

BID TABULATION - SPECIAL PROCESS SERVER

SPECIAL PROCESS SERVER Bid Opening Date 2-9-2016	AAA PROCESS SERVICE INC. 942 FOSTER CT PEVELY MO 63070	POST LEGAL INVESTIGATIONS 1734 CLARKSON RD. STE 148 CHESTERFIELD MO 63017	AART CORP 1168 W GANNON DR #300 FESTUS MO 63028	A & S PROTECTION SPECIALIST 2910 TIMBER BLUFF DRIVE HIGH RIDGE MO 63049	PRIVATE PROBATION SERVICE, TBN., LLC 424 MAIN ST HILLSBORO MO 63050	PRO-SERVE 6614 CLAYTON RD #311 ST LOUIS MO 63117
LICENSE DOCUMENTATION (Y OR N)	PROCESS SERVER IDENTIFICATION CARD	PROCESS SERVER IDENTIFICATION CARD	PRIVATE INVESTIGATOR AND PROCESS SERVER LICENSE	LICENSED SPECIAL PROCESS SERVER IN NINE MISSOURI COUNTIES		PROCESS SERVER IDENTIFICATION CARD
Basic Service Fee						
Same Day Attempt	\$100.00	\$50.00/DEPENDIN G ON LOCATION	\$65.00	\$50.00		\$75.00
Unlimited Attempts	\$75.00	\$60.00/DEPENDIN G ON LOCATION	\$45.00	\$50.00		N/A
Additional Entities (at same address)	\$25.00	\$5.00/ADDITIONAL SERVE/PAPER	\$10.00	\$0.00		\$15.00
Locate (in-field locate to verified address)	\$25.00	\$65.00/HR	\$30.00	\$50.00		\$15.00
Skip Trace	\$25.00	\$75.00/HR	\$65.00	N/A		\$15.00
Waiting of Stakeout - by request (per hour)	\$75.00	\$75.00/HR & UP	\$30.00	\$50.00		\$50.00/HR
CT Corporation	\$50.00	\$50.00	\$45.00	\$75.00		\$25.00
Pick up location(s)	942 FOSTER CT PEVELY MO 63070	TBD AND MUTUALLY AGREED UPON BY BOTH PARTIES*	HILLSBORO MISSOURI JEFFERSON COUNTY GOVERNMENT OFFICES	JEFFERSON COUNTY JUVENILE OFFICE 400 FIRST STREET HILLSBORO MO 63050		CAN PICK UP AT COURTHOUSE NOT ACCEPT BY MAIL OR EMAIL
		* DOCUMENTS CAN BE E-MAILED TO POST LEGAL INVESTIGATIONS AND PRINTED OUT @ NO ADDITIONAL CHARGE IF DESIRED				
		TBD - RETURNS TO BE DROPPED OFF, MAILED OR E-FILED				
		TBD - FEE FOR RUSH ASSIGNMENT AND/OR HOLIDAY DELIVERY AND/OR DELIVERY DURING "GRAVEYARD" SHIFT				

BID TABULATION - SPECIAL PROCESS SERVER

SPECIAL PROCESS SERVER Bid Opening Date 2-9-2016	AAA PROCESS SERVICE INC. 942 FOSTER CT PEVELY MO 63070	POST LEGAL INVESTIGATIONS 1734 CLARKSON RD. STE 148 CHESTERFIELD MO 63017	AART CORP 1168 W GANNON DR #300 FESTUS MO 63028	A & S PROTECTION SPECIALIST 2910 TIMBER BLUFF DRIVE HIGH RIDGE MO 63049	PRIVATE PROBATION SERVICE, TBN., LLC 424 MAIN ST HILLSBORO MO 63050	PRO-SERVE 6614 CLAYTON RD #311 ST LOUIS MO 63117
<b>REQUIRED DOCUMENTS</b>						
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	N	Y	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	Y	N/A	Y	Y	N	N
COPY OF INSURANCE PROVIDED	Y	Y	Y	Y	N	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y	Y	Y	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	Y	Y	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	YES BUT NO SIGNATURE	Y	Y	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A	N/A
<b>COMMENTS:</b>	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	SEE ATTACHED	MISSING PAGE 11 SEE ATTACHED	SEE ATTACHED



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid: SPECIAL PROCESS SERVER**

**Date Issued: 1-8-2016**

**BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 9, 2015, AT 2:00 P.M. LOCAL TIME.**

**Specification  
 Contact:**

**JOE POLETTE**  
 Jefferson County Juvenile Office  
 636-797-5357  
 Joe.polette@courts.mo.gov

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

**SAMPLE ENVELOPE**

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (BID NAME)	

**Contract Term:  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

<u>A.A. Process Service, Inc.</u>	<u>Robert A. Anderson</u>
Company Name	Authorized Agent (Print)
<u>942 Foster Ct.</u>	<u>[Signature]</u>
Address	Signature
<u>Pevely, Mo. 63070</u>	<u>owner/President</u>
City/State/Zip Code	Title
<u>314-351-7979</u>	<u>1/19/16</u> <u>43-1925560</u>
Telephone #	Date    Tax ID #
<u>andersonispy@aol.com</u>	<u>314-752-5785</u>
E-mail	Fax #

**SPECIFICATIONS**

Provider be licensed as a Special Process Server in Jefferson County and surrounding counties, along with St. Louis City (attach licensed documentation).

Basic service fee should include multiple attempts to serve document before extra charge is applied.

**Process Service - Jefferson County (per address attempted)**

Same day attempt (if received by deadline)	\$ 100.00
Unlimited attempts	\$ 75.00
Additional Entities (at same address)	\$ 25.00
Locate (in-field locate to verified address)	\$ 25.00
Skip Trace	\$ 25.00
Waiting or Stakeout – by request (per hour)	\$ 75.00
CT Corporation	\$ 50.00

Pick up location(s): 942 Foster Ct.  
Pevely, MO. 63070



JEFFERSON COUNTY  
 DEPARTMENT OF ADMINISTRATIVE SERVICES  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

Invitation for Bid: SPECIAL PROCESS SERVER

Date Issued: 1-8-2016

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 9, 2015, AT 2:00 P.M. LOCAL TIME.

Specification  
 Contact:

JOE POLETTE  
 Jefferson County Juvenile Office  
 636-797-5357  
 Joe.polette@courts.mo.gov

Contract  
 Contact:

VICKIE PRATT  
 Department of Administrative Services  
 636-797-5380

SAMPLE ENVELOPE

Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (BID NAME)	

Contract Term:  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

Vendor  
 Information:

POST LEGAL INVESTIGATIONS	Amy Post	
Company Name	Authorized Agent (Print)	
1734 Clarkson Rd., Ste. 148	Amy Post	
Address	Signature	
Chesterfield Mo 63017	OWNER	
City/State/Zip Code	Title	
314-374-4448	1-28-16	264-84-8173
Telephone #	Date	Tax ID #
amypli62@gmail.com	636-778-9448	
E-mail	Fax #	

## SPECIFICATIONS

Provider be licensed as a Special Process Server in Jefferson County and surrounding counties, along with St. Louis City (attach licensed documentation).

Basic service fee should include multiple attempts to serve document before extra charge is applied.

### Process Service - Jefferson County (per address attempted)

Same day attempt (if received by deadline)	\$ 50 / depending on location
Unlimited attempts	\$ 60 / depending on location
Additional Entities (at same address)	\$ 5 / additional serve / paper
Locate (in-field locate to verified address)	\$ 65 / HR
Skip Trace	\$ 75 / HR
Waiting or Stakeout -- by request (per hour)	\$ 75 / HR $\frac{1}{2}$ UP
CT Corporation	\$ 50

Pick up location(s): TBD and mutually  
agreed upon by both parties\*

\*Documents can be e-mailed to Post Legal Investigations and printed out @ no additional charge if desired

TBD - Returns to be dropped off, mailed or e-filed.

TBD - Fee for rush assignment and/or holiday delivery and/or delivery during "graveyard" shift.



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid: SPECIAL PROCESS SERVER**

**Date Issued: 1-8-2016**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 9, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification  
 Contact:**

**JOE POLETTE**  
 Jefferson County Juvenile Office  
 636-797-5357  
 Joe.polette@courts.mo.gov

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

**SAMPLE ENVELOPE**

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	<b>JEFFERSON COUNTY MISSOURI</b>
	<b>729 MAPLE ST / PO BOX 100</b>
	<b>HILLSBORO MO 63050-0100</b>
SEALED BID: <i>(BID NAME)</i>	

**Contract Term:**  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

AART CORP	Ildiko Brock
<b>Company Name</b>	<b>Authorized Agent (Print)</b>
1168 W Gannon Dr. #300	<i>Ildiko Brock</i>
<b>Address</b>	<b>Signature</b>
Festus MO. 63028	GM
<b>City/State/Zip Code</b>	<b>Title</b>
314-457-9999	02/01/2016 81-1130441
<b>Telephone #</b>	<b>Date</b> <b>Tax ID #</b>
info@aailegal.com	314-270-5300
<b>E-mail</b>	<b>Fax #</b>

**SPECIFICATIONS**

Provider be licensed as a Special Process Server in Jefferson County and surrounding counties, along with St. Louis City (attach licensed documentation).

Basic service fee should include multiple attempts to serve document before extra charge is applied.

**Process Service - Jefferson County (per address attempted)**

Same day attempt (if received by deadline)	\$ 65.00
Unlimited attempts	\$ 45.00
Additional Entities (at same address)	\$ 10.00
Locate (in-field locate to verified address)	\$ 30.00
Skip Trace	\$ 65.00
Waiting or Stakeout – by request (per hour)	\$ 30.00
CT Corporation	\$ 45.00

Pick up location(s):

Hillsboro Missouri Jefferson  
County Government Offices





**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid: SPECIAL PROCESS SERVER**

**Date Issued: 1-8-2016**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 9, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification  
 Contact:**

**JOE POLETTE**  
 Jefferson County Juvenile Office  
 636-797-5357  
 Joe.polette@courts.mo.gov

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

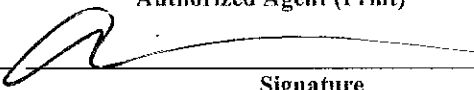
SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: ( <i>BID NAME</i> )	

**Contract Term:**  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

A&S Protection Specialist	Aaron J. Staten
Company Name	Authorized Agent (Print)
2910 Timber Bluff Drive	
Address	Signature
High Ridge, MO 63049	President
City/State/Zip Code	Title
314-565-0845	02/09/2016
Telephone #	Date
	Tax ID #
aaron30614@hotmail.com	
E-mail	Fax #

**SPECIFICATIONS**


Provider be licensed as a Special Process Server in Jefferson County and surrounding counties, along with St. Louis City (attach licensed documentation).

Basic service fee should include multiple attempts to serve document before extra charge is applied.

**Process Service - Jefferson County (per address attempted)**

Same day attempt (if received by deadline)	\$ 50.00
Unlimited attempts <i>up to three attempts</i>	\$ 50.00
Additional Entities (at same address)	\$ 0
Locate (in-field locate to verified address)	\$ 50.00
Skip Trace	\$ N/A
Waiting or Stakeout -- by request (per hour)	\$ 50.00
CT Corporation	\$ 75.00

Pick up location(s): *Jefferson County Juvenile Office  
400 First Street  
Hillsboro, MO 63050*

Bidders Initials: 



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid: SPECIAL PROCESS SERVER**

**Date Issued: 1-8-2016**

**BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 9, 2015, AT 2:00 P.M. LOCAL TIME.**

**Specification  
 Contact:**

**JOE POLETTE**  
 Jefferson County Juvenile Office  
 636-797-5357  
 Joe.polette@courts.mo.gov

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**SAMPLE ENVELOPE**

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

VENDOR NAME	DEPARTMENT OF THE COUNTY CLERK
VENDOR ADDRESS	JEFFERSON COUNTY MISSOURI
CONTACT NUMBER	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (BID NAME)	

**Contract Term:  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

PRIVATE Probation Service, TBN, LLC / Tammy Berg-Neuman

Company Name: 424 main St. Authorized Agent (Print): Tammy Berg-Neuman

Address: Hillsboro, MO. 63050 sevel

City/State/Zip Code: 636-789-4750 2/9/14 472665051

Telephone #: ppsjeffco@sbcglobal.net Date: 636-789-4751 Tax ID #

E-mail: 636-789-4751 Fax #

**CONTRACTED WITH THE  
 23<sup>rd</sup> JUDICIAL CIRCUIT  
 UNTIL - 10-1-2018**

933-3595

**PRIORITY PROCESS, LLC**

See Sharp, David or Shirrell, Janet

**PRIVATE EYE, INC.**

See Joyce, Maggie

**PRIVATE INVESTIGATIONS**

See McDowell, Lawrence  
See Willis, Clayton

**PRIVATE PROBATION SERVICES**

see Buss, Nichola

See Buss, Rebecca

See Govro, Laura

See Kaestner, Jacob

See Kaestner, Sabrina

**SEE CHRISTINA J BAHR**

**PROFESSIONAL PROCESS SERVERS ASSOC.** See White, Ronadl D. a/k/a King, Liberty

**PRO-SERVE**

See: Moore, Time

See: Doerr, Robert M

See: Fuchs, John

See: Stempel, Barb

See: Tunell, Tracy N.

See: Voss, Dawn N.

**PURDOM, Bruce A.**

Lawyer Dispatch  
P.O. Box 39423  
St. Louis, MO 63139  
314-988-1657 V/M Pager  
314-353-3435 Fax

2319 Judicial Circuit Court  
Web page - PROC. SERVERS

1/11/2016  
4:13 PM

**BECKER, ANN E.**

Legal Express  
P.O. Box 170085  
St. Louis, MO 170085  
584-9121(Business)  
559-1681 Pager (Business)  
721-1851 (Home)

**BENNETT, THONY ROBERT**

105 Bennett Ct.  
Festus, MO 63028  
636-937-4958

**BEQUETTE, RAYMAN LEO**

Ray Bequette Professional Services  
1140 Starlight Drive  
Fenton, MO 63026  
314-343-6233 (Business & Home)

**BERG, TAMMY**

8718 State Hwy. EE  
Dittmer, MO 63023  
636-797-5249 (Business)  
636-285-1830 (Home)

**BERGER, STEVEN**

LAWDOG INVESTIGATIVE SERVICES  
2270 NORTH TRUMAN BLVD  
CRYSTAL CITY MO 63019  
636-543-3350 BUSINESS  
636-944-3800

**BERRA, LAUIE ANN**

Starling & Associates  
2437 Pocahontas Place  
St Louis MO 63144  
314 574-3244 (business)  
314 918 1589 (home)  
home address same as business

**BIONDO, MARTIN SCOTT**

2 Cave Springs Ct  
St Peters MO 63376  
314 956-1160 (Home)  
314 621-9300 (Business)

**BI-STATE JUDICIAL SERVICES**

See Grove, Otis G., III or  
Washington, LaMonte'

**BIZZLE, AMANDA**

505B Hoover Ave  
Union MO 63084  
636 234-4448

**BK INVESTIGATION**

See Wisdom, Bradley V.;  
Wisdom, Kelly; Wisdon, Eric Wayne

**BK INVESTIGATIONS**

See Chaplin, Anthony; Tefft, Kimberly;  
Dibble, Joanie; Wilson, Mark

**BLACKWELL, DANIEL CHARLES**

Blackwell Investigations & Consulting

**COOPERATIVE BID FORM**

Bid Name: Special Process Server

**INSTRUCTIONS:** Bidders MUST fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

**COOPERATIVE PROCUREMENT CONTRACT**

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020. K.3., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

**Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?**

Yes  No

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, *is not a prerequisite for award*, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

**Bidders are encouraged to extend contract prices to Municipalities and any other tax-supported entities.**

If agreeable to the above, state the minimum dollar value *per order* you will require from a Municipality or any other tax-supported entity (this shall not apply to Jefferson County, Missouri Government, Departments or Divisions):

MINIMUM DOLLAR VALUE PER ORDER: \$ 25.00 FOR JEFFERSON COUNTY SERVICE  
BY: Tammy Berg-Neuman 35.00 plus .55¢/MIS FOR SURROUNDING AREAS W/IN 50 MIS  
TITLE: owner 175.00 plus .55 MIS FOR OVER 50 MI. RATES.  
COMPANY: Private Protection Service, TBM, LLC

**CONTACT INFORMATION FOR COOPERATIVE AGREEMENT**

Phone 636-789-4750- E-mail pps@jessco@sbcglobal.net  
ext 11

**THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO JEFFERSON COUNTY, MISSOURI**



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
 729 MAPLE ST / PO BOX 100  
 HILLSBORO MO 63050  
 WWW.JEFFCOMO.ORG

**Invitation for Bid: SPECIAL PROCESS SERVER**

**Date Issued: 1-8-2016**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 9, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification  
 Contact:**

**JOE POLETTE**  
 Jefferson County Juvenile Office  
 636-797-5357  
 Joe.polette@courts.mo.gov

**Contract  
 Contact:**

**VICKIE PRATT**  
 Department of Administrative Services  
 636-797-5380

**Mail (3) Three  
 Complete Copies  
 With Vendor And  
 Bid Information As  
 Shown In Sample:**

SAMPLE ENVELOPE

VENDOR NAME	
VENDOR ADDRESS	
CONTACT NUMBER	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST/ PO BOX 100
	HILLSBORO MO 63050-0100
SEALED BID: (BID NAME)	

**Contract Term:  
 UPON APPROVAL OF THE  
 COUNTY COUNCIL AND  
 COUNTY EXECUTIVE**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful Bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor  
 Information:**

Pro Serve Legal Services	Tim Moore
Company Name	Authorized Agent (Print)
6614 Clayton Rd, Ste 311	
Address	Signature
St Louis Mo 63117	President
City/State/Zip Code	Title
314-961-2222	2/7/2016
Telephone #	Date
stlproserve@gmail.com	36-4643669
E-mail	Tax ID #
	314-802-7080
	Fax #

## SPECIFICATIONS

Provider be licensed as a Special Process Server in Jefferson County and surrounding counties, along with St. Louis City (attach licensed documentation).

Basic service fee should include multiple attempts to serve document before extra charge is applied.

### **Process Service - Jefferson County (per address attempted)**

Same day attempt (if received by deadline)	\$ 75 <sup>00</sup>
Unlimited attempts	\$ N/A
Additional Entities (at same address)	\$ 15 <sup>00</sup>
Locate (in-field locate to verified address)	\$ 15 <sup>00</sup>
Skip Trace	\$ 15 <sup>00</sup>
Waiting or Stakeout – by request (per hour)	\$ 50 <sup>00</sup> / HR
CT Corporation	\$ 25 <sup>00</sup>

Pick up location(s): Can pick up a Courthouse  
or ACCEPT By mail  
or Email



## **PRO-SERVE**

**6614 CLAYTON RD #311**

**ST. LOUIS, MO 63117**

**TEL. 314 961-2222 FAX. 314 802-7080 EMAIL STLPROSERVE@GMAIL.COM**

---

February 1, 2015

To: Jefferson County Department of Administrative Services

729 Maple St. PO Box 100

Hillsboro Mo. 63050

Dear Sir/Madam

Introducing Pro-Serve, an efficient and economical alternative to our competition. Pro Serve is your one stop shop for all your legal services needs. We offer 100% accountability and 24 hour access to service information. As a technology and compliance leader, our great rates, quick service and geo tagging has enabled us to be the fastest growing process service and investigative company in the mid-west. Finally, a company that puts the client first by providing twenty-four hour accountability and real time service status updates along with a flat rate price structure that benefits the firm and the client by providing better service for less money. Pro-Serve is fully licensed, insured and bonded.

Pro-Serve has been serving process since 2001, with a team of innovative and experienced servers that cover the entire metropolitan area including: St. Louis City and County, St. Charles, Franklin, Warren and Jefferson Counties.

**Special Rates for Jefferson County:**

**Summons/Subpoena: \$40.00**

**Garnishments: \$25.00 per paper.**

**Non-Est Fee: \$20.00 per paper.**

**Skip Trace Fee: \$15.00 (no locate-no fee)**

**Surveillance Fee: \$50.00 P/H**

Pro-Serve will pick up and deliver or you may e-mail, fax, or mail your documents to us for delivery. We will provide you with instant e-mail or telephone updates (your choice) with instant service status updates.

At your earliest convenience, please review the attached information and let us know when we can start saving your firm and your clients' time and money.

Thank you for your time and consideration. We look forward to working with you in the future. References gladly provided upon request.