

Kevin Ruane District One

September 29, 2023

Cecil L. Pendergrass

District Two

Ray Sandelli

District Three

Brian Hamman District Four

Mike Greenwell District Five

Dave Harner County Manager

Richard Wesch County Attorney

Donna Marie Collins County Hearing Examiner Mr. Joseph St. Germain

Downs & St. Germain Research, Inc.

2992 Habersham Dr. Tallahassee, FL 32309

SUBJECT: Renewal of Annual Contract No. RFP180512LAC

VCB Market Research

Dear Mr. St. Germain:

This is to inform you that Lee County agrees to renew the above subject contract for an additional one (1) year period, from 3/12/24 through 3/11/25.

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



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August 1, 2023

239-533-8871

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Subject:

Renewal of Annual Contract RFP180512LAC

VCB Market Research

Dear Mr. St. Germain:

The above-referenced annual contract will expire on March 11, 2024, unless renewed. Lee County is requesting that this annual contract be renewed for an additional one-year period (3/12/24 - 3/11/25). 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 August 15, 2023, may, at the County's sole discretion, result in contract cancellation and/or rebid of solicitation.

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 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.

I am not interested in extending this contract for an additional b. one-year period. Why?

Vendor:

Procurement Management Director

Authorized

Title

Lee County:

Signature of