



Date: May 28, 2026

To: Valerie Neilson, AICP
Executive Director

From: Alexis Willhite *awillhite*
Finance and Operations Manager

Re: **RFS 2026-05 Building Facility Services**

RFS 2026-05 for Building Facility Services was published on PalmBeachMPO.org/business and on DemandStar on April 27, 2026. The solicitation closed on May 22, 2026, and resulted in three (3) submittals. Per MPO Procurement Policy, a Request for Services must receive a minimum of three (3) responsive submittals to proceed to a Selection Committee. However, the Executive Director may waive this requirement at their discretion.

Upon review, one (1) of the three (3) submittals were found to be fully responsive and included all required proposal materials.

1. Nationwide Building Services included all required materials and did not exceed the \$35,000 threshold.
2. Jumep Multy Services was deemed non-responsive due to missing required documentation and exceeding the \$35,000 threshold.
3. CBJ Construction, Inc included all required materials; however, their price proposal exceeded the \$35,000 threshold.

The proposal by Nationwide Building Services was comprehensive and included all services requested in the solicitation. It was also found to be priced competitively compared with the MPO's current vendor. In addition, a review of the customer referral documents and correspondence and determined the vendor to be reputable and professional.

Therefore, I respectfully request to waive the requirement for (3) submissions and recommend proceeding with Nationwide Building Services as the selected vendor for RFS 2026-05 Building Facility Services.

Please review and sign this memo as a waiver of the three (3) responsive submittal minimum and acceptance of Nationwide Building Services as the selected vendor for RFS 2026-05 Building Facility Services.

A handwritten signature in blue ink that reads "Valerie Neilson".

Valerie Neilson, AICP
Executive Director
Palm Beach MPO