

## MEMORANDUM

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Purchasing #19-021  
February 12, 2019

To: Mayor and City Commission

Through: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeff English, Purchasing Agent

Subject: Ordinance Public Hearing Advertisement Requested, Amending Section 32  
“Departments” to Create Section 32.49 “Cone of Silence”

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The cone of silence establishes a prohibition on any communication regarding a particular Request for Proposals (RFP), Request for Qualifications (RFQ), Request for Letters of Interest (RLI), Invitation for Bid (IFB), or other competitive solicitation between: Any person who seeks an award, including a potential vendor or vendor’s representative and any member of the City Commission, all other City employees, and any non-employee appointed to evaluate or recommend selection in such procurement process.

The Cone of Silence limits communications held between vendors/vendor’s representative and elected City of Pompano Beach officials, City Manager, Selection/Evaluation Committee, and City staff during the period in which a Formal Solicitation is open. A Formal Solicitation involves purchases of goods, supplies, and contractual services when the estimated cost will exceed \$75,000.

Staff is requesting approval of this Ordinance to revise the Code of Ordinances section 32 “Departments” to Create Section 32.49 “Cone of Silence.”