



Kevin Ruane
District One

January 15, 2026

Cecil L. Pendergrass
District Two

David Mulicka
District Three

Brian Hamman
District Four

Trish Petrosky
District Five

Dave Harner, II
County Manager

Richard Wesch
County Attorney

Donna Marie Collins
County Hearing Examiner

Mr. Craig Barber
Northstar Funeral Services Florida, LLC dba
Fort Myers Memorial Gardens Funeral Home, Cemetery & Crematory
1900 St. James Place, Suite 300
Houston, TX 77056

SUBJECT: Renewal of Annual Contract OTH-25
 Indigent Cremation Services

Dear Mr. Barber:

This is to inform you that Lee County has agreed to renew the above-mentioned contract for an additional one (1) year period, from 1/21/26 through 1/20/27.

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



Kevin Ruane
District One

January 9, 2026

239-533-8871

Cecil L. Pendergrass
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Dave Harner, II
County Manager

Richard Wm. Wesch
County Attorney

Donna Marie Collins
County Hearing
Examiner

Ms. Jackie Bell
Northstar Funeral Services Florida, LLC dba
Fort Myers Memorial Gardens Funeral Home, Cemetery & Crematory
1900 St. James Place, Suite 300
Houston, TX 77056

Subject: Renewal of Annual Contract OTH-25
Indigent Cremation Services

Dear Ms. Bell:

The above-referenced annual contract will expire on January 20, 2026, unless renewed. Lee County is requesting that this annual contract be renewed for an additional one-year period (1/21/26 – 1/20/27). 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), within 5 calendar days from receipt. Failure to return by January 14, 2026, may, at the County's sole discretion, result in contract cancellation and/or rebid of solicitation.

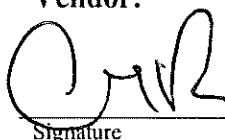
☒ a. I want to continue performing under this annual contract for an additional one-year period under the same terms and conditions as agreed upon in the above-referenced project.

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 one-year period. Why? _____

Each individual signing this Agreement directly and expressly warrants that he/she has been given and has received and accepted authority to sign and execute the Agreement on behalf of the party for whom it is indicated he/she has signed, and further has been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.

Vendor:



Signature

Funeral Home Manager

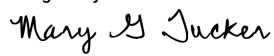
Title

1-14-2026

Date

Lee County:

Signed by:



770F0BDB59DA44D

Signature of Authorized Official

Procurement Management Director

Title

1/15/2026 | 7:55 AM EST

Date