

Issue Date: April 15, 2026

**From: Jessica Lopez
Procurement and Contracts Coordinator, Palm Beach MPO**

Re: Amendment No. 1 to RFS 2026-03 Website Management Services

The amendment issued is to revise the following Sections:

Cover Page – to reflect the correct closing date of 4/27/2026 4:00 pm.

1.4 to correct MPO Evaluation Meeting Date

3.6 to clarify the requirements of Customer References as outlined in RFS 2026-03.

Cover Page: revision to closing date.

DATE ISSUED: April 3, 2026, 4:00 P.M. EST

CLOSING DATE AND TIME: ~~April 17~~ April 27th, 2026, 4:00 P.M. EST

1.4 Timetable to correct the MPO Evaluation Meeting date from 5/11/2028 to 5/11/2026.

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|------------------------------|--|------------|---------------------------------|
| MPO Staff Evaluation Meeting | 5/11/2028 <u>5/11/2026</u> | 11:00 a.m. | Palm Beach MPO Teams Meeting |
|------------------------------|--|------------|---------------------------------|

3.6 to revise section to state:

The Respondent shall include three (3) completed Customer Reference Forms in the submission.

- References of at minimum three (3) clients who share a similar scope where the Contractor has provided ~~both janitorial services and supplies~~ similar services outlined in section 4 of the RFS. References are to include:
 - Organization Name
 - Contact Person
 - Phone/Email
 - Description of Services provided
 - Duration of Contract to include Date Range