



20960 Sheridan St. Fort Lauderdale, FL 33332 / Text Phone: 786-290-9903
Email: MiamiDeafCenter1@gmail.com / www.MiamiDeafCenter.com

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Joseph Geller 4/8/2024

Joseph Geller
Interim City Attorney
City of Doral



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Business Proposal

Vendor: Claudia Simonian with Industrial Automation System, Inc. / DBA: AVAN-TEC
Email: MiamiDeafCenter1@gmail.com
To: (Client company name): **CITY OF DORAL**

Mission Statement

Industrial Automation Sytem / Avan-Tec , supporting Miami Deaf Center, exists to enable equivalent communication where challenges allow for seamless integration of the Deaf, Hard of Hearing, and Deaf -blind communities. The chief goal of this agency is to partner with institutions that desire to provide an all-inclusive environment for those in the community who would benefit from the use of American Sign Language(s).

Scope

We are here to provision qualified American Sign Language Interpreters, both on-site and virtually services, to provide the Deaf, Hard of Hearing, and the Deaf-blind community equal access to communication from the prospective organization. This includes, but is not limited to; working as a language conduit(s) for all participants involved within the communication exchange and advocate/ally with the members of each community.

We provide certified interpreters according to availability and experienced interpreters as certification. All our interpreters are under a contract of ethics and reliability as independent contractors. Adhere to Code of Professional Conduct set forth by RID / NAD. Demonstrating professionalism at all times. Dressing appropriately. Being courteous and respectful.

Our Experience

Providing the service of sign language interpreters since 2010 in the educational, medical, legal, religious, entertainment and events fields.

Some of our past and present clients, (Past, because it depends on the demand if the client receives any deaf students, deaf patients, actors, deaf audience) of whom we can provide contact information upon request, for reference are:

- UM (University of Miami)
- Barry University
- Sorenson Communication
- Matter Lakes Academy
- Anchorage Miami Lakes HOA
- Miami Seaquarium
- Success at Work
- Barrier Free Divers
- Telemundo Enterprises
- MOCAAD Museum
- Legal Work Interpreting
- HBO - North Center Productions
- Florida Technical College
- Telemundo Com.
- Zoological Wildlife Found.

- United Masters
- Spanish Solutions
- Prolingo
- Qlarant

Submitting a request for interpreter.

- The sooner the request is received, the more possibility of availability there will be. See the form below in Page 6.
- By checking the resumes of each interpreter, their qualifications and experiences, we will assign the appropriate personnel and will be notified the name by email to the client as soon as the interpreter is confirmed as available, and any other information about the interpreter skills is requested by the client with prior interpreter consent.
- Every notification of confirm or deny approval of the proposed staff should be by email to Miamideafcenter1@gmail.com
- Claudia Simonian at Miamideafcenter1@gmail.com and Text Ph # 789-290-9903 is the primary contact for every proposal.
- With previous consent of the interpreter, we provide assigned interpreter name, phone, and email to the client and so if needed to the deaf individual receiving the service, in order to solve any sensitive situations.
- In the event that the assigned interpreter notify within the 24 hours prior to the assignment that he or she cannot perform the job, Avan-tec will look for a replacement and notify the client by email as soon as possible. If Avan-Tec do not get the available replacement, we will also notify the client to find the best possible alternative to resolve the issue.

Objectives

In order to provide you the best service possible, (when applicable) will need:

- To know the date and duration for each request of service.
- To receive the content and reason of each request.
- To receive the necessary resources that will include any and all information applicable
- To prepare the interpreter(s) for each request; such as speeches, scripts, PowerPoint etc.
- To be informed as to whether a request is being made to fulfill an ADA accommodation or if there will be a Deaf and or DeafBlind individual attending the event.
- To have proper lighting, sound, and positioning: to be predetermined with joint collaboration upon arriving on site.





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✚ ASL Interpreting Single Rate (one interpreter)

- **Regular/Week Days Rate: \$ 98.00/hr. Regular Rate/ Week Days from 6 pm onwards: \$ 105.00/hr.**
- **Holidays / Week-ends Rate: \$ 115.00/hr. After 6 pm onward: \$ 120.00/hr**
- **Limited Notifications Rate: \$ 120.00/hr. After 6 pm: \$130.00/hr**
Less than 48 hours working day notification.
- **Emergency/Late Request Rate: \$ 150.00/hr. After 6 pm: \$160.00/hr**
Less than 24 hours working day notification.
- **Emergency Holiday /Week-ends Rate: \$ 170.00/hr. After 6 pm: \$ 190.00/hr**
Less than 24 hours working day notification on State/Federal and major religious holidays

✚ ASL Interpreting Team Rate (2 interpreters per assignment)

- **Regular /Week Days Rate: \$ 196.00/hr. Regular Rate/ Week Days from 6 pm onwards: \$ 210.00/hr**
- **Holidays / Week-ends Rate: \$ 230.00/hr. After 6 pm onwards: \$ 240.00/hr**
- **Limited Notifications Rate : \$ 240.00/hr. After 6 pm \$ 260.00/hr**
Less than 48 hours working day notification.
- **Emergency Late Request Rate: \$ 300.00/hr. After 6 pm \$ 320.00/hr**
Less than 24 hours working day notification.
- **Emergency Holiday/Week-ends Rate: \$ 340.00/hr. After 6 pm \$ 380.00/hr**
Less than 24 hours working day notification on State/Federal and major religious holidays.

✚ Upon client approval, \$0.67 per mile will be charged and/or the driving travel time for in person services.

✚ Extra cost at all rates above:

- .Legal assignments have an extra cost of \$ 50.00/hr
- .Trilingual interpreting (Asl-English-Spanish, or Creole, French) have an extra cost of \$ 20.00/hr
- .Tactile Interpreting (deaf-blind client) have an extra cost of \$20.00/hr

Company Name: City of Doral

Accepted by:

Name : Kathie G. Brooks Title: Interim City Manager

Sign:  Date: 4/8/2024



Payment and Terms

Avan-Tec services are provided at a minimum base rate of \$ 98.00 per hour per interpreter. Based on the complexity of each request the hourly rate may change. There is a 2 hours minimum for each request. There will be a charge of \$ 49.00, 30min increments, every time the assignment goes over the allotted time. Only under specific terms and per agreement between Avan-Tec and the client will payment rate, mileage, and length of each assignment change.

Avan-Tec will be compensated within 30 calendar days, through direct deposit, bank transfer, mailed check or Zelle.

Payment is for the total of time the interpreter is retained on the assignment, regardless of whether interpreting or waiting.

Invoices paid late will be assessed an additional 1.00 % for each additional 30 day period or, if lower, the maximum amount permitted under applicable law, from the date such payment was due until the date paid.

Reimbursable Charges.

Charges for mileage, parking, tolls, train, metro and driving time, may apply and be negotiated at the time of requesting the service.

Cancellations and No-Shows.

Avan-Tec will be compensated for the full duration of each request that is NOT cancelled within a 24 hours period prior to each request. For example, if there is a no show, absence, or if the interpreter has to be rescheduled for any reason outside of the control of Avan-Tec, the client CITY OR DORAL will be responsible to pay the full duration of each request.

Interpreter Absence/ No show

If the interpreter calls out sick and does not show up, Avan-Tec will find a replacement for the interpreter. However, if the interpreter calls out within a 48 hours window, Avan-Tec will attempt to cover the absence and inform the contractor as to whether or not the absence can be filled. If Avan-tec is unable to fill the request, there will be no obligation to pay when no interpreter is provided. In this case, for first-time customers who paid AvanTec for the service in advance, the entire payment received will be refunded.

Inclement Weather Policy.

We have taken effort to ensure that we are prepared to handle all manner of inclement weather. We will cancel without cost **only** when a weather emergency has been officially declared by the local authorities. If your business chooses to close due to inclement weather, you will be charged for interpreting services unless you cancel 24 hours before the date of the assignment.

Note: No work will commence unless approved by (client) CITY OF DORAL pursuant to the issuance of a purchase order.

Company Name: City of Doral
Address: 8401 NW 53 Terrace City Doral, FL Zip Code 33166
Phone Number: 305-593-6760 Email: maria.jose@cityof doral.com
Accepted by: Name: Kathie G. Brooks Title: Interim City Manager
Sign: [Signature] Date: 4/8/2024



Requesting an Interpreter

By Email: MiamiDeafCenter1@gmail.com

Through our **website** <https://www.miamideafcenter.com/interpreter-request-form>

Interpreter Request Form

*Company Name : _____

*Phone #: _____ Text # : _____ VP number: _____

*Email: _____

*Date of Service is required: Month _____ Day _____ Year _____

*Time the service is required: Start time _____ AM PM End Time: _____ AM PM

If more than one date is required please specify here: _____

*Nature of Assignment: _____

*Location of Service:

Street Address _____ City _____ State /
Region _____ Postal / Zip Code _____ Country _____

* Name of the Deaf or hard of hearing client /patient / student: Female () Male ()

First _____ Last _____

Special Instructions:

Your Name: First _____ Last _____

Your Signature: _____ Date: _____

****Please return this signed form by email as soon as possible to avoid mistakes.**

AVAN-TEC

20960 Sheridan St. Fort Lauderdale FL 33332
 PH: 786-290-9903
 EMAIL: MIAMIDEAFCENTER1@GMAIL.COM

QUOTE

QUOTE # 3352399
 DATE : MARCH 27, 2024

TO: THE CITY OF DORAL
ATT: MRS. JEANNE ESPINAL
ADDRESS: 8401 NW 53 TERRACE, DORAL, FL 33166
PH: (305) 593- 6760 X 1506
EMAIL: JEANNE.ESPINAL@CITYOFDORAL.COM

FOR: ON SITE ASL INTERPRETING SERVICE

QTY.	DESCRIPTION	UNIT PRICE	AMOUNT USD
2 hrs	Monday April 15, 2024 9:00 am Location: 8401 NW 56rd Terrace Doral FL 33166 Interpreter assigned: Chiquia Lewis	\$ 98.00	\$ 196.00
Mileage per interpreter			
Chiquia L.	50 miles (morning round trip)	\$ 0.67	\$ 33.50
Travel / driving time			
	-		
	-		
		Subtotal	\$ 229.50
		Sales Tax	\$ 0.00
		Total Quote	\$ 229.50

Note:
 In case of the interpreter service is required longer than the hours in this quote, the extra time will be added in the invoice billed after the service, to pay upon receipt. As well as any other expense generated by the assignment such as parking fee, metro, etc. reported by interpreter.
 Charges are for the time the interpreter is retained on the assignment, regardless of whether interpreting or waiting.

Payment: Upon receipt of the Invoice.

- Zelle: miamideafcenter1@gmail.com
- Deposit or transfer to: Industrial Automation System - Chase Bank Acc. # 127155957 Routing #: 267084131
- Check to: Avantec or Industrial Automation System.

Accepted by: Name _____ Sign _____ Date _____