



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

**Invitation for Bid: ANIMAL CONTROL  
ADMINISTRATION BUILDING**

**Date Issued: 8-19-13**

BIDS SHALL BE ACCEPTED UNTIL: **FRIDAY, AUGUST 23, 2013**, AT 12:00 P.M. LOCAL TIME.

**Specification  
Contact:**

**KRISTI BALES**

Department of County Services and Code Enforcement  
636-797-6455

**Contract  
Contact:**

**VICKIE PRATT**

Department of Administrative Services  
636-797-5382

**Mail (3) Three  
Complete Copies  
With Vendor And  
Bid 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 BID: (BID NAME)*

**Contract Term:  
UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE**

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 #*

## **SPECIFICATIONS**

Jefferson County Animal Control is seeking bids for a mobile home to be used as an Administration building with the following minimum requirements:

- Four bedrooms
- 16' x 80' (76 actual feet) in size ("single-wide" mobile home)
- Two bathrooms
- See diagram below for basic floor plan requirements

Building should be delivered and installed, to include setting, blocking, leveling and tie-down, central air conditioning hook-up, sewer and water hook up to existing hook up points.

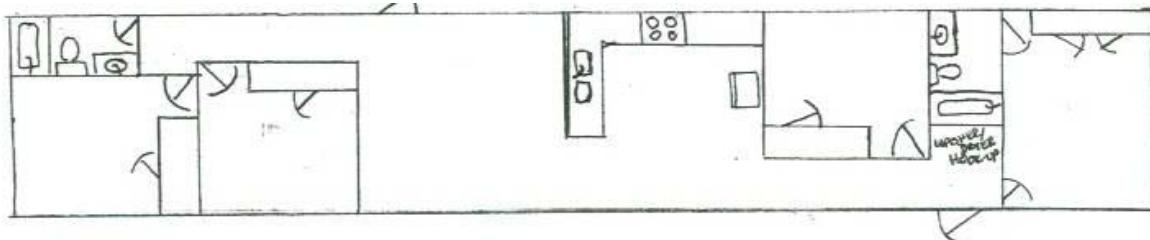
Existing building to be removed from property.

Successful Bidder shall provide proof of liability insurance to cover the placement and transportation of the new building and removal of the existing building.

**COST OF BUILDING:** \$\_\_\_\_\_

**COST OF REMOVAL OF EXISTING BUILDING:** \$\_\_\_\_\_

**TOTAL COST:** \$\_\_\_\_\_



**In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as  
of this \_\_\_\_\_ day of \_\_\_\_\_ 2013:**

**County of Jefferson, State of Missouri**

**Company Name**

**Signature**

**Kenneth B. Waller County Executive**

**Print**

**Company Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

**County Auditor**

**APPROVED AS TO FORM**

**County Counselor**