

**MINUTES
SELECTION / EVALUATION COMMITTEE**

**RFP T-12-23
HOLIDAY LIGHTS**

**General Services Conference Room
11:00 a.m. July 10, 2023**

The Selection/Evaluation Committee (Committee) consisted of:

Harold Beard, Assistant Public Works Director (Voting)
Kate Belcher, Recreation Manager (Voting)
Earl Bosworth, Assistant City Manager (Voting)
Cynthia Kitts, Recreation Manager (Voting)

Also in attendance:

Jeff English, Purchasing Agent (Non-Voting)

The meeting was held to evaluate the proposals received in response to the City's solicitation to establish a contract for the seasonal installation, service, maintenance, and removal of holiday light displays. 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. Seven (7) companies submitted responses to the City's Request for Proposals (RFP). Proposals from three (3) companies: Brandano Displays, Inc., Rileights Outdoor LLC, and St. Nick's Christmas Lighting & Décor were deemed non-responsive for omission of a required financial statement. The meeting was called to order at 11:00 a.m.

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

The Committee discussed each of the responsive proposals, and scored the responses using voting forms containing the evaluation criteria published in the RFP, with the following results:

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| 1) | All Seasons Imports Inc., dba The Christmas Palace, LLC..... | 383 |
| 2) | South Florida Lighting Team LLC dba Miami Christmas Lights..... | 307 |
| 3) | Shellard Lighting Designs, LLC..... | 285 |
| 2) | Brite Nites, Inc.. | 246 |

The Committee decided oral presentations would not be required. The consensus of the Committee was that the highest-ranked company would be recommended for the contract. 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 a contract with the highest-ranked company, All Seasons Imports Inc., dba The Christmas Palace, LLC.

The meeting adjourned at approximately 11:27 a.m.