

Exhibit D

From: [Carolyn Riggs](#)
To: [Tito Muniz](#)
Cc: [Jennifer Schaefer](#); [Matt Rector](#); [Ryan Bolger](#); [Luanne Lee](#)
Subject: RE: Douglas County Government - Invitation for Bid (IFB) #011-22, Janitorial Services for Douglas County Facilities
Date: Thursday, November 30, 2023 2:13:01 PM

Thank you!

Carolyn S. Riggs, CPPB
Purchasing Supervisor
Douglas County Government
Finance Department, Purchasing Division
100 Third Street, Suite 130
Castle Rock, Colorado 80104
303-660-7434
criggs@douglas.co.us

From: Tito Muniz <tito@maintenanceresourcesinc.com>
Sent: Thursday, November 30, 2023 1:25 PM
To: Carolyn Riggs <CRiggs@douglas.co.us>
Cc: Jennifer Schaefer <jenny@maintenanceresourcesinc.com>; Matt Rector <matt@maintenanceresourcesinc.com>; Ryan Bolger <rbolger@douglas.co.us>
Subject: Re: Douglas County Government - Invitation for Bid (IFB) #011-22, Janitorial Services for Douglas County Facilities

Carolyn

We are excited as well and appreciate the continued opportunity to further our partnership.

Happy holidays

Tito Muniz



Tito Muniz
CEO

[303.961.5748](tel:303.961.5748) Mobile | [303.388.3052](tel:303.388.3052) Office

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On Nov 29, 2023, at 10:05 AM, Carolyn Riggs <CRiggs@douglas.co.us> wrote:

Good morning, Mr. Muniz:

On Tuesday, May 24, 2022, the Director of Facilities, Fleet and Emergency Support Services, in conjunction with the County Manager and the Board of County Commissioners, of Douglas County, Colorado approved the award of Invitation for Bid (IFB) #011-22, Janitorial Services for Douglas County Facilities to **Maintenance Resources, Inc.** for the remainder of the 2022 calendar year.

A provision within the agreement between Douglas County and Maintenance Resources, Inc. allows for the extension of this award for a period of up to four (4) additional years, with the same terms and conditions. This letter is to notify you that the County would like to exercise the second one-year extension option associated with this award. The extension to the original agreement will be from January 1, 2024 to and including December 31, 2024. All terms and conditions of the above-mentioned award apply to this extension. A confirming response to this message is respectfully requested; your response must include your acknowledgement of the extension, in addition to your understanding and concurrence that the renewed agreement will be based upon the same terms, conditions, and pricing.

We look forward to another opportunity to work together and trust that our association will continue to be mutually beneficial. Please don't hesitate to contact me at 303-660-7434 or criggs@douglas.co.us if you have any questions or concerns.

Sincerely,

Carolyn S. Riggs, CPPB
Purchasing Supervisor
Douglas County Government
Finance Department, Purchasing Division
100 Third Street, Suite 130
Castle Rock, Colorado 80104
303-660-7434
criggs@douglas.co.us

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