



BOARD OF COUNTY COMMISSIONERS

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June 29, 2021

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Jerry Terp
747 Harrison Street
Anoka, MN 55303

RE: TERMINATION 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.

On April 22, 2020, Lee County sent you a letter advising that the County was exercising its right to terminate the Agreement, only in part, for convenience, in order to reduce the retainer amount, due to COVID-19. The County reaffirmed this reduction in a subsequent letter from December 21, 2020, for the remainder of the 2020-2021 fiscal year. The County now desires to remove the reduction of the retainer and return to the full retainer amount of \$10,750.00 monthly, for the remainder of the 2020-2021 fiscal year.

This change becomes effective as of July 1, 2021, and will continue through September 30, 2021. The Lee County Visitor & Convention Bureau staff will be in contact to specifically discuss details of the return to full services.

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

Sincerely,

Tamara Pigott
Director, Visitor & Convention Bureau

cc: FinanceOnBase@leeclerk.org
Project File