



# 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**

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

QUILL CORPORATION  
100 SCHELTER RD  
LINCOLN IL 60069-3602

November 30, 2011

The County of Jefferson, Missouri has awarded *Quill Corporation, Supply Concepts and Metro Office Supply* the renewal contract for *Office Supplies 2011* for an additional 1 year term at the same terms and conditions as previously awarded.

The renewal period is from 01-01-2012 through 12-31-2012.

Ordinance Number:11-0347

Purchases will be made as requested.

The CONTRACT PURCHASE ORDER is #: **C12OFFICESUPPLIES**  
(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



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METRO OFFICE SUPPLY INC  
102 E MAIN STREET  
FESTUS MO 63028-1905

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SUPPLY CONCEPTS  
2247 CASSENS DR  
FENTON MO 63026-2501

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