

**MINUTES  
SELECTION / EVALUATION COMMITTEE**

**RFQ #T-19-23  
City Signage Production and Installation  
Purchasing Conference Room, 11/27/23, 11:00 a.m.**

The Selection/Evaluation Committee (Committee) consisted of:

Earl Bosworth, Assistant City Manager (Voting)  
Tammy Good, Capital Improvement Projects Manager (Voting)  
Jason King, Cultural Programming Manager (Voting)  
Matthew Kudrna, Engineering Project Manager I (Voting)  
Scott Moore, Recreation Manager (Voting)  
Ty Tabing, Cultural Affairs Director (Voting)

Also in attendance:

Jeff English, Purchasing Agent and Shelmine Moore, Purchasing Assistant (Non-Voting)

The meeting was held to evaluate the proposal received in response to the City's solicitation to establish as-needed contracts for the fabrication, installation, and maintenance of various types of signs for the City and the Pompano Beach Community Redevelopment Agency (CRA). This meeting was posted as a "Public Meeting" both at City Hall and at the Purchasing Division of the General Services Department, and on the City's website. Five (5) companies responded to the City's Request for Qualifications (RFQ). Submittals from Doodie Calls, Inc., and Gold Precision Mfg., LLC., were deemed non-responsive for failure to include references and proposals detailing sign fabrication experience. The meeting was called to order at 11:17 a.m.

The Purchasing Division of the General Services Department facilitated the meeting by explaining the evaluation procedures as detailed in the RFQ and collected Conflict of Interest Statements from all voting members. Tammy Good led the technical discussion. Each Committee member reviewed the response in advance of the meeting.

The Committee discussed the proposals, and scored the responses using voting forms containing the evaluation criteria published in the RFQ, with the following result:

Bergen Sign, Company, Inc.....	578
Art Sign, Co., Inc. ....	566
Don Bell Signs LLC.....	537

The Committee decided oral presentations would not be required. The consensus of the Committee was that the three (3) responsive and responsible proposers would be recommended for contracts. A copy of the ranking analysis detail is attached. An agenda item will be prepared to present the Committee's recommendation to the City Commission for its approval to negotiate contracts with the responsive and responsible proposers: Art Sign Co., Inc., Bergen Sign Company, Inc., and Don Bell Signs LLC.

The Committee meeting adjourned at 11:59 a.m.