



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

(636)797-5071 / Fax (636)797-5596

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

The Occupational Medicine Center
Attn: Kim Vance
1400 Hwy 61 Suite G-50
Festus MO 63028

October 7, 2010

Dear Ms. Vance:

Your company was awarded a bid for **“2010 PHYSICALS (HAZMAT)”** for the County of Jefferson, Missouri in **January 2010**. 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 desires to renew this bid award for an additional one year with the same terms and conditions. The new award dates shall be from **January 1, 2011 through December 31, 2011**.

Please include your updated insurance certificates required with this bid.

Please sign and return as soon as possible if your company agrees to renew this contract.

Printed Name of Authorizing Agent

Signature

Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5382.

Respectfully,

Vickie S. Pratt
Department of Administrative Services