



John E. Manning  
*District One*

November 14, 2019

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*

Mr. Rob Wilson  
Four Communications, Ltd.  
20 St Thomas Street  
London SE1 9BF  
United Kingdom

**SUBJECT:** Renewal of Annual Contract No. RFP170282LAC  
Lee County Visitor & Convention Bureau United Kingdom, Ireland, and Scandinavia  
Representation

Dear Mr. Wilson:

This is to inform you that Lee County agrees to renew the above subject contract for an additional one (1) year period, from 1/1/20 through 12/31/2020.

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



BOARD OF COUNTY COMMISSIONERS

June 17, 2019

239-533-8871

John E. Manning  
District One

Cecil L. Pendergrass  
District Two

Larry Kiker  
District Three

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Subject: Renewal of Annual Contract RFP170282LAC  
Lee County Visitor & Convention Bureau United Kingdom, Ireland, and  
Scandinavia Representation

Dear Mr. Wilson:

The above-referenced annual contract will expire on December 31, 2019, unless renewed. Lee County is requesting that this annual contract be renewed for an additional one year period (1/1/2020 – 12/31/2020). 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@lee.gov](mailto:kurban@lee.gov)), within 15 calendar days from receipt.

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:

Rob Wilson  
Signature

GROUP CHIEF EXECUTIVE  
Title

8 OCTOBER 2019  
Date

Lee County:

[Signature]  
Signature of Authorized Official

Procurement Management Director  
Title

11-13-19  
Date