



Kevin Ruane  
*District One*

Cecil L. Pendergrass  
*District Two*

Ray Sandelli  
*District Three*

Brian Hamman  
*District Four*

Mike Greenwell  
*District Five*

Dave Harner  
*County Manager*

Richard Wesch  
*County Attorney*

Donna Marie Collins  
*County Hearing Examiner*

August 16, 2024

Ms. Angela Trunkett  
Matteo Graphics, Inc.  
160 Hunter Blvd., Suite A1  
Cape Coral, FL 33909

SUBJECT:      Renewal of Annual Contract No. B210356MIF  
                  Apparel for Lee County

Dear Ms. Trunkett:

This is to inform you that Lee County agrees to renew the above subject contract for an additional three (3) year period, from 2/1/25 through 1/31/28.

We are hereby extending the annual contract for an additional three-year period under the same terms and conditions as the original award.

If you have any questions regarding this letter, please contact me at (239) 533-8871.

Sincerely,

*Kimberly Urban*

Kimberly Urban  
Contracts Analyst  
Procurement Management Division

C: Project File



# Lee County

Southwest Florida

Kevin Ruane  
District One

July 7, 2024

239-533-8871

Cecil L. Pendergrass  
District Two

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County Hearing  
Examiner

Ms. Angela Trunkett  
Matteo Graphics, Inc.  
160 Hunter Blvd, Suite A1  
Cape Coral, FL 33909

Subject: Renewal of Annual Contract B210356MIF  
Apparel for Lee County

Dear Ms. Trunkett:

The above-referenced annual contract will expire on January 31, 2025, unless renewed. Lee County is requesting that this annual contract be renewed for an additional three-year period (2/1/25 – 1/31/28). Therefore, we are requesting that you choose one of the following options and return this letter to Lee County Procurement Management, Attn: Kimberly Urban, P.O. Box 398, Ft. Myers, FL 33902-0398, (Fax: 239-485-8383 or email [kurban@leegov.com](mailto:kurban@leegov.com)), within 15 calendar days from receipt. Failure to return by July 24, 2024, may, at the County's sole discretion, result in contract cancellation and/or rebid of solicitation.

☒ a. I want to continue performing under this annual contract for an additional three-year period under the same terms and conditions as agreed upon in the above-referenced quotation.

*As a condition of this renewal, the vendor agrees to provide Lee County with an updated insurance certificate upon expiration of the original certificate on file with the County.*

☐ b. I am not interested in extending this contract for an additional three-year period. Why? \_\_\_\_\_

Vendor:

Lee County:

Angela Trunkett  
Signature

  
Signature of Authorized Official

President  
Title

Procurement Management Director  
Title

7/16/24  
Date

8/9/2024  
Date

P.O. Box 398, Fort Myers, Florida 33902-0398 Phone: (239) 533-2111  
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