



April 4, 2019

To Whom it May Concern:

The City of Brentwood is currently seeking proposals for janitorial services in City facilities for the term of July 1, 2019 – June 30, 2021. The Request for Proposals document can be downloaded and printed from the City's website at the following link:

<https://www.brentwoodca.gov/civicax/filebank/blobdload.aspx?BlobID=53508>

A mandatory pre-proposal conference and walk thru of facilities will be held on Thursday, April 18, 2019. The conference will begin in the Community Center Conference Room B located at 35 Oak Street in Brentwood beginning at 9:30 a.m., immediately followed by a guided walk-thru of additional City facilities.

Proposals are due at 4:00 p.m. on Friday, May 3, 2019.

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Wanden", is positioned above the typed name.

Aaron Wanden
Park Maintenance Manager
Parks and Recreation Department

Parks & Recreation Department – 150 City Park Way, Brentwood, CA 94513
Community Center – 35 Oak Street, Brentwood, CA 94513
Parks Maintenance – 2251 Elkins Way, Building B, Brentwood, CA 94513
City of Brentwood Family Aquatic Complex – 195 Griffith Lane, Brentwood, CA 94513
Brentwood Senior Activity Center – 193 Griffith Lane, Brentwood, CA 94513
Phone: (925) 516-5444 Fax: (925) 516-5445