

BILL NO.: 16-0834

ORDINANCE NO.: 16- 0426

INTRODUCED BY: COUNCIL MEMBER(S) Reuter

1 **AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN**
2 **PRODUCTS AND SERVICES FOR PROCESS, PRINT AND MAIL TAX BILLS**
3 **2015, DEPARTMENT OF THE COUNTY COLLECTOR.**

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

| 8 | <u>BID NAME</u> |
|----|--|
| 9 | Process, Print and Mail Tax Bills 2015 |
| 10 | <u>AWARDED BIDDER</u> |
| 11 | Mail Services, LLC |
| 12 | <u>ORDINANCE NUMBER</u> |
| 13 | 15-0268 |

14 **WHEREAS**, the Department of the County Collector of Jefferson County,
15 Missouri, Council finds it is in the best interest of the County to renew the bid award for
16 Process, Print and Mail Tax Bills 2015 for the term of 9-26-16 to 9-25-17 with Mail
17 Services, LLC with approval of the County Council and County Executive up to the amount
18 of **\$16,800.00** subject to budgetary limitations.

FILED

AUG 26 2016

WES WAGNER
COUNTY CLERK OF JEFFERSON COUNTY, MO

1 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,**
2 **AS FOLLOWS:**

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

5 BID NAME
6 Process, Print and Mail Tax Bills 2015

7 TERM
8 9-26-16 to 9-25-17

9 Upon approval of the County Council and County Executive

10 AMOUNT
11 Up to **\$16,800.00**

12 subject to budgetary limitations

13 AWARDED BIDDER
14 Mail Services, LLC

15 Section 2. The Jefferson County, Missouri, Council hereby authorizes the
16 County Executive to execute a renewal agreement, incorporated herein by reference and
17 attached as Exhibit A. The County Executive is further authorized to take any and all
18 actions necessary to carry out the intent of this Ordinance.

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

1 Section 4. This Ordinance shall be in full force and effect from and after its
2 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
3 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, Don Bickowski | <u>Yes</u> |
| Council Member District 2, Renee Reuter | <u>Yes</u> |
| Council Member District 3, Robert Boyer | <u>Yes</u> |
| Council Member District 4, George Engelbach | <u>Absent</u> |
| Council Member District 5, Oscar J. "Jim" Kasten | <u>Yes</u> |
| Council Member District 6, Cliff Lane | <u>Yes</u> |
| Council Member District 7, James Terry | <u>Yes</u> |

THE ABOVE BILL ON THIS 22nd DAY OF August, 2016:

PASSED **FAILED**



Renee Reuter, County Council Chair



Pat Schlette, Council Administrative Assistant

THIS BILL WAS APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 23RD DAY OF AUGUST, 2016.

THIS BILL WAS VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS DAY OF _____, 2016.

Kenneth B. Waller

Kenneth B. Waller, Jefferson County, Missouri, Executive

ATTEST:

Wes Wagner

Wes Wagner, County Clerk

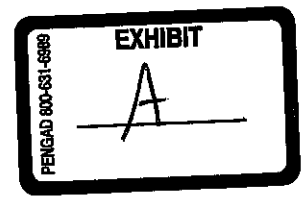
BY: *Katherine E. Missey*

Reading Date: 08-22-2016



County of Jefferson

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



Ken Waller
County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: www.jeffcomo.org

Nicole Crawford
Human Resources Manager
(636)797-5071 / Fax (636)797-5596

Vickie Pratt
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

MAIL SERVICES LLC
4100 121ST STREET
URBANDALE IA 50323

June 2, 2016

Attn: Barry Paterson

Your company was awarded a bid for **PROCESS, PRINT AND MAIL TAX BILLS 2015** for the County of Jefferson, Missouri in **MAY 2015**. 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 approval by the County Council and County Executive. The new award dates shall be from **September 26, 2016 through September 25, 2017**.

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.

Terry Soeliver
Printed Name of Authorizing Agent

[Signature]
Signature

6-6-16
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,

[Signature]
Vickie S. Pratt
Department of Administrative Services

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2016:

Mail Services LLC
Company Name

County of Jefferson, State of Missouri


Signature
Terry Sedivec
Print

Kenneth B. Waller
Kenneth B. Waller County Executive

Company Address: _____

4100 121st St.

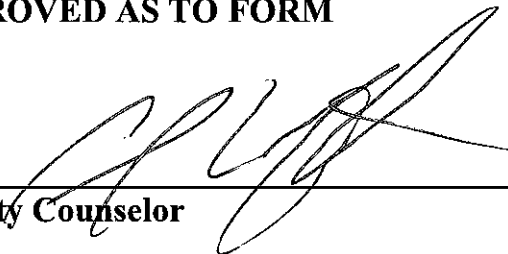
Wendota, IA 50323

Phone: 515 727 7200

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