



Kevin Ruane
District One

February 10, 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

Ms. Lauren J. Hyps
Lauren J. Hyps
11426 W. Carrole Circle
Franklin, WI 53132

SUBJECT: Renewal of Annual Contract No. RFP230197CMR
VCB – Meeting Sales Promotion Representative – Midwest USA

Dear Ms. Hyps:

This is to inform you that Lee County has agreed to renew the above-mentioned contract for an additional three (3) year period, from 9/1/26 through 8/31/29.

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



Kevin Ruane
District One

January 14, 2026

239-533-8871

Cecil L. Pendergrass
District Two

Ms. Lauren J. Hyps
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11426 W. Carrole Circle
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Subject: Renewal of Annual Contract RFP230197CMR
VCB – Meeting Sales Promotion Representative – Midwest USA

Dave Harner, II
County Manager

Dear Ms. Hyps:

Richard Wm. Wesch
County Attorney

Donna Marie Collins
County Hearing Examiner

The above-referenced annual contract will expire on August 31, 2026, unless renewed. Lee County is requesting that this annual contract be renewed for an additional three-year period (9/1/26 – 8/31/29). 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 15 calendar days from receipt. Failure to return by January 29, 2026, may, at the County's sole discretion, result in contract cancellation and/or rebid of solicitation.

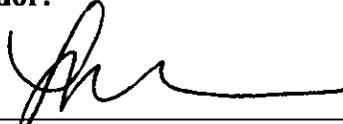
 X a. I want to continue performing under this annual contract for an additional three-year period under the same terms and conditions as agreed upon in the above-referenced project.

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 three-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

National Sales Manager,
Title Midwest

January 15, 2026
Date

Lee County:

Signed by:



Signature of Authorized Official

Procurement Management Director
Title

2/2/2026 | 12:57 PM EST
Date