



*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**

**David Courtway - 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

**ADDENDUM**

June 6, 2012

**Re: Bid – BURIAL SERVICES 2012**

The County of Jefferson, Missouri would like to thank you for your time and interest through our bid process.

An Addendum has been made to the Burial Services 2012.

Enclosed please find the revised page1 for your reference.

Please acknowledge the revision on the contract term ending July 13, 2013 on page 1 of the Burial Services 2012.

If you would like to review the original Invitation for Bid Packet, please visit our website [www.jeffcomo.org](http://www.jeffcomo.org), located under the services link.

We will keep you on our current vendor list and hope to hear from your company for future bid opportunities.

Vickie S. Pratt  
Office of Contracts and Grants  
(636) 797-5382



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
WWW.JEFFCOMO.ORG

**Request for Proposal: BURIAL SERVICES 2012**

**Date Issued: 5-24-12**

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, JUNE 26, 2012, AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

**DAVID COURTWAY**  
Department of Administration  
636-797-6487

**Contract  
Contact:**

**VICKIE PRATT**  
Department of Administrative Services  
636-797-5382

**Mail (3) Three  
Complete Copies  
With Vendor And  
Proposal  
Information As  
Shown In Sample:**

**Contract Term:  
7-14-12 to 7-13-13**

**Vendor  
Information:**

**SAMPLE ENVELOPE**

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	<b>JEFFERSON COUNTY MISSOURI</b>
	<b>729 MAPLE ST / PO BOX 100</b>
	<b>HILLSBORO MO 63050-0100</b>
<b>SEALED PROPOSAL: (PROPOSAL NAME)</b>	

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

<b>Company Name</b>	<b>Authorized Agent (Print)</b>	
<b>Address</b>	<b>Signature</b>	
<b>City/State/Zip Code</b>	<b>Title</b>	
<b>Telephone #</b>	<b>Date</b>	<b>Tax ID #</b>
<b>E-mail</b>	<b>Fax #</b>	