



BOARD OF COUNTY COMMISSIONERS

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August 17, 2018

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

SUBJECT: RFP130487 Visitor & Convention Bureau Tourism Sales and Promotion
Representation C-6534

ENCLOSURE: CHANGE ORDER NO. 3

Dear Ms. Crant-Baggot:

Enclosed is your executed copy of Change Order No. 3 for the contract RFP130487
Visitor & Convention Bureau Tourism Sales and Promotion Representation C-6534.

The new expiration date is 4/1/2019.

If you should have any questions, please give me a call.

Sincerely,

Kimberly Urban

Kimberly Urban
Contracts Analyst
Procurement Management Division

c: FinanceOnBase@leeclerk.org
Project File



Lee County Professional Service/Service Provider Agreement
Change Order/Supplemental Task Authorization

Date May 14, 2018

Print Form

Change Order Supplemental Task Authorization Number: 3

A Change Order or Supplemental Task Authorization requires approval by the Department Director for expenditures under \$50,000 or approval by the County Manager for expenditures between \$50,000.01 and \$100,000 or approval by the Board of County Commissioners for expenditures over \$100,000

Primary Contact: Shelley Crant-Baggot

Contract Name: Visitor & Convention Bureau Tourism Sales and Promotion Representation

Project Name: _____

Consultant: Florida Travel Marketing, Inc. Project #: N/A

Solicitation #: RFP130487 Contract #: 6534 Account #: N/A

Lee County Project Manager: N/A Request Date: May 14, 2018

Fiscal Staff: Lucy Maldonado

Upon the completion and execution of this Change Order or Supplemental task Authorization by both parties the Consultant / Provider is authorized to and shall proceed with the following exhibits:

- CO-STA Exhibit A - SCOPE OF PROFESSIONAL SERVICE
- CO-STA Exhibit B - COMPENSATION & METHOD OF PAYMENT
- CO-STA Exhibit C - TIME & SCHEDULE OF PERFORMANCE
- CO-STA Exhibit D - CONSULTANTS/PROVIDERS ASSOCIATED SUB-CONSULTANT(S)/SUB-CONTRACTORS
- CO-STA Exhibit E - PROJECT GUIDELINES AND CRITERIA

It is understood and agreed that the acceptance of this modification by the CONSULTANT/PROVIDER constitutes an accord and satisfaction.

5/21/18

Name of Consultant/Provider (Print Name)
Shelley A. Crant-Baggot

Date Accepted

shelleycrant@mac.com

239-994-9411

Contact E-mail Address

Contact Phone Number

Lee County Board of County Commissioners - Procurement Management

1825 Hendry Street - Fort Myers, FL 33901

PO Box 398 - Fort Myers, FL 33902-0398

Phone: (239) 533-5450



Date May 14, 2018

Print Form

Page A 1 of 1

Choose one of the following:

Change Order Agreement #: 2 Supplemental Task Authorization #: _____

Scope of Professional Services for:

Visitor & Convention Bureau Tourism Sales and Promotion Representation

Section 1.00 Changes to Professional Services

The 'Scope of Professional Services' as set forth in Exhibit 'A' of the Professional Services Agreement, or Service Provider, referred to hereinbefore is hereby supplemented, changed or authorized, so that the Consultant or Service Provider shall provide and perform the following professional services, tasks, or work as a supplement to, change to, or authorized to, the scope of services previously agreed to and authorized.

No changes in scope, this is for extension of term 10/1/18 - 4/1/19.



Date May 14, 2018

Print Form

Choose one of the following:

Change Order Agreement #: 2 Supplemental Task Authorization #: _____

Time & Schedule of Performance for:

Visitor & Convention Bureau Tourism Sales and Promotion Representation

Section 1.00 Changes for this Change Order or Supplemental Task Authorization Agreement

The time and schedule of completion for the various phases or tasks required to provide and perform the services, tasks or work set forth in this Change Order of Supplemental Task Authorization Agreement, Exhibit 'CO/STA-A', entitled 'Scope of Professional Services' attached hereto is as follows:

Task/ Phase Number as Indicated in Exhibit A	Name/Title of Phase/Task	Number of Calendar Days for Completion of Each Phase/Task	Cumulative Number of Calendar Days for Completion from Date of Notice to Proceed for this CO/STA
	Extension of Annual Contract		
	Original Term: 10/1/13 - 9/30/14		
	Renewal Number 1 Term: 10/1/14 - 9/30/15		
	Renewal Number 2 Term: 10/1/15 - 9/30/16		
	Renewal Number 3 Term: 10/1/16 - 9/30/17		
	Renewal Number 4 Term: 10/1/17 - 9/30/18		
	Extension Number 1: 10/1/18 - 4/1/19		



Change Order Agreement #: 2 Supplemental Task Authorization #: _____

Time & Schedule of Performance for:

Visitor & Convention Bureau Tourism Sales and Promotion Representation

Section 2.00 Summary of the Impact of Change(s) in Professional Services on the Overall Project Time and Schedule of Performance

Pursuant to and in consideration of the changed in the Scope of Professional Services in this Change Order or Supplemental Task Authorization Agreement, Exhibit 'CO/STA-A' the time and schedule the County and the Consultant, or Service Provider, has previously agreed to for all of the work to be done under this Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Task/ Phase Number as Indicated in Exhibit A & Exhibit CO/STA-A	Name/Title of Phase/Task	Number of Calendar Days for Completion of Each Phase/Task	Cumulative Number of Calendar Days for Completion from Date of Notice to Proceed