

BILL NO.: 16-1012

ORDINANCE NO.: 16- 0491

INTRODUCED BY: COUNCIL MEMBER(S) Boyer

1 AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN
2 PRODUCTS AND SERVICES FOR PRINTER – COPIER – FAX SUPPLIES 2016,
3 DEPARTMENT OF ADMINISTRATIVE SERVICES.

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 BID NAME

9 Printer – Copier – Fax Supplies 2016

10 AWARDED BIDDERS

11 Office Source

12 ORDINANCE NUMBER

13 15-0600

14 WHEREAS, the Department of Administrative Services of Jefferson County,
15 Missouri, Council finds it is in the best interest of the County to renew the bid award for
16 Printer – Copier – Fax Supplies 2016 for the term of 1-1-17 to 12-31-17 with Office Source
17 with approval of the County Council and County Executive up to the amount of
18 \$100,000.00 subject to budgetary limitations.

FILED

OCT 17 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 Printer – Copier – Fax Supplies 2016

7 TERM

8 1-1-17 to 12-31-17

9 Upon approval of the County Council and County Executive

10 AMOUNT

11 Up to **\$100,000.00**

12 subject to budgetary limitations

13 AWARDED BIDDER

14 Office Source

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:**

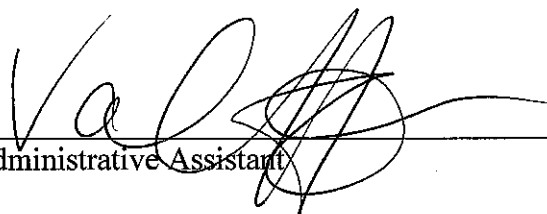
| | |
|--|---------------|
| Council Member District 1, Don Bickowski | <u>Yes</u> |
| Council Member District 2, Renee Reuter | <u>Yes</u> |
| Council Member District 3, Robert Boyer | <u>Yes</u> |
| Council Member District 4, George Engelbach | <u>Yes</u> |
| Council Member District 5, Oscar J. "Jim" Kasten | <u>Yes</u> |
| Council Member District 6, Cliff Lane | <u>Yes</u> |
| Council Member District 7, James Terry | <u>Absent</u> |

THE ABOVE BILL ON THIS 11th DAY OF October, 2016:

X PASSED _____ FAILED



Renee Reuter, County Council Chair



Administrative Assistant

THIS BILL WAS X APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 12TH DAY OF OCTOBER, 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*

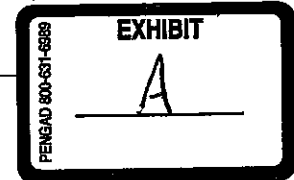
Reading Date: 10-11-2016



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

OFFICE SOURCE
719 RUDDER RD
FENTON MO 63026

September 8, 2016

Attn: Kraig Simmons

Your company was awarded a bid for **“PRINTER – COPIER - FAX SUPPLIES 2016”** for the County of Jefferson, Missouri in **November 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 **January 1, 2017 through December 31, 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.



Printed Name of Authorizing Agent

Signature

9/14/16
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.

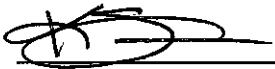
Respectfully,


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:

OFFICE SOURCE INC.
Company Name

County of Jefferson, State of Missouri


Signature
Craig Simmons
Print

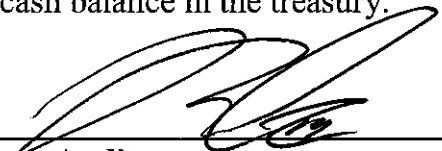
Kenneth B. Waller
Kenneth B. Waller County Executive

Company Address: _____

719 RUDDER ROAD
FENTON MO 63024

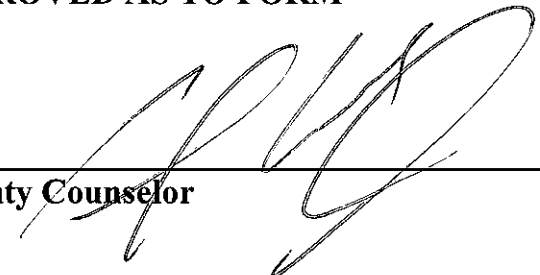
Phone: 434 349 5101

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.

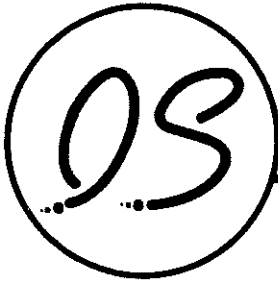


County Auditor

APPROVED AS TO FORM



County Counselor



OFFICE SOURCE

719 Rudder Road, Fenton, MO 63026

9-14-16

To whom it may concern,

Office Source does not own any real or personal property in Jefferson County MO.

Sincerely,

Kraig Simmons

President
Office Source

NOTARY
Signed and sworn to me.

9-14-16

DATE

SARA LYNN STARK
Notary Public - Notary Seal
State of Missouri
Commissioned for Jefferson County
My Commission Expires: Mar. 5, 2017
13751413



CERTIFICATE OF LIABILITY INSURANCE

OFFSO-7 OP ID: CLB

DATE (MM/DD/YYYY)
09/14/2016

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 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 Huntleigh McGehse 2925 E Battlefield, Suite 120 Springfield, MO 65804 | CONTACT NAME: Christina Blackmore PHONE (A/C, No, Ext): 417-895-4612 FAX (A/C, No): 417-895-4602 E-MAIL ADDRESS: cblackmore@hmrisk.com |
| | INSURER(S) AFFORDING COVERAGE |
| INSURED Office Source Inc. 719 Rudder Road Fenton, MO 63026 | INSURER A: Travelers Indemnity Co.of Amer 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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | 6807830X213 | 05/01/2016 | 05/01/2017 | EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PROP AGG \$ 4,000,000 |
| A | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | BA7831X990 | 05/01/2016 | 05/01/2017 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| A | <input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 5000 | | | CUP7855X244 | 05/01/2016 | 05/01/2017 | EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | | PER STATUTE OTH-ER 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 Government PO Box 100 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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