



BOARD OF COUNTY COMMISSIONERS

June 4, 2019

John E. Manning  
*District One*

Cecil L. Pendergrass  
*District Two*

Larry Kiker  
*District Three*

Brian Hamman  
*District Four*

Frank Mann  
*District Five*

Roger Desjarlais  
*County Manager*

Richard Wm. Wesch  
*County Attorney*

Donna Marie Collins  
*Hearing Examiner*

Ms. Michelle Martin  
Risk Management Associates, Inc., dba Public Risk Insurance Agency  
220 Ridgewood Avenue, Suite 210  
Daytona Beach, FL 32114

**SUBJECT:      Renewal of Annual Contract No. RFP160297LKD  
                  Insurance Broker/All Lines**

Dear Ms. Martin:

This is to inform you that Lee County agrees to renew the above subject contract for an additional three (3) year period, from 10/1/2019 through 9/30/2022.

We are hereby extending the annual contract for an additional one 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



BOARD OF COUNTY COMMISSIONERS

April 8, 2019

239-533-8871

John E. Manning  
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Ms. Michelle Martin  
Risk Management Associates Inc., dba Public Risk Insurance Agency  
220 Ridgewood Avenue, Suite 210  
Daytona, Beach, FL 32114

Subject: Renewal of Contract RFP160297LKD  
Insurance Broker/Agent: All Lines

Dear Ms. Martin:

The above-referenced annual contract will expire on September 30, 2019, unless renewed. Lee County is requesting that this annual contract be renewed for an additional three (3) year period (10/1/2019 – 9/30/2022). 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.

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:

\_\_\_\_\_  
Signature

Resident  
\_\_\_\_\_  
Title

5/1/19  
\_\_\_\_\_  
Date

Lee County:

\_\_\_\_\_  
Signature of Authorized Official

Procurement Management Director  
\_\_\_\_\_  
Title

5/23/19  
\_\_\_\_\_  
Date