

CONTRACT SUMMARY INFORMATION

SUMMARY: Purchase is made in accordance with the Terms and Conditions of Lee County Solicitation Number RFP180170LAC.

Solicitation No.: RFP180170LAC
Project Title: VCB – Tourism Sales & Promotion Representative
Procurement Analyst: Adam Brooke
Start Date: 4/2/19
Expiration Date: **4/1/2021** **Renewed Once**
Board Date: 1/15/2019
Agenda Item Report No.: 32
Term: One Year
Renewal Options: Two, One-year renewal options
Address Book No.: 103079
Awarded Vendor: Florida Travel Marketing, Inc.
Contact Person: Shelley Crant-Baggot
Phone No.: 239.945.0420
Fax No.: 239.945.6212
Cell Phone/Pager No.:
Email Address: Shelleycrant@mac.com

Local Business Tax No.: 8701178
Local Vendor Preference Used: No

Notes:

In accordance with this Agreement, the County shall pay the Vendor for actual work performed at the hourly rates set forth below, plus expenses as further described herein, in a total amount not to exceed \$250,000.00.

Lee County Hourly Rate

For all work performed by the Vendor in Lee County, Florida, the Vendor shall bill the County at a rate of \$77.00 per hour, per Vendor-assigned staff member (the "Lee County Hourly Rate"). The Vendor shall assign one (1) staff member per task, unless the County and the Vendor agree that more staff members are necessary. The Lee County Hourly Rate is "fully burdened" and includes all costs of taxes, benefits, overhead, etc. The Vendor shall not

be eligible to receive any reimbursement for transportation or other meal and travel allowances for any work done within Lee County.

The Vendor's invoices for all billing at the Lee County Hourly Rate must clearly detail the work hours and locations, and the services performed.

Domestic Hourly Rate

For all work performed by the Vendor when traveling outside of Lee County, Florida, but within the United States of America, the Vendor shall bill the County at a rate of \$118.00 per hour (the "Domestic Hourly Rate"). The Domestic Hourly Rate is "fully burdened" and includes all costs of taxes, benefits, overhead, etc. The Vendor shall not be eligible to receive any reimbursement for transportation or other meal and travel allowances.

The Vendor's invoices for all billing at the Domestic Hourly Rate must clearly detail the work hours and locations, and the services performed.

Reimbursement for Expenses

For any reimbursement by County to Vendor of out-of-pocket, non-personnel expenses and costs, all requests for reimbursement must be accompanied by a receipt showing payment by the Vendor.