

POSTING DATE
October 22, 2019

**NOTICE OF
EVALUATION SELECTION COMMITTEE MEETING
RFP #56-0-2019/MS
Brokerage Services**

The City of Palm Bay's Evaluation Selection Committee for the above identified project will meet on Friday, October 25, 2019, in the Growth Management Conference Room located in the City Hall Annex – 2nd 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:

- 3:00 p.m. Call to Order
- 3:05 p.m. Discussion amongst Selection Committee as it relates to oral presentations
- 3:45 p.m. Public Comment (Speakers are limited to 3 minutes)
- 3:50 p.m. Calculations & Final ranking of Proposals based on individual rankings per member
- 4:00 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.