



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

Stephen M. Stoll—Director

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Human Resources Manager
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AUTO TIRE AND PARTS CO INC
120 FLETCHER ST
DESMOINES MO 63020-1519

February 4, 2011

Attn: Mike Himmelberg

Your company was awarded a bid for **“AUTOMOTIVE PARTS & SUPPLIES 2010”** for the County of Jefferson, Missouri in **May 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 **May 3, 2011 through May 2, 2012**.

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