



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

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

COMMERCIAL LETTER INC
ATTN: KRIS SHANNON
725 N 23RD ST
ST LOUIS MO 63103-1533

August 15, 2011

Attn: Kris Shannon

Your company was awarded a bid for **“PROCESS, PRINT, AND MAIL 2010 TAX BILLS”** 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 **June 1, 2011 through May 31, 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.

Kristine L. Shannon
Printed Name of Authorizing Agent

8/23/2011
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
Vickie S. Pratt
Department of Administrative Services

RECEIVED

AUG 24 2011