



November 22, 2021

Kevin Ruane  
*District One*

Cecil L Pendergrass  
*District Two*

Ray Sandelli  
*District Three*

Brian Hamman  
*District Four*

Frank Mann  
*District Five*

Roger Desjarlais  
*County Manager*

Richard Wesch  
*County Attorney*

Donna Marie Collins  
*Hearing Examiner*

Ms. Shelley Crant-Baggot  
Florida Travel Marketing, Inc.  
1134 Lenox Ct.  
Cape Coral, FL 33904

Subject: Extension of Annual Contract No. RFP180170LAC  
VCB – Tourism Sales & Promotional Representative

Dear Ms. Crant-Baggot:

This is to inform you that Lee County agrees to extend the above subject contract for an additional 6-month period, from 4/1/22 through 9/30/22.

We are hereby extending the annual contract for an additional 6-month 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



# Notice of Extension

Kevin Ruane  
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Donna Marie Collins  
Hearing Examiner

September 20, 2021

Ms. Shelley Crant-Baggot  
Florida Travel Marketing, Inc.  
1134 Lenox Ct.  
Cape Coral, FL 33904

Re: Extension of Annual Contract No. RFP180170LAC  
VCB – Tourism Sales & Promotion Representative

Dear Ms. Crant-Baggot:

Lee County Board of County Commissioners (County) and Florida Travel Marketing, Inc. (Vendor), by execution of this Notice of Extension, have both agreed to the First extension of the above referenced contract/agreement for the period of April 1, 2022 through September 30, 2022, six (6) months at the agreed upon terms and conditions.

The issuance of the purchase order is done with the understanding that all provisions in the solicitation are binding, establishing a contractual obligation by both the County and the Vendor.

If this extension is acceptable, please acknowledge by signing and returning a copy of this letter with a copy of your current Certificate of Insurance to my attention.

Please return an executed copy of this letter and current Certificate of Insurance by Tuesday, October 05, 2021. If you have any questions, please contact me at (239) 533-8871 or [kurban@leegov.com](mailto:kurban@leegov.com).

Lee County

Signature of Authorized Official  
Mary G. Tucker, CPPO, CPPB, CPM

Print Name

Director of Procurement Management

Title

Date

11/22/21

Vendor Acknowledgement:

Signature

Shelley Crant-Baggot

Print Name

President

Title

Date

9/23/21