

Richard LaMarca
Town Clerk



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Town of Oyster Bay
Office of the Town Clerk
54 Audrey Avenue, Oyster Bay, NY 11771

October 12, 2022

Dear Sir or Madam:

Pursuant to the Town of Oyster Bay Procurement Policy, the Office of the Town Clerk is seeking proposals for professional stenographic services at Town Board Public Hearings (meetings) for the 2023 calendar year, with the provision of two-one year extensions if mutually agreeable.

GENERAL REQUIREMENTS:

Transcripts are to be delivered to the Office of the Town Clerk, **not later than seven (7) business days** after date of Town Board Meeting.

NOTE: There will be a penalty imposed for late delivery, for each day transcripts are delivered later than seven (7) business days after date of Town Board Meeting. The following reductions will be made on those claims submitted for payment as follows:

One (1) to five (5) business days late, five percent (5%) per page rate reduction:
More than five (5) business days late, fifteen percent (15%) per page rate reduction.

STENOGRAPHER TO BE PRESENT AT LEAST ½ HOUR PRIOR to start of meeting. Attending stenographer must be experienced in providing stenographic services for public hearing.

Meetings are held at the Town Board Hearing Room, 54 Audrey Avenue, Oyster Bay, NY 11771. The Town Clerk's Office will notify by telephone at least twenty-four (24) hours in advance whenever possible if meeting is canceled or location is changes.

Instructions from anyone other than the Supervisor, Town Clerk or his/her designee are to be ignored.

TYPEWRITTEN PAGES REQUIREMENTS:

Type shall be black ink, ten letters to the inch, six and ½ inches to a line, double spaced, twenty-five (25) lines per page and reproducible by standard copy equipment.

Transcripts shall be in verbatim form with all words and names spelled correctly, properly punctuated and hyphenated.

All original notes and/or other records taken in connection with any proceeding shall be held in security for a period of time not to exceed one year. All recorded or hand copy material will be maintained in confidentiality and no materials shall be released to any parties without the express permission of the Town Clerk.

PROPOSER MUST SUBMIT THREE (3) REFERENCES, SPECIFICALLY RELATING TO SIMILAR WORK PERFORMED, ALONG WITH NAME AND CONTACT PERSON, ADDRESS AND TELEPHONE NUMBER.

Proposal:

1. TOWN BOARD PUBLIC HEARINGS – DAY SESSION

Appearance Fee
Fee for Original plus two copies transcripts
Fee per page of transcript
Fee for expediting delivery of transcript

2. TOWN BOARD PUBLIC HEARINGS – EVENING SESSIONS

Appearance Fee
Fee for Original plus two copies transcripts
Fee per page of transcript
Fee for expediting delivery of transcript

3. WAITING TIME WITHIN MEETINGS (EXECUTIVE/WORK SESSIONS)

Per hour – DAY SESSION
Per Hour – EVENING SESSION

Please submit proposal via mail to Donna Antetomaso, Deputy Town Clerk, 54 Audrey Avenue, Oyster Bay, New York 11771 or e-mail dantetomaso@oysterbay-ny.gov, no later than Wednesday, November 9, 2022.

RICHARD LaMARCA
TOWN CLERK

DONNA ANTETOMASO
DEPUTY TOWN CLERK