



County of Jefferson

State of Missouri

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

Board of Executives

Chuck Banks
Edward L. Kemp
Patrick J. Lamping

DEPARTMENT OF ADMINISTRATIVE SERVICES

Stephen M. Stoll - Director

Web Address: www.jeffcomo.org

Barbara Redecker
Human Resources Manager
797-5071 / Fax 797-5596

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

PERSONAL ASSISTANCE SERVICES
9735 LANDMARK PARKWAY DR STE 17
SAINT LOUIS MO 63127-1663

October 5, 2010

The County of Jefferson Missouri has awarded *Personal Assistance Services* the bid for:

EMPLOYEE ASSISTANCE PROGRAM 2011

Purchases will be made as requested.

Ordinance Number: 10-0340

Contract Term: 1/1/2011 to 12/31/2011

The CONTRACT PURCHASE ORDER is #: **C11EAP**
(This PO # must appear on ALL Invoices)

PURCHASES CAN BE MADE BY ALL COUNTY DEPARTMENTS.
ALL INVOICES MUST BE SUBMITTED TO THE REQUESTING DEPARTMENT.
ALL INVOICES MUST INDICATE THE CONTRACT PURCHASE ORDER NUMBER.

JEFFERSON COUNTY IS TAX EXEMPT: TAX ID NUMBER 12545597.

Vickie S. Pratt
Department of Administration
(636) 797-5382