INTRODUCED BY: COUNCIL MEMBER(s) Jerry

1 AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN
2 PRODUCTS AND SERVICES FOR ELECTION SUPPORT 2019, DEPARTMENT
3 OF THE COUNTY CLERK.
4 WHEREAS, Pursuant to Ordinance 19-0137 Jefferson County, Missouri entered
5 into a Contract, known as the Election Support 2019 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 2019

13 **Awarded Bidder**
14 Henry M. Adkins & Son, Inc.

15 **Ordinance Number**
16 19-0137

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 2019 with the County; and

FILED

JAN 30 2020

Page 1 of 5
WHEREAS, Jefferson County, Missouri, finds it is in the best interest of the County to renew the bid award for Election Support 2019 for the term of the date of approval to 12-31-20 with Henry M. Adkins & Son, Inc. with approval of the County Council and County Executive up to $366,275.00 per term, for total amount not to exceed $366,275.00 for the term, subject to budgetary limitations.

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

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

<table>
<thead>
<tr>
<th>BID NAME</th>
<th>Election Support 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM</td>
<td>Date of approval to 12-31-2020</td>
</tr>
<tr>
<td></td>
<td>Upon approval of the County Council and County Executive</td>
</tr>
<tr>
<td>AMOUNT</td>
<td>Up to $366,275.00 per term, for total amount not to exceed $366,275.00 for the term, subject to budgetary limitations</td>
</tr>
<tr>
<td>AWARDED BIDDER</td>
<td>Henry M. Adkins &amp; Son, Inc.</td>
</tr>
</tbody>
</table>

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

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

Section 4. This Ordinance shall be in full force and effect from and after its
date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
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  

Council Member District 2, Renee Reuter  

Council Member District 3, Phil Hendrickson  

Council Member District 4, Charles Groeteke  

Council Member District 5, Tracey Perry  

Council Member District 6, Daniel Stallman  

Council Member District 7, James Terry

THE ABOVE BILL ON THIS 27th DAY OF January, 2020:

✓ PASSED  ____ FAILED

Phil Hendrickson, County Council Chair

Pat Schliette, Council Executive Assistant
THIS BILL WAS √ APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 30th DAY OF January, 2020.

THIS BILL WAS ____ VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS ____ DAY OF ________, 2020.

Dennis J. Gannon
Dennis J. Gannon, Jefferson County, Missouri, Executive

ATTEST:

Ken Waller
Ken Waller, County Clerk

BY: Katherine C. Missey

First Reading: 01-27-2020
# CHECKLIST FOR BILLS

<table>
<thead>
<tr>
<th>BILL NAME:</th>
<th>Renewal Election Support 2019</th>
<th>BILL #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>YES NO N/A</td>
</tr>
</tbody>
</table>

## TIME SENSITIVE

### IN MEMORANDUM

**DEPT.:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contract term – The term should read that the contract will be awarded after approval and signature of both Jefferson County Executive and the awarded vendor for a time period specified on the bid.</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>2.</td>
<td>Amount of the award to reflect the actual amount previously spent, or an explanation for increases or decreases</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>3.</td>
<td>Account string(s) for the purchase</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>4.</td>
<td>Funds that were spent in the last year, if applicable</td>
</tr>
<tr>
<td></td>
<td>$98,283.00 in 2019</td>
</tr>
<tr>
<td></td>
<td>Start date: End date:</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
</tbody>
</table>

## IN ADDITIONAL DOCUMENTATION

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Any detailed information regarding the contract submitted by the Department Director or Elected Official overseeing the bid</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>6.</td>
<td>Bid tabulations – Award or Renewal</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>7.</td>
<td>Exhibit(s), if applicable</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>8.</td>
<td>Renewal letter(s), if applicable</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>9.</td>
<td>Previous ordinance(s), if applicable</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>10.</td>
<td>Certificate of Insurance for potential awarded vendor(s)</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>11.</td>
<td>E-Verification for potential awarded vendor(s)</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>12.</td>
<td>Delinquent Taxes</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
<tr>
<td>13.</td>
<td>Letter stating vendor(s) does not own any real or personal property in Jefferson County</td>
</tr>
<tr>
<td></td>
<td>YES NO N/A</td>
</tr>
</tbody>
</table>
DEPARTMENT OF ADMINISTRATIVE SERVICES
David Courtway - Director
Web Address: www.jeffcomo.org

Kristy Pedrola
Human Resources Manager
(636)797-5071 / Fax (636)797-5596

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

PROPOSED BILL MEMORANDUM

To: County Executive, Director of Administration

From: Jackie Talarski

Date: 1-10-2020

Subject Matter of Proposed Bill: ELECTION SUPPORT 2019, HENRY M. ADKINS & SON, INC., $366,275.00

Council Districts(s) Affected: All

County Department(s) Affected: County Clerk

SUMMARY

The Department of the County Clerk requested a renewal option for Election Support 2019 on January 8, 2020. A renewal request was mailed to Henry M. Adkins & Son, Inc. for the Election Support 2019 contract for an additional one-year term on January 9, 2019.

Henry M. Adkins & Son, Inc. signed the renewal letter and it was received on January 9, 2020.

The Department of the County Clerk recommends renewing the contract for Election Support 2019 for the term of date of approval through December 31, 2020 for an estimated expenditure of $366,275.00, subject to budgetary limitations.

Account string charged: 430-0244-2713-9999-105201, 430-0245-2713-9999-105201, 430-0246-2713-9999-105201 and 430-0248-2713-9999-105201

Funds spent in 2019: $98,283.00

This Bill proposes to renew the bid based on the recommendation of the Department of the County Clerk.
PLEASE COMPLETE FORM AND RETURN TO CONTRACTS AND GRANTS. FAX 636-797-5067 OR EMAIL: vpratt@jeffcomo.org, msauer@jeffcomo.org, and Purchasing@jeffcomo.org
Call with any questions: 636-797-5380

CHECK ONE OPTION

[ ] AWARD  [ ] REJECT  [ ] CHANGE ORDER  [✓] RENEW

If no Bid or Bids have not been awarded by the County Council within forty-five (45) days following the opening of the bids then all bids will be deemed Rejected.

<table>
<thead>
<tr>
<th>DATE</th>
<th>1-8-2020</th>
<th>DEPARTMENT</th>
<th>County Clerk</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTACT NAME</td>
<td>Ken Waller</td>
<td>PHONE NUMBER</td>
<td>636-797-5486</td>
</tr>
<tr>
<td>BID NAME</td>
<td>Election Support 2019</td>
<td>BID OPENING DATE</td>
<td>02-05-2019</td>
</tr>
</tbody>
</table>

TIME SENSITIVE  If yes, explain:

AWARD BID
REJECT BID
CHANGE ORDER
(give detailed information)

Henry M. Adkins & Son, Inc.

ANNUAL EXPENDITURE $366,275.00

ACCOUNT STRING(S) TO CHARGE  See below.

TERM OF CONTRACT 1 year

CONTRACT NAME Election Support 2

COMMENTS (give detailed information and attach any documentation if needed)

430-0244-2713-9999-105201; 430-0245-2713-999-105201

430-0246-2713-9999-105201; 430-0248-2713-9999-105201

430-0246-2713-9999-105201;

Director/Elected Official Signature: Ken Waller Date: 9-8-20
HENRY M. ADKINS & SONS INC
331 INDEPENDENCE AVE
CLINTON MO 64735

January 9, 2020

Attn: DUSTIN VANDERBURG

Your company was awarded a bid for “ELECTION SUPPORT 2019” for the County of Jefferson, Missouri in February 2019. 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 the date of approval to December 31, 2020.

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

01/09/2020

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 Talarski
Department of Administrative Services
In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this ___ day of January 2020:

Henry M. Adkins & Son, Inc.  County of Jefferson, State of Missouri

Signature  __________________________
Dustin Vanderburg, Vice President  Dennis Gannon, County Executive

Print

Company Address:  
331 Independence Ave.
Clinton, MO 64735

Phone: (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
January 8, 2020

Jackie Talarski  
Contracts and Grants - Jefferson County  
729 Maple St  
Hillsboro MO 63050

Dear Jackie:

RE: Bid—Election Support 2019

The county, with the consent of the vendor, shall have the option for a one-year extension under the same terms and conditions.

This letter shall be considered the consent of the Jefferson County Clerk/Election Authority to extend the terms and conditions of the referenced sealed bid for the 2020 election year.

All prices as outlined in the sealed bid for the 2019 election year (Ordinance No.: 19-0137) shall be extended under the same terms and conditions for the 2020 election year, with the exception that the contract between Jefferson County and Henry M. Adkins & Son, Inc.

Prices estimated as follows:

<table>
<thead>
<tr>
<th>Election Date</th>
<th>Quantity</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 2020 Election</td>
<td>60 polls</td>
<td>$1,112.00 per poll</td>
<td>$66,720.00</td>
</tr>
<tr>
<td>March 2020 Election</td>
<td>60 polls</td>
<td>$1,112.00 per poll</td>
<td>$66,720.00</td>
</tr>
<tr>
<td>April 2020 Election</td>
<td>60 polls</td>
<td>$1,112.00 per poll</td>
<td>$66,720.00</td>
</tr>
<tr>
<td>August 2020 Election</td>
<td>60 polls</td>
<td>$1,112.00 per poll</td>
<td>$66,720.00</td>
</tr>
<tr>
<td>November 2020 Election</td>
<td>60 polls</td>
<td>$1,112.00 per poll</td>
<td>$66,720.00</td>
</tr>
<tr>
<td>Annual Maintenance Cost</td>
<td></td>
<td></td>
<td>$32,675.00</td>
</tr>
</tbody>
</table>

Total estimated price for 2020: $366,275.00

If there are any questions or concerns, please contact this office.

Sincerely,

Ken Waller
Jefferson County Clerk

Enc.

Cc: Henry M. Adkins & Son Inc.
January 9, 2019

General Services/Contracts & Grants Manager
Attn: Jackie Talarski
729 Maple St.
Hillsboro, MO 63050

RE: Real and Personal Property

I, ________________________________________, representing ________________________________________,
(Name) (Company)

_________________________  01/09/2020
(Signature) (Date)

upon oath depose and state that neither (I / we) nor anyone in (my / our) employment owns any real or personal
property in Jefferson County, Missouri.

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

Subscribed and sworn to before me this 9th of January, 2020. I am commissioned
(Day) (Month) (Year)

as a notary public with the county of Benton, State of Missouri and my
(Name or County) (Name of State)

(Date)

_________________________  01/09/2020
(Signature of Notary) (Date)

Bonita Rudder
Notary Public - Notary Seal
State of Missouri
Benton County
My Commission Expires October 11, 2023
Commission #11449815