/Department: Cook County Clerk	Phone No. 312-603-7689
Contact Name: Scott B Erdman	Email scott.erdman@cookcountyil.gov

Vendor Information	Requisition No.
Name: Esquire Deposition Services	Purchase Order No. 14128
Address: 311 W Monroe St, #1200, Chicago, IL 60606	Contract No. 14128
GPO Agency: City of Chicago	Contract Start/End Dates: Start: 5/1/2007 End: 4/30/2012

Description. Please provide a description of the goods or services required, estimated dollar amount, duration or frequency of the requirement, and where will the services or goods be delivered. Attach documents/information as appropriate.

The court reporting services are required for the Clerk to fulfill his duties adjudicating candidate objections for the spring Presidential Primary and the Fall Presidential Election. Services will be provided at 69 W. Washington and 118 N. Clark as scheduled for the spring and fall elections. Transcripts for appeals will be handled as they arise. The scope of work and prices from pages 36 to 41 of the Esquire contract with the City of Chicago are being used to calculate the scope of work and prices of the services to be delivered to the County under this "piggyback" agreement (see attached.) The Clerk expects Esquire to perform under the MBE/WBE participation as outlined in their City contract. (See attached)

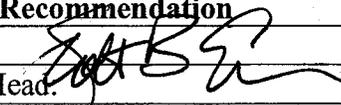
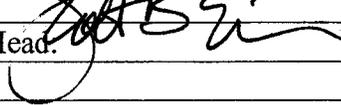
Type of Request. Please select one of the options below.

Piggyback Name of Government Agency City of Chicago

GPO Name of GPO

Reason: Attach back up information as appropriate

Other, explain why benefit to the County: The vendor originally contracted for these services has notified the Clerk that they will be unable to provide the services. The Clerk has a start date for these services of Monday, December 19, 2011. The Clerk would be unable to perform a new RFP process in time to obtain these services. The City's contract is much larger than the Clerk's cancelled contract and will allow us to take leverage the lower negotiated price for these services.

Department Recommendation	
Requestor: 	Date: 12/12/11
Department Head: 	Date: 12/12/11

Chief Procurement Officer's Approval	
Signature: _____	Date: _____

Esquire Deposition Services

Service	Cost Per Unit	Number	Total
Attendance			
Court Attendance (Transcript w/in 24 hours)	\$60.00/Hour	0 Hours	\$ -
Court Attendance (Transcript NOT w/in 24 hours)	\$90.00/Hour	30 Hours	\$ 2,700.00
Transcripts			
Per page rate for two (2) day delivery		\$4.90 0 pages	\$ -
Per page rate for twenty-four (24) hour delivery		\$5.80 0 pages	\$ -
Min U Script (or equivalent)			
Per page rate for two (2) day delivery		\$0.25 0 pages	\$ -
Per page rate before text is condensed for twenty-four (24) hour delivery		\$0.25 0 pages	\$ -
Other			
Word Locator Indices	No Charge	All Transcripts	\$ -
We are looking at up to 30 separate hearing days.			<hr/> \$ 2,700.00

Sharon Zeman
312-782-8087

szeman@esquiresolutions.com

For Payment only

Melanie Jakus
312-350-9143

FOR PAYMENT ONLY

*100920
25240021
5240583, 521040*



**VOUCHER FORM
COOK COUNTY GOVERNMENT**

(FORM 29 A)

**ESQUIRE DEPOSITION SERVICES
PO BOX 934157
ATLANTA GA 31193**

VENDOR NO.: 749414

Date **12/22/2011**

Req. No. _____

Purchase Order No. _____

**FOR COUNTY
USE ONLY**

DEPARTMENT
5240583

ACCOUNT
521040

COST CENTER

122211
Seller's Invoice Number

Seller's Name & Address

DELIVERED TO

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	FOR PAYMENT ONLY COURT REPORTING SERVICES CONTRACT #NO. #14128 CONTRACT PERIOD: 5/1/2007 THROUGH 4/30/2012 COURT ATTENDANCE (TRANSCRIPT NO W/IN 24 HOURS) \$90.00/HOURS 30 HOURS		\$2,700.00

DEPARTMENT APPROVAL <i>Clem Balaroff</i>	TOTAL:	\$2,700.00
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WE HEREBY CERTIFY THAT THIS INVOICE IS RENDERED IN FULL CONFORMITY WITH THE PURCHASE ORDER OR CONTRACT AND MEETS THE SPECIFICATIONS CONTAINED THEREIN. FEDERAL REGULATIONS ARE ALSO COMPLIED WITH.

I HEREBY CERTIFY THAT I HAVE EXAMINED THE RECEIVING REPORT FROM THE USING DEPARTMENT AND IT AGREES WITH THIS INVOICE AND THAT SATISFACTORY EVIDENCE IS ATTACHED HEREWITH OF RECEIPT OF GOODS AND OR SERVICES.

EXAMINED AND APPROVED

AUDITOR

VENDORS SIGNATURE

PURCHASING AGENT

COMPTROLLER

Esquire Deposition Services

Service	Cost Per Unit	Number	Total
Attendance			
Court Attendance (Transcript w/in 24 hours)	\$60.00/Hour	0 Hours	\$ -
Court Attendance (Transcript NOT w/in 24 hours)	\$90.00/Hour	30 Hours	\$ 2,700.00
Transcripts			
Per page rate for two (2) day delivery		\$4.90 0 pages	\$ -
Per page rate for twenty-four (24) hour delivery		\$5.80 0 pages	\$ -
Min U Script (or equivalent)			
Per page rate for two (2) day delivery		\$0.25 0 pages	\$ -
Per page rate before text is condensed for twenty-four (24) hour delivery		\$0.25 0 pages	\$ -
Other			
Word Locator Indices	No Charge	All Transcripts	\$ -
We are looking at up to 30 separate hearing days.			<hr/> \$ 2,700.00

Sharon Zeman
312-782-8087

szeman@esquiresolutions.com

For Payment only

Melanie Jakus
312-350-9143

FOR PAYMENT ONLY

*100920
25240021
5240582 521040*

VENDOR NO.: 1061073

PURCHASE ORDER NO.: 14128

COURT REPORTER AND TRANSCRIPTION SERVICES

SPECIFICATION NUMBER: 45020

CONTRACT PERIOD: SIXTY (60) MONTHS FROM THE DATE OF CONTRACT AWARD AND RELEASE

STARTING: MAY 1, 2007

THROUGH: APRIL 30, 2012

REQUIRED FOR USE BY CITY OF CHICAGO



**CITY OF CHICAGO
(Department of Law)**

Fund Number: 01-006-0100-0312005-220143 (VARIOUS)

Distributed by:

**CITY OF CHICAGO
(Department of Procurement Services)**

Barbara A. Lumpkin, Chief Procurement Officer
Department of Procurement Services
City Hall, 121 North LaSalle Street
Chicago, Illinois 60602

Proposal must be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, "Court Reporters and Transcription Services" and the specification number "45020". The name and the address of the Vendor must also be clearly printed on the outside of the envelope(s) or package(s).

**RICHARD M. DALEY
MAYOR**

**BARBARA A. LUMPKIN
CHIEF PROCUREMENT OFFICER**

[Signature Pages, Exhibits and Schedules follow.]

SIGNATURE PAGE

SIGNED at Chicago, Illinois:



CONTRACTOR:

By: Melanie Jakus

Its: Regional General Manager

Attest: Elizabeth A. Multha

State of: Illinois

County of: Cook

This instrument was acknowledged before me on June 6, 2007 (date) by Melanie Jakus (name/s of person/s) as Regional General Manager (type of authority, e.g., officer, trustee, etc.) of Equity Deposition Services LLC (name of party on behalf of whom instrument was executed).

Susan M. Kulinski (Signature of Notary Public)

CITY OF CHICAGO:

Recommended By:

Mara S. Georges
Corporation Counsel

By: Robert Thompson
Chief Procurement Officer
Steven J. Luyf Esq.
Comptroller
Richard M. Daley
Mayor

Approved as to form and legality:

NOT REQUIRED

Assistant Corporation Counsel

EXHIBIT 1

SCOPE OF SERVICES

A. General Information

The Department of Law and other City departments require on a daily basis, or from time to time, the Services of court reporters. The Services involve courtroom work and depositions, transcriptions, statements, court attendances (trials and motions), arbitrations and public hearings.

The Services contemplated are professional in nature. Therefore, Respondent must be licensed to perform in the State of Illinois; must be licensed for all applicable professional discipline(s) requiring licensing, and will be governed by the professional ethics in its relationship to the City.

In addition, Respondent must be financially solvent and each of its members, if a joint venture, its employees, agents or subcontractors of any tier must be competent to perform the Services required under this RFP document.

All reports, information, or data prepared or assembled by Respondent are confidential in nature and must not be made available to any individual or organization, except the City, without prior written approval of the City. Any contract resulting from this RFP document will require Respondent to execute a statement of confidentiality.

B. General Requirements

1. Contractors must supply licensed court reporters to the various participating City departments and government organizations requiring the Services.
2. Court reporters must be able to stenographically record the proceedings in relation to courtroom work, and to accurately take and transcribe depositions, statements, court attendances, trials, arbitrations, and other public hearings.
3. The recordation of proceedings using audio/taping devices as a substitute for stenographic recordation will not be accepted.
4. Transcripts (original and copies) must be provided on a timely basis in accordance with the schedule prescribed within the respective pricing structure, as requested by the City departments. Payment will be based on the time of delivery.
5. Contractor is responsible for maintaining the necessary back-up system to provide a replacement court reporter if the assigned person is absent, including last minute cancellations.
6. Contractor must utilize a mechanism to assure that documents are accurate and free of grammatical and spelling errors, and reporters must be familiar with and make an effort to clarify:
 - a. Legal terms;
 - b. Words and terms used in the Chicago Municipal Code;
 - c. Words and terms used in the administrative adjudication of municipal code violations before the Department of Administrative Hearings;
 - d. Spelling of surnames;
 - e. Spelling of street names, locations and addresses;
 - f. Medical and engineering terms.
7. Court reporters must also be able to accurately transcribe from the audiotape, digital or other authorized recordings of public hearings conducted by the Department of Administrative Hearings and other City departments.
8. Court reporters must act professionally, dress appropriately, and be set-up and ready to transcribe at the start of proceedings.

9. Unless otherwise specified, transcripts must be prepared using the following format:
 - a. Size 12 Times New Roman font;
 - b. Double spaced lines;
 - c. Minimum 1 inch margins on all sides;
 - d. Transcripts are to be printed on 50 pound white offset book paper, or equivalent;
 - e. Page size will be 8.5 x 11 inches in a single sided, single column format
10. Contractor must ensure email transcript capability, such that transcripts will open in Word, Word Perfect, and PDF file formats. Transcripts must also comply with federal E-filing requirements.
11. Contractor is responsible for providing transcripts within the time period specified, even if the attending reporter is on a leave of absence or unavailable for other unspecified reasons.
12. The City reserves the right to duplicate transcripts and/or archive for internal purposes.
13. The City may determine to formally review the performance of Contractor at any time. At the determination of the City, Contractor will be required to attend meetings to discuss its performance. Attendance at these meetings will be at no cost to the City.

C. Reporting Areas

1. Area #1: Daily Prosecutions Housing Court

The services will consist of work to be performed on a daily basis in Housing Court. At least six (6) court reporters are required on a daily basis, five (5) days a week, to cover the six (6) courtrooms in Housing Court. One (1) company may be selected to provide all six (6) court reporters, although the City reserves the right to select more than one company for this Area. Therefore, Respondents must specify the number of court reporters available to service this Area if awarded a contract. Also, Respondents may specify the order of preference in regard to the courtrooms. This information will be used if the city decides to assign a specific company to a particular courtroom. However, the City reserves the right to assign courtrooms in a manner that would be most advantageous to the City.

The Building and Land Use Litigation Division of the Law Department prosecutes building and housing code violations, as well as zoning code violations. These code enforcement cases are heard in six (6) courtrooms in the Daley Center, commonly known as "Housing Court," in rooms 1101, 1103, 1105, 1107, 1109, and 1111. With some exceptions, each of these courtrooms has daily calls in the morning, beginning at 9:30 a.m., and, less regularly, in the afternoon, beginning at 2:00 p.m. See the attached schedule of Housing Court calls for details of calls currently scheduled. The time and content of these court calls may be adjusted by the Circuit Court, and Respondents must be able to accommodate adjustments made to the Housing Court call schedule. The current Housing Court call schedule is broken down generally as follows:

- Calls in Courtroom 1101 primarily address violations of the lead paint and heat ordinances.
- Calls in Courtroom 1103 primarily address building code violations in occupied buildings and exterior facade violations.
- Calls in Courtroom 1105 primarily address building code violations in occupied buildings and new construction violations.
- Calls in Courtroom 1107 primarily address technical building code violations, such as electrical, plumbing, and fire, as well as special prosecutions and zoning code violations.
- Calls in Courtroom 1109 primarily address violations in vacant and deteriorated buildings where demolition authority is sought.

- Calls in Courtroom 1111 primarily address violations in vacant and deteriorated buildings where demolition authority is sought.
2. Area #2: Department of Administrative Hearings
 - a. Court Reporter Services
 - i. Court reporting services are used for tax cases. These hearings are scheduled at the Department of Administrative Hearings, 400 West Superior Street, Chicago, Illinois. Court reporters are normally notified anywhere between three (3) days to three (3) hours in advance. Several hearings are scheduled each week.
 - b. Transcription Services
 - i. DOAH will require transcription services for the preparation of the record on administrative review. In all matters other than tax hearings, transcriptions are currently prepared from an audiocassette of the public hearing made by the hearing officer. Some of DOAH's hearing rooms are equipped with digital voice recording systems in which case the digital audio may be transmitted for transcription via CD. However, the transcription firm also needs the ability to accept an electronic transmission of this audio. Transcriptions from court reporter notes, audio cassettes, CDs, or electronic transmission need to be returned to DOAH in a timely manner consistent with the requirements of DOAH and filing deadlines set by the circuit court in administrative review cases.
 3. Area #3: Department of Business Affairs & Licensing
 - a. Court Reporter Services
 - i. Court reporting services are used for commercial cases. These hearings are currently scheduled at City Hall, Rooms 800 and 805. There are two set calls: Monday, Tuesday, Wednesday, Thursday and Friday at 9:30 a.m.; Monday, Tuesday, Thursday and Friday at 1:30 p.m.
 - b. Transcript Services
 - i. Approximately 65% of hearings are related liquor hearings, and transcripts are required on a regular basis. The remaining 35% of hearings are related to other commercial entities, and transcripts are required on an as needed basis. In either event, transcripts that are ordered must be provided in the time period specified.
 4. Area #4: Depositions, Statements, Audio Transcriptions, Court Attendance, Trials and Other Hearings
 - a. Contractor must provide court reporters to cover depositions, statements, court attendances (trials and motions), and public hearings on a wide variety of matters. Contractor must be willing to provide all services required in this area. If the length of time required for service on any particular day is less than two (2) hours, Contractor will be compensated for at least two (2) hours of service at the rate negotiated.
 - b. Contractor must ensure the availability of its key personnel in accordance with the following schedule:
 - i. 8:30 a.m. until 5:30 p.m., Monday through Friday
 - ii. after 5:30 p.m., Monday through Friday
 - iii. 10:00 a.m. until 4:00 p.m., Saturday and Sunday
 - c. The Contractor will be required to provide Services to the following Departments.
 - i. Law Department

- For work in this Area, the Law Department will attempt to notify court reporting firm at least one (1) day in advance. However, the City may require the court reporting firm to provide court reporting services with less than one (1) day prior notice. (Please note: the courts often give the City less than one (1) day notice).
 - ii. Other City Departments
 - From time to time other City departments may require Area #4 services. The context may vary in accordance with the nature of the work performed by each particular department.
5. Area #5: Public Hearings, Community Meetings & Special Meetings Various City Departments require court reporting services in relation to a wide number of matters. These normally include, but are not limited to the following.
- a. Housing Department
 - i. This Department will normally require court reporting services to provide legal transcripts for public meetings. These include: public hearings and meetings, Bid Openings for sale of land, Developers Conferences, and other special programs requiring legal transcripts.
 - b. Zoning Board of Appeals
 - i. Court reporting services are used for the Board's monthly public hearings, which are generally scheduled several months in advance. The Board provides a copy of the schedule several months in advance. The Board provides a copy of the schedule to the court reporters and usually reminds them of the hearings three (3) days prior to the scheduled date. The hearings are scheduled on Fridays with a 9:00 a.m. call and a 2:00 p.m. call, and usually run until 7:00 p.m.
 - c. Department of Planning and Development
 - i. The services of court reporters are used for public hearings on proposed landmark designations and permit disputes. These hearings typically take place downtown at City Hall or the Landmarks offices at 33 N. LaSalle Street, but can also be held at other locations elsewhere in the City. Court reporters are usually notified approximately two (2) weeks in advance.
 - ii. Court reporters are also used by the Community Development Commission. Regular meetings are scheduled 1 year in advance. Special meetings are scheduled usually two (2) to four (4) weeks in advance.
 - iii. Public hearings on requests from developers are held by the Planning Commission. Regular meetings are scheduled one (1) year in advance.
 - iv. Special meetings are scheduled usually one (1) month in advance. Court reporters are usually notified one (1) month in advance.
 - v. In addition, these services are used for community meetings. These meetings are usually held in the community of the site in question. Court reporters are notified of the community meeting at least one (1) week in advance. These community meetings normally take place in a Park District building, school, church or other appropriate location.
 - vi. On occasions, court reporting services are used for other community meetings and public hearings. These meetings/hearings are normally held in public buildings such as schools within the community. Court reporters are normally notified two (2) days in advance.
 - d. Department of Transportation
 - i. Court reporting services are used for public hearings on projects where there is some controversy or community involvement, or when the funding agency so

requires. The minutes from these hearings become part of the official record of the project. The location designated for these hearings depends on the ward where the project is located. Usually they take place in schools, churches or Park District buildings.

- e. Department of Human Services
 - i. Court reporting is normally required for public hearings on Community Development Block Grant ("CDBG") programs. These hearings are normally held once or twice a year at a school in the community. Court Reporters are normally notified two (2) to three (3) weeks in advance.
- f. Building Board of Appeals
 - i. Court reporters are required for hearings, which are normally held the second Tuesday of each month. Hearings are held at the 320 North Clark building. Court reporters are notified one week in advance.
- g. Chicago Police Board
 - i. Court reporting services are used for disciplinary meetings and public hearings. The Police Board normally purchases an original and two (2) copies of the disciplinary hearing transcript. Disciplinary hearings are currently held two (2) to three (3) times a week on average; however, the frequency of these hearings may change. Disciplinary meetings are held at 30 N. LaSalle Street and public hearings are normally held at Police Headquarters, 3510 South Michigan Avenue. Public meetings are normally held in the evening. Court reporters are normally notified of the scheduled meetings the Friday before the week when services are required.
- h. Department of Consumer Services
 - i. A court reporter is required to produce a transcript of the monthly meetings of the Cable Commission. This is a public meeting, and the transcript serves as the official record. The meetings typically are held at the Library or other convenient public locations. The schedule and services required are approved in advance by the Commissioner of the Department of Consumer Services.
 - ii. From time to time, the Commissioner of the Department of Consumer Service may conduct public meetings, hearings or other meetings that require a transcript as documentation. The schedule and services required are approved in advance by the Commissioner of the Department of Consumer Services.
 - iii. Similarly, from time to time, the Commissioner of the Department of Consumer Services may require a transcript prepared from other sources such as video or audio. The schedule and services required are approved in advance by the Commissioner of the Department of Consumer Services.
- i. Other Departments
 - i. From time to time other City departments may require Area #5 services. The context may vary in accordance with the nature of the work performed by each particular department.

AREA #4 - DEPOSITIONS, STATEMENTS, AUDIO TRANSCRIPTIONS, COURT ATTENDANCE, AND TRIALS

DESCRIPTION OF SERVICE	NEW CONTRACT RATE
<i>Attendance Rates</i>	
Court attendance or public hearing, including trials, motions and arbitration hearings (hourly rate)	\$60 (if transcript ordered w/in 24 hours) \$90 (if not transcript ordered w/in 24 hours)
Court attendance or public hearing, including trials, motions and arbitration hearings, "Real Time" reporting	\$60 hr + \$3.25/page; unedited
Minimum court attendance rate (two hour or less per day)	\$120 (if transcript ordered w/in 24 hours) \$180 (if not transcript ordered w/in 24 hours)
Depositions or statements (hourly rate)	\$50
Minimum rate depositions or statements (two hours or less per day)	\$100
Show up fee (appear but canceled)	\$120
Stand By (appearance not required)	\$90
<i>Original Transcripts</i>	
Per page rate for fourteen (14) day delivery	\$4.25
Per page rate for five (5) day delivery	\$4.65
Per page rate for two (2) day delivery	\$4.90
Per page rate for twenty-four (24) hour delivery	\$5.80
<i>Transcript Copies</i>	
Per page rate for fourteen (14) day delivery	\$2.25
Per page rate for five (5) day delivery	\$2.55
Per page rate for two (2) day delivery	\$2.85
Per page rate for twenty-four (24) hour delivery	\$3.25
WordPerfect CD-ROM (with transcript)	\$20
Per cassette rate for audio cassette (with transcript)	\$10
Per page rate for letter size photo copies	\$3.35
<i>Original Exhibits</i>	
Per page rate for fourteen (14) day delivery	\$3.35
Per page rate for five (5) day delivery	\$4.45
Per page rate for two (2) day delivery	\$5.55

AREA #4 - DEPOSITIONS, STATEMENTS, AUDIO TRANSCRIPTIONS, COURT ATTENDANCE, AND TRIALS

DESCRIPTION OF SERVICE	NEW CONTRACT RATE
Per page rate for twenty-four (24) hour delivery	\$.65
Exhibit Copies	
Per page rate for fourteen (14) day delivery	\$.35
Per page rate for five (5) day delivery	\$.45
Per page rate for two (2) day delivery	\$.55
Per page rate for twenty-four (24) hour delivery	\$.65
Electronic PDF file	\$30
Min U Scripts (or equivalent)	
Per page rate before text is condensed for fourteen (14) day delivery	\$.25
Per page rate before text is condensed for five (5) day delivery	\$.25
Per page rate for two (2) day delivery	\$.25
Per page rate before text is condensed for twenty-four (24) hour delivery	\$.25
Videograph	
Hourly Rate (witness sworn and deposition video tape provided)	\$135 hr/\$270 - 2 hr minimum \$125 hr/after 2 hr minimum
Show up fee (appear but canceled)	\$200
Video Tape to MPEG1 DVD conversion (minimum 60 minute recording length)	\$60
Other	
Word Locator Indices	no charge

- Hourly rate is to be billed in quarter hour increments after minimum
- Attendance rates will be increased to one and a half time the stated rate for hours between 6 00 pm and 8 00 am, Monday - Friday, weekends, and holidays
- Postage/delivery to be included with costs



**VOUCHER FORM
COOK COUNTY GOVERNMENT**

(FORM 29 A)

ESQUIRE DEPOSITION SERVICES
PO BOX 934157
ATLANTA GA 31193

Date 12/22/2011

FOR COUNTY

USE ONLY

DEPARTMENT

5240583

ACCOUNT

521040

Req. No. _____

Purchase _____

Order No. _____

122211

VENDOR NO.:

749414

Seller's Invoice Number

Seller's Name & Address

COST CENTER

DELIVERED TO

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	FOR PAYMENT ONLY COURT REPORTING SERVICES CONTRACT #NO. #14128 CONTRACT PERIOD: 5/1/2007 THROUGH 4/30/2012 COURT ATTENDANCE (TRANSCRIPT NO W/IN 24 HOURS) \$90.00/HOURS 30 HOURS		\$2,700.00

DEPARTMENT APPROVAL *Clem Balaroff*

TOTAL:

\$2,700.00

WE HEREBY CERTIFY THAT THIS INVOICE IS RENDERED IN FULL CONFORMITY WITH THE PURCHASE ORDER OR CONTRACT AND MEETS THE SPECIFICATIONS CONTAINED THEREIN. FEDERAL REGULATIONS ARE ALSO COMPLIED WITH.

I HEREBY CERTIFY THAT I HAVE EXAMINED THE RECEIVING REPORT FROM THE USING DEPARTMENT AND IT AGREES WITH THIS INVOICE AND THAT SATISFACTORY EVIDENCE IS ATTACHED HEREWITH OF RECEIPT OF GOODS AND OR SERVICES.

EXAMINED AND APPROVED

AUDITOR

VENDORS SIGNATURE

PURCHASING AGENT

COMPTROLLER