

TOWN OF HILTON HEAD ISLAND
Evaluation Committee Meeting Minutes
RFQ 2019-0031
Bond Underwriting Services
August 23, 2019 @ 3:00 p.m.
Town Hall - Conference Room 3

Committee Members Present: Josh Gruber, John Troyer & Steve Markiw

Committee Members Absent: None

Non-Committee Members Present: Richard Groth

1. Call to Order

Mr. Groth called the meeting to order at 3:00 pm.

2. FOIA Compliance

Public notification of this meeting was published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.

3. Regular Session

Mr. Troyer motioned to go into Executive Session which was seconded by Mr. Gruber. The motion was approved unanimously.

4. Executive Session

Evaluation Committee members discussed their initial scoring of the responses received in response to RFQ 2019-0031 for bond underwriting services. There was unanimous agreement on the top two qualified firms. Each of those firms will be scheduled for an interview by the Committee to arrive at a final determination. Reference checks will be conducted by Mr. Troyer and Mr. Markiw. At 3:08 p.m. Mr. Troyer motioned to end the Executive Session and adjourn the meeting, which was seconded by Mr. Gruber. The motion was approved unanimously.

5. Adjournment

Meeting adjourned at 3:08 p.m.

Submitted/Approved By: Richard Groth, Procurement Officer, August 23, 2019