

**SUMMARY MEETING MINUTES
COMBINATION INITIAL AND FINAL EVALUATION COMMITTEE MEETING**

**RFP No. PNC2127421P1
Concession for Holiday Fantasy of Lights at Tradewinds Park
Tuesday, January 27, 2026 – 10:00 a.m.**

1. CALL TO ORDER AND ANNOUNCEMENTS

The Combination Initial and Final Evaluation Committee (EC) meeting for this solicitation convened at Government Center East (GC430) and was called to order on Tuesday, January 27, 2026, at 10:15a.m.

The Facilitator stated that this public meeting was recorded by the County, and the County's recording serves as the official recording of the meeting. The Facilitator also stated that the meeting recordings and information reviewed by the EC is posted on the Purchasing Division's RLI/RFP Repository website; and noted that the meeting had been publicly noticed.

The Facilitator stated that the purpose of the meeting was for the EC to determine the responsiveness and responsibility of the proposing vendors. Only those vendors that have been determined by the Evaluation Committee to be both responsive and responsible to the solicitation requirements would proceed to the presentation, scoring and ranking portion of the meeting.

The Facilitator stated how virtual and physical attendance was recorded.

The Facilitator stated that a quorum was established with the following EC Members present:

Phillip Dunlap, Director, Cultural Division

Mary Noe, Administrative Manager, Parks and Recreation Division

Pamela Sanguino, Expansion Project Administrator, Facilities Management
Division, Public Works and Environmental Services Department

The Facilitator stated that the EC's responsibility is to review the vendors' submittals, to ensure solicitation requirements were met and to evaluate the submittals, and make a recommendation to award a contract.

The Facilitator stated each EC Member was appointed by the County Administrator to serve on this Committee based on their experience, and is responsible for following the County's established Committee procedures to select vendors which provide the services that are in the best interest of the County.

The Facilitator stated that all EC Members and the Project Manager assigned submitted the required Broward County Disclosure Forms and responded that they can be fair and impartial to all vendors.

The Facilitator stated that the Cone of Silence has been in effect since this solicitation's advertisement, which prohibits vendors from discussing the solicitation with the Commissioner's Office, County Staff, or a Member of the EC. The Cone of Silence terminates when the awarding authority takes action which ends the solicitation.

The Facilitator stated that after the application of the Cone of Silence, inquiries regarding this solicitation should be directed to the Project Manager or the Director of Purchasing and/or his designee.

The Facilitator stated that the Summary of Vendor Rights Regarding Broward County Competitive Solicitations was issued in the solicitation.

2. TERMS & CONDITIONS EXCEPTIONS REPORT

The Facilitator stated that one (1) vendor accepted Broward County's Standard Terms and Conditions without exceptions.

The following vendor was given an opportunity to waive their exceptions, and elected to waive their exceptions to the County's Standard Terms and Conditions:

- Brandano Displays, inc.

The Facilitator asked if there were any questions from the EC for the County Attorney's Office.

There was no discussion.

3. DETERMINATION OF VENDORS RESPONSIVE AND REPOSIBLE

The following vendors advanced to final evaluation and ranking:

- Alice Entertainment LLC dba Alice Scenic Studios

- Brandano Displays, Inc.

4. PRESENTATION ANNOUNCEMENTS

The Facilitator stated that in accordance with Section 286.0113 of the Florida Statutes, presentations and the questions and answers sessions were closed to the public. Vendors, their teams, and members of the public were temporarily excused from the meeting to permit the start of the closed presentation sessions.

The Facilitator stated that the presentations were limited to twenty (20) minutes followed by an unlimited question and answer period.

The Facilitator stated that a random list generator was utilized to determine the order of presentations.

1st Presenter – Brandano Displays, Inc.

2nd Presenter – Alice Scenic Studios

5. VENDOR PRESENTATIONS (CLOSED PORTION OF MEETING)

The closed portion of the meeting began for vendor presentations followed by an unlimited question and answer period for each.

6. RESUME PUBLIC PORTION OF MEETING

The closed portion of the meeting concluded and all vendors and members of the public were invited back into the meeting.

7. SCORING OF VENDORS

The Facilitator stated that the next order of business was scoring the vendors. The score sheets included the assigned points for Location and Pricing.

The Facilitator stated that the meeting would be recessed after all EC Members completed and submitted their scoring sheets, to provide the Purchasing Division time to tabulate the results.

The Facilitator asked if there were any questions from the EC. Following no discussion, EC Members were asked to commence ranking.

The Facilitator announced that all scoring sheets were submitted and the meeting was recessed.

The Facilitator announced that the Purchasing Division completed the tabulation and reconvened the meeting.

8. FINAL RESULTS AND RANKING ANNOUNCEMENT

The Facilitator thanked all the vendors for their participation in the solicitation process.

The Purchasing Division Representative announced the scores and ranking of the vendors.

The Facilitator announced that the next order business is acceptance of the scoring and ranking.

Motion was made by EC Member, Mary Noe, to approve the scoring and ranking of the vendors. EC Member, Pamela Sanguino, seconded the motion. Motion passed unanimously.

The Facilitator stated that the proposed Recommendation of Ranking would be posted for three business days. Following the 3-day period, if no objections to the proposed ranking have been received in writing by the Director of Purchasing, a Final Recommendation of Ranking would be posted for five business days. If no vendor timely objects or protests, the ranking shall be final.

The Facilitator stated that once a ranking is deemed final, the County shall commence contract negotiations with the top-ranked vendor.

The Facilitator stated that information and documents reviewed by the EC Members are posted on the Purchasing Division website located at the RFP/RLI Supporting Documents Repository.

9. ADJOURN MEETING

The Facilitator asked if there was any other business that needed to be discussed. There was no discussion.

The Facilitator adjourned the meeting.