



BOARD OF COUNTY COMMISSIONERS

December 21, 2020

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Nan Williams
Four Communications Ltd.
20 St. Thomas Street
London, SE1 9Bf, United Kingdom

RE: NOTICE OF MODIFICATION OF WORK - LEE COUNTY VISITOR & CONVENTION BUREAU UNITED KINGDOM, IRELAND, AND SCANDINAVIA REPRESENTATION

Dear Ms. Williams:

On January 14, 2018, Lee County entered into an Agreement with Four Communications, Ltd. for professional tourism representation for the United Kingdom, Ireland, and Scandinavia through Solicitation No. RFP170282LAC.

On April 22, 2020, Lee County sent Four Communications, Ltd. a letter advising that the County was exercising its right to terminate the Agreement, only in part, for convenience. Pursuant to Article XII, Termination, of the agreement, the County continued to exercise its right in making the necessary budget cuts of a 50% retainer reduction, due to COVID-19, which represents a monthly retainer fee of \$7,500.00.

Unless advised otherwise, Lee County will continue to exercise its right in making the necessary budget cuts of a 50% retainer reduction through the remainder of Fiscal Year 2020 – 2021.

The Visitor & Convention Bureau staff is available to discuss the retainer reduction should you have any questions.

Sincerely,

Tamara Pigott
Director, Visitor & Convention Bureau

cc: FinanceOnBase@leeclerk.org
Project File