



BOARD OF COUNTY COMMISSIONERS

April 22, 2020

(239) 338-3500

John E. Manning  
*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  
*County Hearing Examiner*

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.

Pursuant to Article XII, Termination, of the agreement, the County is exercising its right to terminate the Agreement, only in part, for convenience. The County will be making necessary budget cuts of a 50% retainer reduction, in the amount of \$37,500.00, and an adjustment in market spending (Reimbursables), in the amount of \$29,490.52, for a total reduction of \$66,990.52.

These changes will become effective as of May 1, 2020 and will continue through the remainder of the current fiscal year, ending September 30, 2020. The Lee County Visitor & Convention Bureau staff will be in contact to specifically discuss details of the reduction in services.

If you should have any questions, please contact our office.

Sincerely,

Tamara Pigott  
Director, Visitor & Convention Bureau

cc: FinanceOnBase@leeclerk.org  
Project File