



John E. Manning  
*District One*

November 16, 2020

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  
*County Hearing Examiner*

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

SUBJECT: Renewal of Annual Contract No. RFP180170LAC  
VCB – Tourism Sales & Promotion Representative

Dear Ms. Crant-Baggot:

This is to inform you that Lee County agrees to renew the above subject contract for an additional one (1) year period, from 4/2/21 through 4/1/22.

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



John E. Manning  
District One

October 27, 2020

239-533-8871

Cecil L. Pendergrass  
District Two

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

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Subject: Renewal of Annual Contract RFP180170LAC  
VCB – Tourism Sales & Promotion Representative

Roger Desjarlais  
County Manager

Richard Wesch  
County Attorney

Dear Ms. Crant-Baggot:

Donna Marie Collins  
County Hearing Examiner

The above-referenced annual contract will expire on April 1, 2021, unless renewed. Lee County is requesting that this annual contract be renewed for an additional one year period (4/2/21 – 4/1/22). 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](mailto:kurban@leegov.com)), within 15 calendar days from receipt. Failure to return by November 12, 2020, may, at the County's sole discretion, result in contract cancellation and/or rebid of solicitation.

a. 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.*

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

Vendor:

Lee County:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Authorized Official

President  
\_\_\_\_\_  
Title

Procurement Management Director  
\_\_\_\_\_  
Title

11/1/20  
\_\_\_\_\_  
Date

11/16/20  
\_\_\_\_\_  
Date