



October 3, 2016

To: City of Cottonwood City Council

Subject: Janitorial Services City of Cottonwood

Accurate Building Maintenance is currently under contract to provide janitorial services for the City of Cottonwood. The current contract expires December 20, 2016. There is an option for the City to extend the contract for an additional year, thereby extending the contract to December 20, 2017.

Accurate Building Maintenance, LLC respectfully requests that the City of Cottonwood City Council extend the janitorial services contact for an additional year.

Thank you.

Sincerely,

A handwritten signature in blue ink that reads 'Rebecca Finken'.

Rebecca Finken

Co-Owner/Manager