

POSTING DATE
5/3/2021

**NOTICE OF
EVALUATION TEAM MEETING
RFP #40-0-2021/SZ
VIDEO PRODUCTION SERVICES**

The City of Palm Bay's Evaluation Team for the above identified project will meet on Monday, May 10, 2021, in the Procurement Conference Room located in City Hall – 2nd Floor at 120 Malabar Rd SE Palm Bay, FL 32907, for the purpose of conducting Evaluation Team discussion of Offerors for this project.

Alternatively, this meeting can be attended by telephone conference using Microsoft Teams.

Number: 1-347-378-4680
Conference ID: 878 464 489#

The agenda is as follows:

- | | |
|-----------|---|
| 2:00 p.m. | Call to Order |
| 2:05 p.m. | Discussion amongst Evaluation Team as it relates to written responses |
| 2:30 p.m. | Calculations / ranking of proposals based on individual rankings per member |
| 2:35 p.m. | Public Comment (Speakers are limited to 3 minutes) |
| 3:00 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.