

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Court Reporter Services for Recorder’s Court (Annual Contract) – RFP No. 23-0014
<b>INITIATED BY:</b>	Finance Department

It is requested that Council authorize the execution of an annual contract with Bobby L. Russell (Columbus, GA) for court reporter services in Recorder’s Court for all preliminary felony hearings as well as Advisement of Rights sessions. The services will be procured on an as-needed basis.

The contract term shall be for two years with the option to renew for three additional twelve-month periods. The contract renewal shall be contingent upon the mutual agreement of the City and the Contractor.

**Annual Contract History:**

The previous five-year contract was awarded on January 23, 2018 (Resolution No. 33-18) to Bobby L. Russell (Columbus, GA). The contract was set to expire on January 30, 2023, but at the request of Recorder’s Court and in accordance with Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended through June 30, 2023.

**RFP Advertisement and Receipt of Proposal:**

RFP specifications were posted on the web pages of the Purchasing Division and the Georgia Procurement Registry on November 9, 2022. This RFP has been advertised, opened and evaluated. One (1) proposal was received on December 9, 2022, from the following vendor:

**Bobby L. Russell (Columbus, GA)**

The following events took place after receipt of proposals:

<b>RFP MEETINGS/EVENTS</b>		
<b>Description</b>	<b>Date</b>	<b>Agenda/Action</b>
Pre/1 <sup>st</sup> Evaluation Meeting and Award Recommendation	05/10/23	Because only one proposal was received, the Pre-Evaluation and First Evaluation committee meetings were combined. The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the project manager provided an overview.

		The committee members unanimously voted to award to Bobby L. Russell, the sole responding contractor.
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**Evaluation Committee:**

The proposals were reviewed by the Evaluation Committee, which consisted of two (2) voting members from the Recorder’s Court and one (1) voting member from the Clerk of Municipal Court’s office.

**Award Recommendation:**

The evaluation committee unanimously recommends award to Bobby L. Russell.

**Vendor Qualifications/Experience:**

- The contractor has been providing court reporter services for 60 years:
  - 2012 – Present: Contracted court reporter for Muscogee County Recorder’s Court.
  - 1986 – 2012: Court reporter for Muscogee County Superior Court
  - 1965 – 1986: Court reporter for Jackson County District Court (Marianna, FL)
  
- The contractor is certified by the Georgia Board of Court Reporting.

The City’s Procurement Ordinance, Article 3-110 (Competitive Sealed Proposals (Negotiations)) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information have been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted each fiscal year for this ongoing expense: Recorder’s Court – Contractual Services; 0101-580-1000-RECC-6319.

**A RESOLUTION**

**NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING THE EXECUTION OF ANNUAL CONTRACT WITH BOBBY L. RUSSELL (COLUMBUS, GA) FOR COURT REPORTER SERVICES IN RECORDER’S COURT FOR ALL PRELIMINARY FELONY HEARINGS AS WELL AS ADVISEMENT OF RIGHTS SESSIONS. THE SERVICES WILL BE PROCURED ON AN AS-NEEDED BASIS.**

**WHEREAS**, an RFP was administered (RFP No. 23-0014) and one proposal was received; and,

**WHEREAS**, the proposal submitted by Bobby L. Russell was deemed responsive to the RFP, and;

**WHEREAS**, the contract term shall be for two years, with an option to renew for three additional twelve-month periods. The contract renewals will be contingent upon the mutual agreement of the City and the Contractors.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to execute an annual contract with Bobby L. Russell (Columbus, GA) to provide court reporter services in Recorder’s Court for all preliminary felony hearings as well as Advisement of Rights sessions. The services will be procured on an as-needed basis. Funds are budgeted each fiscal year for this ongoing expense: Recorder’s Court – Contractual Services; 0101-580-1000-RECC-6319.

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Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2023 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_.
- Councilor Barnes voting \_\_\_\_\_.
- Councilor Cogle voting \_\_\_\_\_.
- Councilor Crabb voting \_\_\_\_\_.
- Councilor Davis voting \_\_\_\_\_.
- Councilor Garrett voting \_\_\_\_\_.
- Councilor House voting \_\_\_\_\_.
- Councilor Huff voting \_\_\_\_\_.
- Councilor Thomas voting \_\_\_\_\_.
- Councilor Tucker voting \_\_\_\_\_.

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Sandra T. Davis, Clerk of Council

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B.H. "Skip" Henderson III, Mayor