



PALM BEACH
Metropolitan Planning
Organization

From: Jessica Lopez
Procurement and Contracts Coordinator

A handwritten signature in blue ink, appearing to read "Jessica Lopez".

To: Valerie Neilson, AICP
Executive Director

Date: May 29, 2026

Re: Notice of Intent to Award RFS 2026-05

The Request for Services for Building Facility Services was published on April 27, 2026, and was advertised for at least 10 business days per the MPO procurement policy. The RFS closed on May 22, 2026, and resulted in three submittals.

Upon review for responsiveness and compliance to the proposal requirements outlined in the RFS, only one (1) of the three (3) submittals was determined to be responsive and responsible. The remaining submittals were found to be non-responsive and therefore were not eligible for further consideration. Given that only a single responsive submittal was received, a Selection Committee was not convened. In accordance with the MPO's procurement policy and with the approval of the Executive Director, it has been determined to proceed with awarding the contract to the sole responsive and responsible proposer, Nationwide Building Services.

Accordingly, this memorandum serves as formal notice of the MPO's intent to award a contract to **Nationwide Building Services**, subject to negotiations and final approval.

Approved:

A handwritten signature in blue ink, appearing to read "Valerie Neilson".

Valerie Neilson, AICP
Executive Director