

Posting Date
September 26, 2019

NOTICE OF
EVALUATION SELECTION COMMITTEE MEETING
RFP #72-0-2019/JM
UNDERWRITING SERVICES

The City of Palm Bay's Evaluation Selection Committee for the above identified project will meet on Monday, September 30, 2019 at 2:00 pm in the Finance Conference Room located in the City Hall Annex – 3rd Floor at 120 Malabar Rd SE Palm Bay, FL 32907, for the purpose of conducting Selection Committee discussion of Offerors for this project.

The agenda is as follows:

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| 2:00 p.m. | Call to Order |
| 2:05 p.m. | Discussion amongst Selection Committee as it relates to written responses |
| 2:45 p.m. | Public Comment (Speakers are limited to 3 minutes) |
| 3:00 p.m. | Calculations/re-ranking of Proposals based on individual rankings per member |
| 3:15 p.m. | Meeting adjournment |

If an individual decides to appeal any decision made by the City with respect to any matter considered at this meeting, a record of the proceedings will be required, and the individual will need to ensure that a verbatim transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based (FS 286.0105). Such person must provide a method for recording the proceedings verbatim.

In accordance with the Americans with Disabilities Act, persons needing special accommodations for this meeting shall, at least 48 hours prior to the meeting, contact the Purchasing & Contracts Division Office at (321) 952-3424 or Florida Relay Systems at 711.

The meeting minutes of public meetings shall be recorded in accordance with FS 286.011.