



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

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

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

REJECTION OF INVITATION FOR BID/REQUEST FOR PROPOSAL

To: County Executive, Director of Administration, County Counselor

From: Vickie S. Pratt

Date: 11-5-19

Subject Matter of Proposed Bill: PAPER SUPPLIES 2020, REJECT INVITATION FOR BID

Council Districts(s) Affected: All

County Department(s) Affected: Department of Administrative Services

SUMMARY

The Department of Administrative Services requested a rejecting of all the bids for the Paper Supplies 2020 that was opened on October 29, 2019. Four bids were received by October 29, 2019 for the Paper Supplies 2020 and the Department of Administrative Services requests the rejecting of the bid. The Department of Administrative Services requests to reject the bid received due to a renewal option with the current Paper Supplies contract that was overlooked.

The Department of Administrative Services requests the rejecting of the bid that was submitted on October 29, 2019 for the Paper Supplies 2020.

The Manager of Contracts and Grants now deems the Paper Supplies 2020 bid rejected based on the recommendation of the Department of Administrative Services.

Reject Form Attached:

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

<input type="checkbox"/> AWARD <input checked="" type="checkbox"/> REJECT <input type="checkbox"/> CHANGE ORDER <input type="checkbox"/> 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.			
DATE	11/01/2019	DEPARTMENT	Admin-General Services
CONTACT NAME	Michelle Sauer	PHONE NUMBER	(636) 797-6249
BID NAME	Paper Supplies 2020	BID OPENING DATE	10/29/2019
TIME SENSITIVE	If yes, explain:		
AWARD BID _____ REJECT BID _____ CHANGE ORDER _____ (give detailed information)	Reject Bid - Majority of items weren't bid and I have added additional items to the list of items to be bid.		
ANNUAL EXPENDITURE			
ACCOUNT STRING(S) TO CHARGE			
TERM OF CONTRACT			
CONTRACT NAME			
COMMENTS (give detailed information and attach any documentation if needed)			



11/5/19