

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20031377

1. REQUESTED MOTION:

ACTION REQUESTED: Approve Change Order NO. 5 to Contract #1584 for RFP-00-10 Tourism Advertising, Program Planning, Creation & Implementation with BVK/McDonald in the amount of \$550,000.00 for additional marketing & expenditures at new airport terminal.

WHY ACTION IS NECESSARY: Board approval required.

WHAT ACTION ACCOMPLISHES: To cover for additional funds allocated to cover for additional marketing & expenditures at new airport terminal..

2. DEPARTMENTAL CATEGORY:

16. Visitor & Convention Bureau
COMMISSION DISTRICT #:

CIA

3. MEETING DATE:

01-06-2004

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE *AC-4-4*
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER *[Signature]*
- B. DEPARTMENT *VCB*
- C. DIVISION *[Signature]*
- BY: *D.T. Minich, Director*

7. BACKGROUND:

On August 29, 2000, the Board entered into a contract with BVK/McDonald under RFP-00-10 Tourism Advertising, Program Planning, Creation & Implementation in the amount of \$2,700,000.00 with a contract period of three (3) years with two (2) one (1) year renewals.

Summary of Change Orders:

- Change Order #1 on September 4, 2001 in the amount of \$170,000 for VCB's attractions marketing program.
- Change Order #2 on October 9, 2001 in the amount of \$500,000.00 for emergency advertising.
- Change Order #3 on July 2002, in the amount of \$500,000.00 for increase in the yearly contract.
- Change Order #4 on July 2003, in the amount of \$320,000.00 for emergency advertising.

Change Order #5 will be in the amount of \$550,000.00 for additional funds allocated for advertising.
Funds will be available in the following account: HB5520317400. 504810

Attachments: Two (2) original Change Orders.

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services <i>Open 12/11/03</i>				G County Manager
					OA	OM	Risk	GC	
<i>[Signature]</i>	<i>Cindy Logan 12/10/03</i>	<i>N/A</i>	<i>NA</i>	<i>[Signature]</i>	<i>[Signature] 12/10/03</i>	<i>[Signature] 12/10/03</i>	<i>[Signature] 12/10/03</i>	<i>[Signature] 12-10-03</i>	<i>[Signature] 12-11-03</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty
Date: *12/8/03*
Time: *1:20 PM*
Forwarded To:
Budget 12/10/03 3:04 PM

RECEIVED BY
COUNTY ADMIN *[Signature]*
12/8/03
3:40 PM 567
COUNTY ADMIN
FORWARDED TO: *[Signature]*
[Signature]

LEE COUNTY PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT
CHANGE ORDER/SUPPLEMENTAL TASK AUTHORIZATION

Change Order
 Supplemental Task Authorization

NO.: 5

(A Change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$25,000 or Approval by the County Manager for Expenditures Between \$25,000 and \$50,000 or Approval by the Board of County Commissioners for Expenditures over \$50,000)

CONTRACT/PROJECT NAME: Tourism Advertising, Program Planning, Creation & Implementation

CONSULTANT: BVK/McDonald

PROJECT NO.: _____

SOLICIT NO.: RFP-00-10

CONTRACT NO.: 1584

ACCOUNT NO.: _____

REQUESTED BY: DT Minich DATE OF REQUEST: 10/22/03

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:

EXHIBIT "CO/STA-A: SCOPE OF PROFESSIONAL SERVICE: DATED: 10/22/03

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 10/22/03

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 10/22/03

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 10/22/03

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 10/22/03

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

RECOMMENDED:

By: [Signature] 12-4-03
Department Director Date

ACCEPTED:

By: [Signature]
Consultant/Provider
(Print Name) Mary DeLong

COUNTY APPROVAL:

By: _____
Department Director
(Print Name) _____
(Under \$25,000)

By: [Signature] 10-22-03
Contracts Mgmt Date

Date Accepted: 12/03/03

Date Approved: _____

Corporate Seal

By: _____
County Manager (Between
(\$25,000 and under \$50,000)
Date Approved: _____

APPROVED:

By: _____
*County Attorney's Office Date

By: _____
Chairman
Board of County Commissioners
Date Approved: _____

*County Attorney signature needed
for **over** Board level expenditures only.

CMO:023:09/25/01

CHANGE ORDER AGREEMENT No. 5
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-A"

Date: October 22, 2003

SCOPE OF PROFESSIONAL SERVICES

for Tourism Advertising, Program Planning, Creation & Implementation
(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) TO PROFESSIONAL SERVICES

The "Scope of Professional Services" as set forth in Exhibit "A" of the Professional Services Agreement, or Service Provider Agreement, 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:

Additional funds allocated to additional marketing and expenditures at new airport terminal.

*Attach additional pages, if needed.

CHANGE ORDER AGREEMENT No. 5
 or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-B"

Date: October 22, 2003

COMPENSATION AND METHOD OF PAYMENT

for Tourism Advertising, Program Planning, Creation & Implementation

(Enter Project Name from Page 1 of the
 Change Order or Supplemental Task Authorization)

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the CONSULTANT, or SERVICE PROVIDER, shall be entitled to receive for providing and performing the supplemented, changed or authorized services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "S/COA-A". In accordance with Professional Services Agreement Article 5.03(2) "Method of Payment", tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (W.I.P.P.)
	Additional marketing & expenditures at new airport terminal.	\$550,000.00		
TOTAL		\$550,000.00		

(Unless list is continued on next page)

CMO:026
 09/25/01

CMO:029
 09/25/01

CHANGE ORDER AGREEMENT No. 5
or
 SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-D"

Date: October 22, 2003

CONSULTANT'S, OR SERVICE PROVIDER'S, ASSOCIATED SUB-CONSULTANT(S) AND SUBCONTRACTOR(S)

for Tourism Advertising, Program Planning, Creation and Implementation

(Enter Project Name from Page 1 of the Change Order or Supplemental Task Authorization Agreement)

CONSULTANT, or SERVICE PROVIDER, intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the CONSULTANT, or SERVICE PROVIDER, in providing and performing the services, tasks, or work required under this CHANGE ORDER, or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT.

(If none, enter the word "none" in the space below.)

Service and/or Work to be Provided or Performed	Name and Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise, (If Yes, Indicate Type)			Sub-Consultant Services are Exempted from Prime Consultant's Insurance Coverage	
		Yes	No	Type	Yes	No
None						

CHANGE ORDER AGREEMENT No. 5

SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-E"

Date: October 22, 2003

PROJECT GUIDELINES AND CRITERIA

for Tourism Advertising, Program Planning, Creation & Implementation

(Enter Project Name from Page 1 of the
Change Order or Supplemental Task Authorization Agreement)

As a supplement, or change, to the Project Guidelines and Criteria set forth in the Professional Services Agreement, or Service Provider Agreement, Exhibit "E", the COUNTY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget, and/or Requirements which shall serve as a guide to the CONSULTANT, or SERVICE PROVIDER, in performing the professional services, tasks, or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto:

(If none, enter the word "None" in the space below.)

ITEM No. 1

None