



*County of Jefferson*  
State of Missouri  
Administration Center  
729 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Ken Waller

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County Executive

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**Stephen M. Stoll—Director**

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

Linda Kresko  
Human Resources Manager  
(636)797-5071 / Fax (636)797-5596

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

ROBERT D BROWN FUNERAL HOME INC  
PO BOX 854  
HILLSBORO MO 63050-0854

March 25, 2011

Attn: Robert Brown

Your company was awarded a bid for **“BURIAL SERVICES”** for the County of Jefferson, Missouri in **July 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 **7-14-11 through July 13, 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.

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Printed Name of Authorizing Agent

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Signature

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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