



**Date:** April 3, 2026  
**To:** All Prospective Proposers  
**From:** Jessica Lopez  
Procurement and Contracts Coordinator, Palm Beach MPO  
**Re:** RFP 2026-02 Facility Site Visit

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This Memorandum serves as a formal notification that an optional facility site visit has been scheduled in connection with the Request for Proposals (RFP) 2026-02 Janitorial Services and Supply.

A site visit will be held to provide prospective proposers with the opportunity to familiarize themselves with the facility layout and existing conditions relevant to the services requested in the RFP.

### **Site Visit Details**

Date: April 9, 2026  
Time: 10:00 am EST  
Location: 301 Datura Street, West Palm Beach, FL 33401  
Attendance: Optional, limit of two (2) attendees per vendor

Attendance at the site visit is optional but strongly encouraged. Failure to attend will not disqualify proposers. Proposers are advised that no additional site visits may be scheduled outside of this designated time.

All questions arising from the site visit must be submitted in writing in accordance with the RFP's Question and Answers procedure. Verbal responses provided during the site visit shall not be considered binding unless formally issued through a published response.

This notice is issued as an official amendment to the RFP and shall be incorporated into the solicitation documents. The Amendment Acknowledgement form can be found on our webpage: [Doing Business with the MPO - Palm Beach MPO](#).