

Photography Services- RFP 25-08-22-PR
Bid Evaluation Committee Minutes
August 26, 2025
10:00 a.m.
Council Chambers

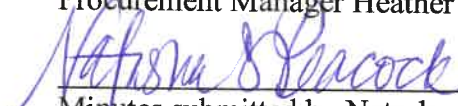
Procurement Manager, Heather Sutton, opened the meeting at 10:00 a.m.

The committee members present on the evaluation team: Melissa Mercer, Jordan Davis, Robin Kasabian, Natasha Peacock. Also, present were Wendy Tarpley of the Finance Department and city attorney Jonathan Holloway.

Ms. Sutton informed the committee that they would be required to read all the bids submitted. A meeting is scheduled for the committee to evaluate and discuss the bids on September 2nd. She mentioned that the committee should pay attention to the evaluation criteria when reviewing each submittal to determine which company would best meet the needs of the city.

Discussion ensued concerning the rules of being on the committee, addressing any concerns about the evaluation process and when the next meeting would be.

Procurement Manager Heather Sutton adjourned the meeting at 10:30 a.m.


Minutes submitted by Natasha S. Peacock
On behalf of Maryanne Girard, City Clerk