

BILL NO.: 21-1009

ORDINANCE NO.: 21- 0461

INTRODUCED BY: COUNCIL MEMBER(S) Hendrickson

1 **AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN**
2 **PRODUCTS AND SERVICES FOR ELECTION SUPPORT 2021, DEPARTMENT**
3 **OF THE COUNTY CLERK.**

4 **WHEREAS**, Pursuant to Ordinance 21-0169 Jefferson County, Missouri entered
5 into a Contract, known as the Election Support 2021 contract, with Henry M. Adkins &
6 Son, Inc.; and

7 **WHEREAS**, Jefferson County, Missouri, (hereafter, the “County”) recommends
8 the renewal of the following bid awards at the same terms and conditions as previously bid,
9 as authorized by the original Invitation for Bid awarded by the County, for an additional
10 one-year term:

11 BID NAME

12 Election Support 2021

13 AWARDED BIDDER

14 Henry M. Adkins & Son, Inc.

15 ORDINANCE NUMBER

16 21-0169

17 **WHEREAS**, the Department of the County Clerk of Jefferson County, Missouri,
18 requested renewal from the awarded bidder, Henry M. Adkins & Son, Inc., to renew the
19 contract for the Election Support with the County; and

FILED

OCT 20 2021

KEN WALLER
COUNTY CLERK, JEFFERSON COUNTY, MO

1 **WHEREAS**, the Department of the County Clerk of Jefferson County, Missouri,
2 finds it is in the best interest of the County to renew the bid award for Election Support
3 2021 for the term of 1-1-22 to 12-31-22 with Henry M. Adkins & Son, Inc., with approval
4 of the County Council and County Executive up to **\$386,125.00 per term, for total**
5 **amount not to exceed \$386,125.00 for the term**, subject to budgetary limitations.

6 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,**
7 **AS FOLLOWS:**

8 Section 1. The County authorizes the renewal of the bid awards for an
9 additional one-year term as follows:

10 BID NAME

11 Election Support 2021

12 TERM

13 1-1-22 to 12-31-22

14 Upon approval of the County Council and County Executive

15 AMOUNT

16 **Up to \$386,125.00 per term,**

17 **for total amount not to exceed \$386,125.00 for the term,**

18 subject to budgetary limitations

19 AWARDED BIDDER

20 Henry M. Adkins & Son, Inc.

21 Section 2. The Jefferson County, Missouri, Council hereby authorizes the
22 County Executive to execute a renewal agreement, attached hereto and incorporated herein

1 by reference and attached as Exhibit A. The County Executive is further authorized to take
2 any and all actions necessary to carry out the intent of this Ordinance.

3 Section 3. Copies of all Invitations for Bid, Requests for Proposals, responses
4 thereto, and any contracts or agreements shall be maintained by the Department of the
5 County Clerk consistent with the rules and procedures for the maintenance and retention
6 of records as promulgated by the Secretary of State.


7 Section 4. This Ordinance shall be in full force and effect from and after its
8 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
9 shall not affect the remainder of this Ordinance.

THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:

Council Member District 1, Brian Haskins	<u>yes</u>
Council Member District 2, Renee Reuter	<u>yes</u>
Council Member District 3, Phil Hendrickson	<u>yes</u>
Council Member District 4, Charles Groeteke	<u>yes</u>
Council Member District 5, Tracey Perry	<u>yes</u>
Council Member District 6, Daniel Stallman	<u>yes</u>
Council Member District 7, Victoria James	<u>yes</u>

THE ABOVE BILL ON THIS 12 DAY OF October, 2021:

PASSED **FAILED**



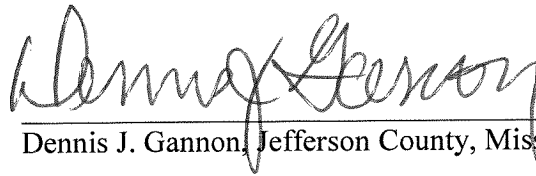
Phil Hendrickson, County Council Chair



Cherlynn Boyer, Council Executive Assistant

THIS BILL WAS APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 19th DAY OF October, 2021.

THIS BILL WAS VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF _____, 2021.



Dennis J. Gannon, Jefferson County, Missouri, Executive

ATTEST:



Ken Waller, County Clerk

BY:  _____

First Reading: 10-12-2021



County of Jefferson

State of Missouri

Administration Center
729 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Dennis Gannon

County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

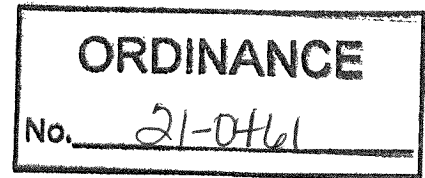
David Courtway - Director

Web Address: www.jeffcomo.org

Dana Downs
Human Resources Manager
(636)797-5563 / Fax (636)797-5596

Jackie Doyle
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

HENRY M. ADKINS & SON, INC.
331 INDEPENDENCE AVE
CLINTON MO 64735



August 17, 2021

Attn: Dustin Vanderburg

Your company was awarded a bid for **“ELECTION SUPPORT 2021”** for the County of Jefferson, Missouri in **MARCH 2021**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions, subject to budgetary limitations, subject to approval by the County Council and County Executive. The new award dates shall be from **January 1, 2022 to December 31, 2022**.

PLEASE INCLUDE THE FOLLOWING ITEMS:

- 1) This executed renewal letter
- 2) Updated insurance certificates
- 3) Current paid tax receipts for any real or personal property owned in Jefferson County
OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
- 4) Company Name, Signature, Print, Company Address and Phone completed on next page.

Please sign and return as soon as possible if your company agrees to renew this contract.

DUSTIN VANDERBURG
Printed Name of Authorizing Agent

[Signature]
Signature

09/03/2021
Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5380.


Respectfully,


Jackie Doyle
Jackie Doyle
Department of Administrative Services

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2021:

HENRY M. ADKINS & SON, INC.
Company Name

County of Jefferson, State of Missouri


Signature
DUSTIN VANDERBURG
Print


Dennis J. Gannon County Executive

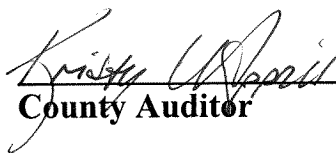
Company Address: _____

331 INDEPENDENCE AVE.

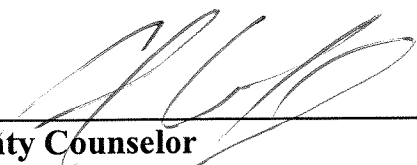
CLINTON, MO 64735

Phone: 1-800-633-5503

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.


County Auditor

APPROVED AS TO FORM


County Counselor



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/2/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mills & Sons, Inc. 110 W. Jefferson St. Clinton, MO 64735	CONTACT NAME: PHONE (A/C, No, Ext): (660) 885-3368 FAX (A/C, No): (877) 398-6010 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED Henry M Adkins & Son Inc PO Box 104 Clinton, MO 64735	INSURER A : Auto Owners Insurance Company 18988	
	INSURER B : Sentinel Insurance Company Ltd 11000	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			5153875300	12/12/2020	12/12/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	37WBCZL1314	3/16/2021	3/16/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Jefferson County Missouri Contracts PO BOX 100 729 Maple St Hillsboro, MO 63050	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/2/2021

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IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Mike Keith Insurance, Inc. 103 West Franklin St Clinton, MO 64735	CONTACT NAME: PHONE (A/C, No, Ext): (660) 885-5581	FAX (A/C, No): (660) 885-8278	
	E-MAIL ADDRESS:		
INSURED Adkins Printing Inc P.O. Box 104 Clinton, MO 64735	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : EMC Insurance Companies		21415
	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: General Aggregate			5D83202	6/1/2021	6/1/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			5J83202	6/1/2021	6/1/2022	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$
								\$ 2,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTHE-R
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Jefferson County, Missouri 729 Maple St. Hillsboro, MO 63050	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Melinda Martin</i>



HENRY M ADKINS & SON, INC

Election Services / Unisyn Voting Solutions / Tenex Software Solutions
County Government Forms, Books & Supplies

331 Independence Ave. • P.O. Box 104 • Clinton, MO 64735 • 800-633-5503 • Fax: 660-885-4019 • E-Mail: hmadkins@adkins-printing.com www.adkins-printing.com

September 3, 2021

Department of Administrative Services
729 Maple Street
Hillsboro, MO 63050

RE: Real and Personal Property

I, Dustin Vanderburg , representing Henry M. Adkins & Son, Inc.
(Name) (Company)

[Signature]
Signature

09/03/2021
Date

upon oath depose and state that Henry M. Adkins & Son, Inc. does not own any real or personal property in Jefferson County, Missouri.

Henry M. Adkins & Son, Inc. corporate offices are located in Clinton, Missouri (64735). Our principal place of business is located in Clinton, between Kansas City and Springfield on the western side of the state.

Subscribed and sworn before me this 3rd of SEPT. , 2021 . I am
(Day) (Month) (Year)

commissioned as a notary public within the County of Henry , State of Missouri
(Name of County) (Name of State)

and my commission expires on 6/1/22 .
(Date)

[Signature]
(Signature of Notary)

9.3.21
(Date)

JANICE K. EVERSOLE
Notary Public - Notary Seal
State of Missouri
Henry County
Commission #14434889
My Commission Expires: June 1, 2022