



BOARD OF COUNTY COMMISSIONERS

April 23, 2020

(239) 338-3500

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County Attorney

Donna Marie Collins
County Hearing Examiner

Jerry Terp
747 Harrison Street
Anoka, MN 55303

RE: NOTICE OF MODIFICATION OF WORK - LEE COUNTY VISITOR & CONVENTION BUREAU MEETING SALES PROMOTION REPRESENTATIVE – MIDWEST USA

Dear Mr. Terp:

On June 20, 2019, Lee County entered into an Agreement with Jerry Terp for meeting sales promotion representation for the Midwest United States through Solicitation No. RFP190123DLK.

Pursuant to Article XII, Termination, of the agreement, the County is exercising its right to terminate the Agreement, only in part, for convenience. The County will be making necessary budget cuts of a 25% retainer reduction, in the amount of \$10,750.00, and an adjustment in market spending (Reimbursables), in the amount of \$13,723.07, for a total reduction of \$24,473.07.

These changes will become effective as of May 1, 2020 and will continue through the remainder of the current fiscal year, ending September 30, 2020. The Lee County Visitor & Convention Bureau staff will be in contact to specifically discuss details of the reduction in services.

If you should have any questions, please contact our office.

Sincerely,

Tamara Pigott
Director, Visitor & Convention Bureau

cc: FinanceOnBase@leeclerk.org
Project File