



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

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, 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:**

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED PROPOSAL: (PROPOSAL NAME)

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

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.

**Vendor
Information:**

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

Tax ID #

E-mail

Fax #