

ORDINANCE NO.: 14-

INTRODUCED BY: COUNCIL MEMBER (s)

**WES WAGNER**  
COUNTY CLERK OF JEFFERSON COUNTY, MO

1 represent the lowest and best bid for the respective items or services and met the bid or  
2 proposal specifications issued by the County; and

3 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best  
4 interest of the County to award the bids and proposals to Mail Communications Group  
5 for a term from 10-14-14 to 10-13-15 upon approval by the County Council and County  
6 Executive for the total amount up to **\$17,150.90** subject to budgetary limitations.

7 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI,**  
8 **COUNCIL, AS FOLLOWS:**

9 Section 1. The County awards the following bids and proposals which are  
10 incorporated by this reference as if fully set out herein, to the lowest and best vendor  
11 bidding for each respective item or service as follows:

12 BID NAME

13 Personal Property Mailers 2015

14 TERM

15 10-14-14 to 10-13-15

16 Upon approval by the County Council and County Executive

17 AMOUNT

18 Up to **\$17,150.90**

19 subject to budgetary limitations

20 AWARDED BIDDER

21 Mail Communications Group

1        Section 2.     The Jefferson County, Missouri, Council hereby authorizes the  
2     County Executive to execute the agreement incorporated by Reference as Exhibit "A"  
3     and any agreements or contracts necessary to effectuate the award of the bids and  
4     proposals set forth in this Ordinance. The County Executive is further authorized to take  
5     any and all actions necessary to carry out the intent of this Ordinance. An unexecuted  
6     copy of the Agreement is attached hereto as Exhibit "A" and incorporated herein, by  
7     reference.

8        Section 3.     Copies of all Invitations for Bid, Requests for Proposals, responses  
9     thereto, and any contracts or agreements shall be maintained by the Department of the  
10    County Clerk consistent with the rules and procedures for the maintenance and retention  
11    of records as promulgated by the Secretary of State.

12       Section 4.     This Ordinance shall be in full force and effect from and after its  
13    date of approval. If any part of this Ordinance is invalid for any reason, such invalidity  
14    shall not affect the remainder of this Ordinance.

**THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE  
JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:**

Council Member District 1, Don Bickowski	<u>yes</u>
Council Member District 2, Renee Reuter	<u>yes</u>
Council Member District 3, Robert Boyer	<u>yes</u>
Council Member District 4, George Engelbach	<u>yes</u>
Council Member District 5, Terri Kreidler	<u>yes</u>
Council Member District 6, Cliff Lane	<u>yes</u>
Council Member District 7, Kelly Waymon	<u>Absent</u>

**THE ABOVE BILL ON THIS 14th DAY OF October, 2014:**

✓ **PASSED**             **FAILED**

  
\_\_\_\_\_  
Renee Reuter, County Council Chair

  
\_\_\_\_\_  
Pat Schlette, Council Administrative Assistant

THIS BILL WAS ✓ APPROVED BY THE JEFFERSON COUNTY  
EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY,  
MISSOURI, THIS 18<sup>th</sup> DAY OF OCTOBER, 2014.

THIS BILL WAS \_\_\_\_\_ VETOED AND RETURNED TO THE  
JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN  
OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 2014.

Kenneth B. Waller

Kenneth B. Waller, Jefferson County, Missouri, Executive

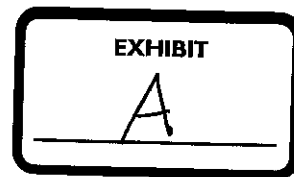
**ATTEST:**

Wes Wagner

Wes Wagner, County Clerk

BY: Amy O'Boyle

First Reading: 10-14-2014



September 5, 2014

Department of the County Clerk  
Jefferson County Missouri  
729 Maple Street  
PO Box 100  
Hillsboro, MO 63050

Vickie Pratt,

Mail Communications Group is an industry leader in providing print to mail services to County Assessors and Tax Collectors across the country. We print and mail Assessment Letters and Tax Bills for hundreds of counties throughout the Midwest, including tax bills for Jefferson County MO. We offer much more than just print, fold and insert. Our services reduce the real costs involved in this tedious process and allow the county to focus on what they do best, serve the tax payer.

Mail Communications Group has four production facilities located in Des Moines, IA, North Dakota, South Dakota and Springfield MO. Our redundant capacity assures your mailings go out and offer a built in disaster recovery plan to cover any emergency.

MCG specializes in transactional print! We are not a direct mail house trying to be something we are not and can provide a long list of satisfied customers.

We look forward to serving you.

Sincerely,

Gary Lake (MCG)  
Mail Communications Group  
314-920-8891

**MAIL COMMUNICATIONS**  
G R O U P

## Personal Property Mailers 2015

### Pricing Schedule

#### PERSONAL FORMS

January Mailing	87,000	8 ½ x 10.7	two sided	\$0.018/ea
	10,000 (MH)			\$0.018/ea
Mid-January	2,400			\$0.018/ea
March Mailing	20,000			\$0.018/ea
	3,000 (MH)			\$0.018/ea

#### BUSINESS ACCOUNTS

January Mailing	7,000	8 ½ x 14	two sided	\$0.058/ea
Mid-January	150			\$0.058/ea
March Mailing	2,500			\$0.058/ea
Generic Letter	132,000	8 ½ x 11	one sided	\$0.018/ea
Outgoing Envelope	132,000	#10 window		\$0.025/ea
Return Envelope	132,000	#9 CRE (3 versions)		\$0.023/ea
Printing/ processing	132,000	print, fold, insert, sort		\$0.038/ea
Shipping, secure, nest day delivery to Hillsboro Post Office*				\$660.00

\*Our normal process would have us print, process (fold, insert), sort and mail from our production facility/presort facility. We can accommodate using your local postal permit through a one-time USPS transfer fee. We would invoice postage as separate item.

This would allow us to capture the lowest possible postage costs, eliminate the cost of shipping bills to the Hillsboro PO and reduce the time of final delivery to the recipient.



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

Invitation for Bid: **PERSONAL PROPERTY MAILERS 2015** Date Issued: **8-4-14**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 9, 2014, AT 2:00 P.M. LOCAL TIME.

Specification  
Contact:

ANGIE POPE  
Department of the Assessor  
636-797-5547  
apope@jeffcomo.org

Contract  
Contact:

VICKIE PRATT  
Department of Administrative Services  
636-797-5380

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. This Bid, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. 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:

MAIL COMMUNICATIONS GRP Terry Sadiuec  
Company Name Authorized Agent (Print)  
9051 WATSON RD X  
Address Signature  
ST LOUIS MO 63126 X COO  
City/State/Zip Code Title  
314 920-8891 9-8-14 20-8732530  
Telephone # Date Tax ID #  
glake@mailcommunicationsgroup.com 575-346-1248  
E-mail Fax #



## **TABLE OF CONTENTS:**

<b>Legal Notice and Invitation for Bid</b>	<b>Page 1</b>
<b>Table of Contents</b>	<b>Page 2</b>
<b>Bid Requirements</b>	<b>Page 3</b>
<b>Bidders Response and Contract</b>	<b>Page 5</b>
<b>Affidavit</b>	<b>Page 9</b>
<b>Specifications</b>	<b>Page 11</b>

### **\*REQUIRED DOCUMENTS\***

- 1. Current and valid Certificate of Insurance or binder showing required insurance coverage must be provided with each bid.  
(County must be added as additional insured if awarded)**
- 2a. Proof that Bidder does not owe delinquent real or personal property in Jefferson County (tax receipts for past 3 years)  
Obtain receipts at <http://jeffersonmo.devnetwedge.com>  
Or**
- 2b. A notarized affidavit stating that the applicant does not own any real estate or personal property in Jefferson County on company letterhead.**
- 3. A Notarized affidavit of work authorization and current business entity status with E-verification documentation (pages 9 & 10).**
- 4. Cooperative Bid Form (page 11)**
- 5. Agreement to be executed by the County upon approval by the County Council and County Executive (Bidder is required to complete company information and execute signature).**
- 6. Bid deposits/bonds must be in the exact amount as stipulated in the bid. (if required)**

**\*BIDS WILL BE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED**

**1.0 BID REQUIREMENTS**

Bidder shall initial all pages and return where the Bid Document denotes "BIDDER'S INITIALS: \_\_\_\_\_"

**1.1 BID SUBMISSION:**

Submit bid form in triplicate (three copies) with specification pages, if applicable. No facsimile or electronic bids shall be accepted and shall be rejected. The Vendor prior to the submission dead line as stated on page 1 must submit all bids. Late bids will not be accepted and returned to the vendor unopened. The County reserves the right to request additional written or oral information from Respondents in order to obtain clarification. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the bid form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the bid being rejected. Failure to comply with any provision, provide any required documentation, insurance forms or deposits or bonds in exact amounts or any other term or condition that is not in strict conformance shall result in the bid being rejected.

**1.2 BASIS OF BID AWARD:**

Award may be made on an item-by-item basis to the lowest and best Bidder(s) or award may be made to the lowest and best bid total, whichever provides the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, ability to deliver, or any other reason deemed to be in the best interest of the County. Quantities stated herein represent an estimate for the period stated. Orders shall be placed for actual requirements as needed. The County may reject any or all bids for any reason and may waive any informality. Bids submitted from a Missouri State Contract shall include a copy of the State Contract with the bid. Bid award does not constitute an order or obligation to order by the County. The issuance of a Purchase Order Number shall be construed as acceptance of a Contract with all terms, conditions, and prices firm during the length of the agreement terms.

**1.3 BID AWARD:**

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no Bid or Bids have been awarded by the County Council within forty-five (45) days following the opening of the bids then all bids will be deemed Rejected.

**1.4 BID PREPARATION:**

1. Bidders are responsible for examination of drawings, specifications, schedules and instructions. Failure to do so will be at the Bidder's risk.
2. Each Bidder shall furnish the information required by the invitation. The Bidder shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate bids for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Bidder shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the invitation for bid.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

**1.5 MODIFICATION OR WITHDRAWAL OF BIDS:**

Bids may be modified or withdrawn prior to the exact hour and date specified for receipt of bids, provided the modification or withdrawal is in writing and is delivered in the same manner as a bid submission.

**1.6 LATE BIDS:**

It is the responsibility of the Bidder to deliver his bid or bid modification on or before the date and time of the bid closing to the Department of the County Clerk. Bids received late will be rejected and returned unopened to the Bidder.

**1.7 BID DEPOSITS/BONDS:**

Bid Deposits/Bonds are not required unless specified in the specifications. Bid deposits/Bonds must be in the exact amount as stipulated in the bid.

**1.8 MATERIAL AVAILABILITY:**

Bidders must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of bid and delivery time. It is the responsibility of the Bidder to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

**1.9 ALTERNATE BIDS:**

Alternate Bids for items will be accepted except when stated "NO SUBSTITUTIONS". Bidders must submit complete specifications on all alternate bids with the bid form. Alternate bids without complete specifications may be rejected. Alternate bids and exceptions to bid clauses must be clearly noted on the bid form. The County may accept or reject alternate bids; whatever is most advantageous to the County.

**1.10 INCORPORATION OF DOCUMENTS:**

The terms of the Bid Invitation, Bid Specifications, Bid Form are and shall be incorporated into the contract as if fully setout therein. The Bid, if accepted and approved by the County Council and County Executive shall constitute the terms of a Contract or Agreement with Jefferson County, Missouri, subject to any further Amendments, Memoranda or other documents or specifications which must be set forth in writing and signed by all parties.

**1.11 ADDENDA:**

Addenda to bid specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of bid forms. Verification is made by contacting the Office of Contracts and Grants at (636) 797-5382, or by reviewing the County Web Site. ([www.jeffcomo.org](http://www.jeffcomo.org)).

**1.12 INSURANCE:**

The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at its own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES A CURRENT AND VALID CERTIFICATE OF INSURANCE OR BINDER SHOWING REQUIRED INSURANCE COVERAGE MUST BE PROVIDED WITH EACH BID. JEFFERSON COUNTY MUST BE ADDED AS AN ADDITIONAL INSURED AFTER AWARD OF THE BID. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. ☒ Required ☐ Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. ☒ Required ☐ Not Required **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. ☒ Required ☐ Not Required **Worker's Compensation Insurance:**  
per Missouri Revised Statutes Chapter 287

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statutes of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

**1.13 BID SUBMISSIONS**

Bids submitted on separate forms are NOT acceptable unless specified in the Bid Document. Failure to complete bid forms to the satisfaction of the County may result in rejection of your bid. It is the responsibility of each Bidder before submitting a bid to examine ALL documents thoroughly, and request written or oral interpretation of clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the bidding documents. Request for clarification must be received prior to bid openings.

**1.14 BID OPENINGS**

Bids will be publicly opened and read aloud at the time indicated on page 1. The Bidders and the public are invited but not required to attend the formal opening of the bids. No decisions relating to the award of a contract or agreement will be made at the opening.

**1.15 BID TABULATIONS**

Bid Tabulations are not available for 5 to 7 business days following the Bid Opening. Bid submissions are open for public review at the time of the Bid Opening. Bid tabulations are posted on the County's web-site address, [www.jeffcomo.org](http://www.jeffcomo.org). **NO COPIES** of bid tabulations are sent to vendors.

**2.0 BID RESPONSE AND CONTRACT**

**2.1 BIDDER REPRESENTATIONS:**

The Bidder, by executing the Bid form certifies that:

- A. The bid complies with Invitation for Bid form and Bid Specifications.
- B. Bidder is not debarred or suspended from participation in Federal Assistance programs.

**2.2 TAXES:**

No bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective Bidder is required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County. Tax receipts for the past 3 years are required and may be obtained at <http://jeffersonmo.devnetwedge.com/> or a notarized affidavit stating that the applicant does not own any real or personal property in Jefferson County on company letterhead.

**Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.**

**2.3 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

- A. The prices in the bid shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Bidder or other person.
- B. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Bidder prior to opening.
- C. No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a bid.

**2.4 PRICE:**

The price(s) specified in this bid shall be firm and not subject to contingency or reservation. If the Vendor fails to honor stated prices as submitted in the Bid Form or Contract, the County reserves the right to obtain the same items from the next lower vendor who submitted a bid price for the item. The original vendor shall be responsible for the difference in price and required to make restitution to the County for the difference in price. The Bidder represents prices specified in the bid do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the Bidder's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Bid prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

**2.5 MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:**

Bidder represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The Act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Bidder shall include proof of compliance with the Act with the bid when requested.

**2.6 NON-EXCLUSIVE AGREEMENT:**

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

**2.7 DEFINITIONS:**

- A. The term "County" means the Jefferson County, Missouri and its designated representatives.
- B. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
- C. The term "IFB" means Invitation for Bid.
- D. The term "Agreement/Contract means Binding Agreement, Contract, Request for Purchase, Order.

**2.8 INSPECTION, ACCEPTANCE AND APPROVALS:**

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

**2.9 WARRANTY:**

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

**2.10 PAYMENT:**

County will pay Supplier for goods upon delivery to, submission of certified invoices with attached tipping fee receipts and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

**2.11 CHANGE ORDER:**

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

**2.12 DELIVERIES:**

Deliveries shall be made in strict accordance with any delivery schedule contained in the bid specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

**2.13 RESPONSIBILITY FOR SUPPLIES:**

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

**2.14 SUBCONTRACTS:**

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

**2.15 CHOICE OF LAW:**

This bid and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

**2.16 TERMINATION:**

- A. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County with a thirty (30) day written notice. The Vendor may terminate the Agreement/Contract upon a sixty (60) day prior notice in writing. In the event of any termination of the Agreement/Contract by the Vendor, the County may purchase such supplies and/or services similar to those terminated and for the duration of the Agreement/Contract period the Vendor will be liable for all costs in excess of the established contract pricing.
- B. Bankruptcy or Insolvency: In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability. The County may cancel the Agreement/Contract or affirm the Contract and hold the Vendor responsible for damages.
- C. Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective Bidder provides proof that the Bidder does not owe delinquent real or personal property, or that the Bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the Bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective Bidder provides proof that the Bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.
- D. Default: County may terminate the whole Contract or any part in either of the following circumstances:
  - D-1. If supplier fails to deliver the items required by the contract within the time specified; or
  - D-2. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
  - D-3. In the event of the Supplier's non-compliance with the provisions as set forth, this Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

**2.17 NOTICE AND SERVICE THEREOF:**

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the bid form.

**2.18 CONTRACT TERM:**

Performance shall be governed solely by the terms and conditions as set forth in the Invitation for Bid, Bid Specifications, Bid Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

**2.19 COMPLIANCE WITH APPLICABLE LAWS:**

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers

performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

**2.20 ACTS OF GOD:**

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

**2.21 SELLER'S INVOICES:**

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

**2.22 APPROVAL:**

It is agreed the acceptance of a Bid shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council, and the County Counselor.

**2.23 RENEWAL OPTION:**

The County reserves the right to negotiate the contract for one (1) additional one-year term with the written consent of the awarded vendor. If the contractor/vendor requests an increase in compensation for any renewal period, the vendor shall notify the Office of Contracts and Grants no less than 60 days prior to the end of the contract period. The County shall notify the Vendor of the intent to exercise the renewal option. However, failure to notify the Vendor does not waive the County's right to exercise the renewal option.

Indicate: ☐ Individual: ☐ Partnership: ☐ Corporation.

**2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**

Incorporated in the State of \_\_\_\_\_.

**2.25 LITIGATION:**

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

**2.26 LANGUAGE:** Bids and all related documents will only be accepted in the English Language.

### AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now TERRY SEDIVEL (Name of Business Entity Authorized Representative) as COO (Position/Title) first being duly sworn on my oath, affirm Mail Services, LLC (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Mail Services, LLC (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to \_\_\_\_\_ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

[Signature]  
Authorized Representative's Signature

Terry Sedivac  
Printed Name

COO  
Title

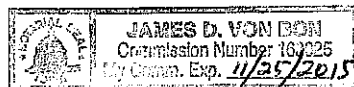
9-8-14  
Date

Subscribed and sworn to before me this 8<sup>th</sup> of September. I am  
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of Polk, State of  
(NAME OF COUNTY)

Iowa and my commission expires on 11/25/2015.  
(NAME OF STATE) (DATE)

[Signature] 9/8/2014  
Signature of Notary Date





**AFFIDAVIT OF WORK AUTHORIZATION**  
(Continued)

**CURRENT BUSINESS ENTITY STATUS**

I certify that Mail Services, LLC (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Terry Sedivec  
Authorized Business Entity  
Representative's Name  
(Please Print)

[Signature]  
Authorized Business Entity  
Representative's Signature

Mail Services, LLC  
Business Entity Name

9-8-14  
Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- ☒ Enroll and participate in the E-Verify federal work authorization program  
(Website: <http://www.dhs.gov/e-verify>;  
Phone: 888-464-4218; Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- ☒ Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security - Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

## COOPERATIVE BID FORM

Bid Name: MAIL SERVICES, LLC

**INSTRUCTIONS:** Bidders **MUST** fill out this form as part of the bidding process and attach to your bid response to Jefferson County, Missouri.

### COOPERATIVE PROCUREMENT CONTRACT

This is a cooperating supply contract in accordance with Chapter 130, Section 130.020, K.S., of the Procurement Policy and Procedures, Jefferson County Code of Ordinances.

Will you extend bid prices, cash terms, and all other terms and conditions of any contract resulting from this bid with Jefferson County, Missouri, to any Jefferson County, Missouri, Municipality, government agency, district, sub-district or other tax-supported entity?

Yes X No       

Although agreeing to the extension of the terms of this contract to municipalities or other tax-supported entities, *is not a prerequisite for award*, Jefferson County, Missouri, may take this factor into consideration if tie bids are received, in addition to the normal Terms and Conditions of the Invitation for Bid, enclosed herewith as a part of this bid.

Bidders are encouraged to extend contract prices to  
Municipalities and any other tax-supported entities.

If agreeable to the above, state the minimum dollar value *per order* you will require from a Municipality or any other tax-supported entity (this shall not apply to Jefferson County, Missouri Government, Departments or Divisions):

MINIMUM DOLLAR VALUE PER ORDER: \$ 5,000

BY: GARY LAKE

TITLE: NATIONAL SALES

COMPANY: MAIL SERVICES

#### CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 314-920-8891 E-mail glake@mailcommunicationsgroup.com

**THIS FORM WILL BECOME PART OF THE BID DOCUMENT PACKAGE SUBMITTED TO  
JEFFERSON COUNTY, MISSOURI**

### **SPECIFICATIONS**

During the first week of January 2015, the Department of County Assessor will mail personal property, mobile home and business assessment forms. We will be mailing approximately 87,000 personal accounts 10,000 personal accounts with mobile homes printed on them and 7,000 business accounts.

The middle of January 2015, we will have a small batch mailing of new accounts added since the first mailer. This will include approximately 1,300 personal assessment forms, 200 mobile home assessment lists and 200 business assessment forms. We would like this cost to appear separately in this bid.

In March 2015 a second mailer will be sent with approximately 20,000 personal property assessment lists, 3,000 personal assessment lists with mobile homes printed on the forms and 2,500 business assessment lists.

The items needed for the January, Mid-January and March mailer will include the following:

### January 2015 Mailer

#### Personal Forms

87,000 two-sided forms 8 1/2 " x 10.7"  
87,000 letters (one sided print)  
87,000 #10 window envelopes  
87,000 #9 return envelopes (white)

#### Business Accounts

7,000 two-sided forms 8 1/2" x 14"  
7,000 letters (one side printed)  
7,000 #10 window envelopes  
7,000 #9 return envelopes (white)

### Personal Accounts with Mobile Homes

10,000 two-sided forms 8 1/2" X 10.7" (same form as personal, only "MH" printed on top of the form)  
10,000 letters (same as personal letter)  
10,000 #10 window envelopes  
10,000 #9 return envelopes (white)-

### Mid January 2015 Mailer

#### Personal Forms/Mobile Homes

2,400 two-sided form 8 1/2 " x 10.7"  
2,400 letters (same letter as above)  
2,400 #10 window envelopes  
2,400 #9 return envelopes (white)

#### Business Accounts

150 two-sided forms 8 1/2" x 14"  
150 letters (same business letter)  
150 #10 window envelopes  
150 #9 return envelopes (white)

### March 2015 Mailer

#### Personal Accounts

20,000 two-sided forms 8 1/2" X 10.7"  
(The second mailer will require the words "SECOND NOTICE" printed on both personal and business forms.)  
20,000 letters (one side printed)  
(Different letter than first mailer)  
20,000 #10 window envelopes  
20,000 #9 return envelopes (white)

#### Business Accounts

2,500 two-sided forms 8 1/2"x 14"  
2,500 letters (one side printed)  
(Different letter than first mailer)  
2,500 #10 window envelopes  
2,500 #9 return envelopes (white)

## Personal Accounts with Mobile Homes

3,000 two-sided forms (same as personal accounts)  
(Second mailer will require the wording "Second Notice" and "MH" printed on the form.)  
3,000 letters one-sided printed letter same as personal letter)  
3,000 #10 window envelopes  
3,000 #9 return envelopes (white)

Personal form, mobile home forms and business forms are two-sided. The numbers of forms provided in this bid are estimated totals any and all overruns will be sent to the Department of the County Assessor at no added cost. All delivery charges should be included in bid.

The successful bidder will print taxpayer's name, pin number, address, and account number with bar code, taxation year, tax codes, vehicle, and mobile home information on all personal and mobile home forms. The business forms will also list 2014 assessed value, name, pin number, address, tax codes, account number with bar code, SIC code on the form and vehicle information. This data will be supplied to the vendor per electronic media provided by the county. All outgoing mail pieces are to be in mail trays and delivered to the Hillsboro Post Office for mailing. Carrier route addresses are to be used and all mail must be prepared for pre-sort mailing to provide Jefferson County with the best postage discounts possible. The successful bidder will process the file's compatible media to add carrier routes and postal bar codes with the addresses. The successful bidder will prepare all USPS documents to support presort, carrier route and automated mailing.

The successful bidder will print all information on the assessment forms that is provided on the media as directed by the Assessor's Office. The successful bidder will fold and insert the forms into a #10 window envelope with a #9 return envelope and the required letter as requested by the Assessor's office. The outgoing mailer will be placed into mail trays and delivered to the Hillsboro Post Office for mailing by the successful bidder.

Bidder must furnish proofs to the Assessor's Office in a timely manner. Live data proofs approval is required on all forms before final printing. Proofs will consist of typeset printed on vendor's paper samples of all forms and inserts. Only **original** proofs will be accepted for final sign off before final printing. Proofs must be delivered in a timely manner in order to complete the 2015 mailer.

The Assessor's Office may terminate the whole or part of the agreement if the supplier fails to deliver within the time specified, or if the supplier fails to perform any other provisions of this agreement, or so fails to make progress as to endanger performance of this agreement and in either of these two circumstances does not cure such failure in a period of ten days after notice from the Assessor specifying such failure.

In the event of termination the Assessor will have the right to procure items similar to those terminated and to recover from supplier the excess cost of such items, provided the failure of the supplier has not arisen out of causes beyond the control of the supplier.

Payment will be made to bidder only after work has been completed and approved by the Assessor. Two payments will be made. The first payment after the January mailer is completed and the second final payment after the March mailer is completed.

Please find the enclosed samples for each mailing. There will be changes in the layout of the forms including wording. However, the forms will remain the same size. Both the personal and business forms will require a

bar code printed on the form, which corresponds with the account number. Samples of the data printed on the forms must be tested by the Assessor's Office before the final forms are printed.

If you have any further questions concerning the 2015 Personal Property mailer please feel free to contact Angie Pope at 636-797-5547 or e-mail questions to [apope@jeffcomo.org](mailto:apope@jeffcomo.org).

# **2015 JEFFERSON COUNTY PERSONAL PROPERTY MAILER**

## **Sample Personal Form:**

This form is 8 1/2" X 10.7". This form has printing on both sides. This form will be used for all personal and personal forms with mobile homes. This is a sample of the 2014 personal forms; we will have some layout changes on the 2015 forms.

## **Sample Letter for Personal & MH Forms:**

This is a sample of the enclosed letter that we mail with the personal forms and the personal forms with mobile homes. This is a one sided black and white enclosure. This letter is used for the January mailers only.

## **Sample #9 Return Envelope:**

This #9 return envelope is enclosed in all mailers for the personal forms only. This envelope will be used for the personal January and March mailers.

## **Sample #10 Window Envelopes:**

This sample is used for all the personal property mailer, the personal forms, personal with mobile homes forms and business forms. This will be used for all mailers, personal, personal with mobile home and the business forms.

## **Sample #9 Return Bus Envelopes:**

These #9 return business envelopes have the words Business Division printed on the return envelopes. These are to be enclosed with the business forms for the January and March mailers.

## **Sample #9 Return MH Envelopes:**

These #9 return MH envelopes have the words MH Division printed on the return envelopes. These are to be enclosed with the personal forms that have mobile homes printed on them.

## **Sample Personal Forms with MH'S:**

This is the same form as the personal forms, it has the letters "MH" printed at the top of the forms and these accounts have mobile homes listed. The data on the forms may have vehicles and mobile homes within the data that will be printed.

## **Sample Front of Bus Forms:**

These are 8 1/2" X 14" forms that have printing on both sides. The samples submitted are the 2014 business forms. Changes will be made to the layout of the 2015 forms. However they will remain the same size form.

**Sample Back of Bus Form:**

This is the back of the 8 ½" X 14" business forms. These samples submitter are the 2014 business forms. Some changing will be made to the 2015 form layout.

**Sample Bus Letter:**

This is a sample of the enclosed letter that will be mailed mail with the business forms. This is a one sided black and white enclosure. This letter is used for the January mailer only

**Sample 2<sup>nd</sup> March Mailer Personal:**

This is the same 8 ½" X 10.7" form that is used as the first mailer however the return by March 1<sup>st</sup> printing is changed to May 1<sup>st</sup> and the word Reminder is printed on the forms.

**Sample 2<sup>nd</sup> March Mailer MH's:**

This is the same 8 ½" X 10.7" form that is used as the first mailer however the return by March 1<sup>st</sup> printing is changed to May 1<sup>st</sup> and the word Reminder is printed on the forms. These forms also have the letters MH printed at the top of the forms.

**Sample 2nd Notice Letter Personal & MH's:**

This is the letter to be enclosed with the March mailer for the personal forms and the personal forms with mobile homes. This is a one sided letter that is different than the January mailer.

**Sample front Bus 2<sup>nd</sup> Mailer Form:**

This is the same form as the January business forms however the return by date is changed to May 1<sup>st</sup>. The word Reminder is printed on the form.

**Sample Back Bus Form 2<sup>nd</sup> Mailer:**

This is the back of the business form, no changes from the January mailer.

**Sample Bus 2<sup>nd</sup> Mailer Letter:**

This is a one sided letter that is to be enclosed with the March business forms. This is a different letter than the January mailer.





014109

**2014 Personal Property Assessment List****Terry L. Roesch**  
**Jefferson County Assessor**

Department of the County Assessor

PO Box 100

Hillsboro, MO 63050

(636) 797-5343 or 1-800-748-3456 Ext 5343

Pin #

**Avoid Penalty**  
**Return by**  
**March 1, 2014**\*\*\*\*\*AUTO\*\*5-DIGIT 63020 23390  
ROOP, WADE II & KAREN  
730 DODSON LN  
DE SOTO, MO 63020-4352ASSESSMENT LIST IS BASED  
ON OWNERSHIP OF  
PROPERTY AS OF  
JANUARY 1, 2014**PART "A"**Listed below are the items which appeared on your 2013 assessment list.  
Draw a Line through any items that you did not own January 1, 2014.  
List any items not shown below in the appropriate space on the back of this form.

## SITE ADDRESS:

YEAR	ACCOUNT	SCH	FIRE	AMB	ROAD	CITY
2014	014109	SCH73	FIRDR	AMBVA	ROAD	

## Name Change

## Address Change

## Date Moved

If you are changing to a PO Box,  
What is your physical address?

2010 BUICK ENCLAVE  
1994 KW GRAIN 54LBS 3AX  
2011 FORD F450 FB 4WD  
1991 CHEV VAN 24LBS 2AX  
1993 UTIL TRLR HMDE 20  
1995 JD 7800  
2002 JD 6405  
1979 FORD 3600 1976-81  
1999 JD 1560 GRN DRILL  
2004 JD 557-RND BALER  
2004 JD 702 RAKE  
2007 AGCO-HESS 7110 SQ BALER  
1991 JD 9400 COMBINE  
2000 MELROE 3440 SPRAY CPE  
2000 JD 1780 PLANTER  
2011 JD 635 MOWER COND

Sample

**LIST ANY PROPERTY NOT SHOWN ABOVE IN THE  
APPROPRIATE CATEGORY IN PART "B" OR PART "C"**

## Please read and sign below:

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2014. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation.

Signature

Spouse's Signature

Daytime Telephone #

Date

Email Address

## RETURN TO:

Terry Roesch, Assessor  
PO Box 100  
Hillsboro, Missouri 63050  
(636) 797-5343

014109

PART "B" ON BACK OF FORM --&gt;

## PART "B"

62



## Department of the County Assessor

Jefferson County Administration Center  
PO Box 100  
Hillsboro, MO 63050-4317

Terry L. Roesch  
Assessor

Telephone: (636) 797-5343  
Fax: (636) 797-5083  
www.jeffcomo.org

Dear Taxpayer:

*Sample*

Enclosed you will find your 2014 Personal Property declaration. Please review the items listed in Part A and draw a line through any items that you did not own on January 1, 2014. Items you own, not listed in Part A, should be written in the appropriate section on the reverse side of the declaration. **DO NOT LIST ANY ITEMS ON THE REVERSE SIDE OF THE DECLARATION THAT ARE ALREADY LISTED ON THE FRONT.**

### FREQUENTLY ASKED QUESTIONS

#### Who must declare personal property?

Every Missouri resident owning or holding tangible personal property on January 1<sup>st</sup> must file an annual personal property declaration with the Department of the County Assessor.

#### When must this declaration be returned?

Personal property declarations are to be returned to the Department of the County Assessor by March 1<sup>st</sup>. Missouri State Statute 137.345 requires all assessors to apply a **penalty** to any account not filed by March 1<sup>st</sup>.

#### Are there any programs available to assist senior citizens?

The Missouri Property Tax Credit Claim gives qualifying senior citizens and 100 percent disabled individuals a credit for a portion of real estate taxes or rent they have paid for the year. The credit can be up to a maximum of \$750 for renters and \$1,100 for homeowners. The actual credit is based on the amount of real estate taxes or rent paid and total household income (taxable and nontaxable). To find out more about the program, which is administered through Jefferson City, you may call 1-800-243-6060 or visit the Missouri Department of Revenue's website at: <http://dor.mo.gov/tax/personal/ptc/>.

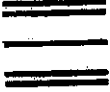
If you have questions or need assistance in completing this declaration, please contact the Personal Property Division of the Department of County Assessor at (636) 797-5343 or 1-800-748-3456, Ext. 5343.

Sincerely,

*Terry L. Roesch*

Terry L. Roesch  
Jefferson County Assessor

PLACE  
STAMP  
HERE



*Spill*

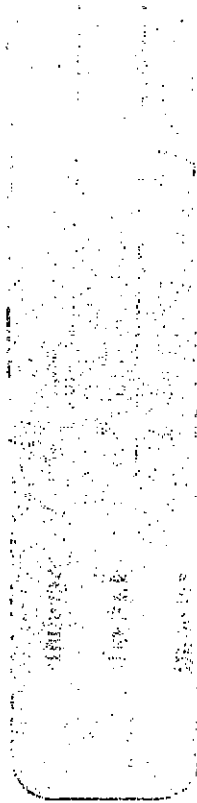
TERRY L. ROESCH, ASSESSOR  
DEPARTMENT OF COUNTY ASSESSOR  
PO BOX 100  
HILLSBORO MO 63050-0100



PRESORTED  
FIRST CLASS  
U.S. POSTAGE  
PAID  
HILLSBORO, MO  
PERMIT NO. 10

TERRY L. ROESCH, ASSESSOR  
DEPARTMENT OF THE COUNTY ASSESSOR  
PO BOX 100  
HILLSBORO MO 63050-0100

RETURN SERVICE REQUESTED



PLACE  
STAMP  
HERE



*Samples*

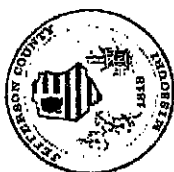


TERRY L. ROESCH, ASSESSOR  
DEPARTMENT OF COUNTY ASSESSOR  
PO BOX 100 <sup>THE</sup>  
HILLSBORO MO 63050-0100

BUSINESS DIVISION



Place  
Stamp  
Here  
Thank You



TERRY L. ROESCH, ASSESSOR  
DEPARTMENT OF COUNTY ASSESSOR  
PO BOX 100  
HILLSBORO MO 63050-0100

MH DIVISION





0E8861

**2014 Personal Property Assessment List****Terry L. Roesch**  
**Jefferson County Assessor**

Department of the County Assessor

PO Box 100

Hillsboro, MO 63050

(636) 797-5343 or 1-800-748-3456 Ext 5343

**Avoid Penalty**  
**Return by**  
**March 1, 2014**

MH



\*\*\*\*\*AUTO\*\*5-DIGIT 63052 5638

PROUD, FRANCES M  
1842 VALLEY RIDGE DR  
IMPERIAL, MO 63052-2266

Pin #

Sample

ASSESSMENT LIST IS BASED  
ON OWNERSHIP OF  
PROPERTY AS OF  
JANUARY 1, 2014**PART "A"**

Listed below are the items which appeared on your 2013 assessment list.  
Draw a Line through any items that you did not own January 1, 2014.  
List any items not shown below in the appropriate space on the back of this form.

SITE ADDRESS:

YEAR	ACCOUNT	SCH	FIRE	AMB	ROAD	CITY
2014	0E8861	SCHC1	FIRRF	AMBRA	ROAD	

2012 TOYO COROLLA S  
1994 FORD EXPLORER  
LT 0005 1996 MBL HOME 16/76

Name Change

Address Change

Date Moved

If you are changing to a PO Box,  
What is your physical address?**LIST ANY PROPERTY NOT SHOWN ABOVE IN THE  
APPROPRIATE CATEGORY IN PART "B" OR PART "C"**

Please read and sign below:

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2014. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation.

Signature

Spouse's Signature

Daytime Telephone #

Date

Email Address

RETURN TO:  
Terry Roesch, Assessor  
PO Box 100  
Hillsboro, Missouri 63050  
(636) 797-5343

0E8861

PART "B" ON BACK OF FORM →



**PART "B"**

ITEM	CODE	YEAR	MAKE <small>(Chevy, Ford, etc.)</small>	MODEL <small>(Taurus, Escort, etc.)</small>	SERIES <small>(SL, SE, etc.)</small>	AWD	4WD	VIN NUMBER					
AUTOS	A					YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>						
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>						
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>						
HISTORICAL VEH.	B												
TRUCK/ VAN/ SUV	C	YEAR	MAKE <small>(Chevy, Ford, etc.)</small>	MODEL <small>(Sport, Limited, etc.)</small>	CAB SIZE <small>(Ext Cab, SE, etc.)</small>	1/2T	3/4T	1T	4WD	VIN NUMBER			
BIG TRUCKS (OVER 1 TON)	D	YEAR	MAKE <small>(Kenworth, etc.)</small>	BODY TYPE <small>(Semi, Dump, etc.)</small>	TONS	GLW	AXLES	VIN NUMBER					
MOTORCYCLES	E	YEAR	MAKE	MODEL	CC'S	VIN NUMBER							
ATV'S	F												
BUSES	G	YEAR	MAKE	MODEL	# OF PASS	VIN NUMBER							
MOTOR HOMES	H	YEAR	MAKE	SERIES	LENGTH	VIN NUMBER							
CAMPERS	I												
		FOLD DOWN <input type="checkbox"/>	UPRIGHT <input type="checkbox"/>	6TH WHEEL <input type="checkbox"/>									
BOATS	J	YEAR	MAKE	LENGTH	BOAT MOTORS	K	YEAR	MAKE	HP				
		TYPE: (CON/BASS)		INBOARD <input type="checkbox"/>	BOAT TRAILERS	L	YEAR	TYPE	HOMEMADE	LENGTH			
		MATERIAL: (FIBER/ALUM)							YES <input type="checkbox"/> NO <input type="checkbox"/>				
UTILITY TRAILERS	L	YEAR	TYPE	HOMEMADE	LENGTH	L	YEAR	2 HORSE <input type="checkbox"/>	LENGTH	3 HORSE <input type="checkbox"/>	LENGTH		
				YES <input type="checkbox"/> NO <input type="checkbox"/>				4 HORSE <input type="checkbox"/>		STOCK <input type="checkbox"/>			
				YES <input type="checkbox"/> NO <input type="checkbox"/>									
TRACTOR TRAILERS	L	YEAR	MAKE	TYPE	# AXLES	LENGTH	HEAVY EQUIP	N	YEAR	MAKE	MODEL	TYPE	
FARM TRACTORS	O	YEAR	MAKE	MODEL	TYPE	FARM MACHINERY	P	YEAR	MAKE	MODEL	TYPE		
AIRPLANES	G	YEAR	MODEL	SERIES #	N #	MAX CERT GROSS TAKE OFF WGT							
LIVESTOCK <small>List number of animals</small>	TYPE	QTY	TYPE	QTY	TYPE	QTY	TYPE	QTY					
	COWS AND BULLS		PIGS		SLAUGHTER LAMBS		GOATS						
	CALVES, 400 lbs or less		BOARS AND SOWS		REPLACEMENT EWES		HORSES						
	YEARLINGS, 400-700 lbs		GILTS AND BARROWS		FEEDER LAMBS		BEE COLONIES						
CROPS & GRAIN	TYPE	QTY	TYPE	QTY	TYPE	QTY							
PART "C" MOBILE HOMES ONLY													
YEAR	MAKE	MODEL	WIDTH	LENGTH	SERIAL #	ADDRESS OF MOBILE HOME:							
NAME OF LANDOWNER IF DIFFERENT FROM MOBILE HOME OWNER:													
IF LOCATED IN MOBILE HOME PARK, PLEASE LIST PARK NAME AND LOT NUMBER:													

19  
5812**2014 Business Assessment List**

**Terry L. Roesch**  
**Jefferson County Assessor**  
Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050  
(636) 797-5475 or 1-800-748-3456 Ext 5475

0000097650

**Avoid Penalty**  
**Return by**  
**March 1, 2014**



AUTO-MIXED AADC 630  
MID RIVER RESTAURANTS LLC  
PO BOX 18939  
NATCHEZ, MS 39122-8939

DBA: APPLEBEES 8105

Please note any company name, location (site) or mailing changes below.

NAME: \_\_\_\_\_

LOCATION: (Site) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

YEAR BUSINESS ESTABLISHED: \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_

Site Address: 1110 BIG BILL RD  
ARNOLD, MO 63010

**\*\*\* PART A \*\*\***

In accordance with RSMo 137.122, all Business Personal Property purchased after January 2, 2006 should include the asset class and recovery period in accordance with the Modified Accelerated Cost Recovery System (MACRS).

**SECTION 1:**

(IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH LIST)

Enter the sum of all tangible property consisting of furniture, fixtures, telephones, tools, equipment and work in progress owned or held by the business January 1st. Please attach an itemized list including the actual acquisition dates and costs of all tangible property listed.

Please do not list "same as last year," this is not an acceptable rendition. Please complete all appropriate areas.

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST	ASSESSOR'S USE ONLY
2013						
2012						
2011						
2010						
2009						
2008						
PRIOR YEARS						

**SECTION 2:**

Technological equipment, computer and data processing equipment.

(Personal computers, servers, modems, monitors, printers, networking equipment and non-pre-installed canned software.)

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST	ASSESSOR'S USE ONLY
2013						
2012						
2011						
2010						
2009						
2008						
PRIOR YEARS						

**SECTION 3:**

Manufacturing equipment, machine shop equipment, electrical/manual hand tools, presses, concrete forms and all processing assets. List under appropriate year.

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST	ASSESSOR'S USE ONLY
2013						
2012						
2011						
2010						
2009						
2008						
PRIOR YEARS						

**SECTION 4:**

Leased property:

Description of leased or Rented Equipment	Model and Year	Name and Address From Whom Leased	Lease Contract #	Date of Installation	ASSESSOR'S USE ONLY

Do you lease, rent or loan property to others? No \_\_\_ Yes \_\_\_ If yes, list below.

Description of Equipment	Name of Lessee and Address where equipment is located	Year of Acquisition	Cost	Lease Date	Monthly Rental

Return to: Terry L. Roesch, Assessor  
BUSINESS PERSONAL PROPERTY  
PO BOX 100  
HILLSBORO, MO 63050  
(636) 797-5475 OR 1-800-748-3456 Ext 5475



0C0519

Bidder's Initials: *Gr*

**PLEASE ATTACH ITEMIZED LIST IF MORE SPACE IS NEEDED**

**\*\*\* PART B \*\*\***

ITEM	CODE	YEAR	MAKE	MODEL	SERIES	VIN NUMBER	AWD	4WD					
AUTOS	A						YES	NO					
							YES	NO					
							YES	NO					
							YES	NO					
							YES	NO					
TRUCK/ VAN/SUV	C	YEAR	MAKE	MODEL	CAB SIZE	VIN NUMBER	4WD	1/2T	3/4T	1T			
							YES	NO					
							YES	NO					
							YES	NO					
							YES	NO					
Trucks/Trailers filed with the Missouri Reciprocity Commission? Yes ( ) No ( ) IRP Customer ID # ( ) Total Miles ( ) Missouri Miles ( )													
BIG TRUCKS (OVER 1 TON)	D	YEAR	MAKE	BODY TYPE	VIN NUMBER	GROSS LICENSE WT.	# OF AXLES						
BUSES	F	YEAR	MAKE	MODEL	VIN NUMBER	# OF PASS	PURCHASE PRICE						
MOTORCYCLES	E	YEAR	MAKE	MODEL	CC'S	VIN NUMBER							
ATV'S	E	YEAR	MAKE	MODEL	CC'S	VIN NUMBER							
MOTOR HOMES	H												
CAMPER	I	YEAR	MAKE	MODEL	LENGTH	VIN NUMBER							
		FOLD DOWN <input type="checkbox"/> UPRIGHT <input type="checkbox"/> 6TH WHEEL <input type="checkbox"/>											
AIRPLANES	G	YEAR	MAKE	SERIES #	N #	MAX CERT GROSS TAKE OFF WEIGHT							
LARGE TRAILERS	L	YEAR	TYPE (Lowboy, Tanker, etc.)	# TONS	# GAL	# AXLES	LENGTH	ITEM	CODE	YEAR	MAKE	LENGTH	
									J	TYPE (JON/BASS)			
									K	MATERIAL (FIBER/ALUM)	<input type="checkbox"/> INBOARD		
SMALL TRAILERS	L	YEAR	TYPE (Flatbed, Utility, Enclosed-Cargo)	LENGTH	HOMEMADE		BOAT	MOTORS	K	YEAR	MAKE	HORSEPOWER	
					YES	NO							
					YES	NO							
BOAT TRAILERS	L	YEAR	TYPE	LENGTH	HOMEMADE		FARM	TRACTORS	O	YEAR	MAKE	MODEL/TYPE	
					YES	NO							
					YES	NO							
TRACTOR TRAILERS	L	YEAR	TYPE	LENGTH	HOMEMADE		FARM	MACHINERY	P	YEAR	MAKE	MODEL/TYPE	
					YES	NO							
					YES	NO							
MOBILE HOME	M	List on a separate sheet if owned by the company, year, make, width, length, serial/VIN #, also list where the mobile home is located.											
CATTLE	Q	CALVES ( )	YEARLINGS ( )	COWS/BULLS ( )	LIVESTOCK ( )	S	HORSES ( )	OTHER ( )					
HEAVY MACHINERY AND EXCAVATING EQUIPMENT	N	YEAR	MAKE/MODEL	TYPE OF MACHINERY (CRAWLER, LOADER, FORKLIFT, BACKHOE)	MODEL	ACQUISITION COST							

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2014. I further certify that I have not sent or taken or caused to be sent or taken any property out of the state to avoid taxation.

SIGNATURE OF OWNER, PARTNER OR INCORPORATED OFFICER:

DATE:

EMAIL ADDRESS:

HOME OFFICE ADDRESS:

PHONE:

PREPARED BY:

PHONE:



## Department of the County Assessor

Jefferson County Administration Center  
PO Box 100  
Hillsboro, MO 63050-4317

Terry L. Roesch  
Assessor

Telephone: (636) 797-5475  
Fax: (636) 797-5083  
www.jeffco.mo.org

Dear Taxpayer:

Enclosed is your **2014 Business Personal Property Declaration**. The completed form must include all items owned, used or leased by the business on January 1, 2014. An itemized list of all assets should be attached. The list will include a description of each item, date of acquisition and cost. Return the completed **original** form as soon as possible to ensure timely processing. Missouri State Statute 137.345 requires all assessors to apply a penalty to any account not filed by **March 1<sup>st</sup>**.

### Section 1:

#### Part A

Provide the acquisition date and cost of all tangible personal property including, furniture, fixtures, telephones, office equipment and tools.

### Section 2:

Provide the acquisition date and cost of all technological equipment, printers, computer systems and any other related hardware. Include the cost of any upgrades for this equipment.

### Section 3:

Provide the acquisition date and cost of all manufacturing equipment, machine shop equipment, electrical/manual hand tools, presses, concrete forms, forklifts and machinery. Include any costs incurred to rebuild or upgrade any of these items.

### Section 4:

List all equipment that is leased by you from others or leased to others by you. Provide all the information requested pertaining to the lessor and lessee.

#### Part B

List all remaining assets, such as vehicles, trailers, heavy equipment, farm equipment, mobile homes, crops, livestock, etc., under the appropriate sections on the back of the assessment form. **Submit with your declaration an itemized list of the items you are reporting.** This list should include a description of each item, purchase date, make, model, year, and cost when purchased. Sign the declaration, provide a telephone number and email address. If you have questions or need assistance in completing this declaration, contact the Business Personal Property Division at (636) 797-5475 or 1-800-748-3456, Ext. 5475.

Sincerely,

Terry L. Roesch  
Jefferson County Assessor



# 2013 Personal Property Assessment List

Terry L. Roesch  
Jefferson County Assessor

Department of County Assessor

PO Box 100

Hillsboro, MO 63050

(636) 797-5343 or 1-800-748-3456 Ext 5343

Avoid Penalty  
Return by  
May 1, 2013

Reminder

HARRIS, WILLIAM R & RYNDA  
43 ASHFORD PLACE  
FESTUS, MO 63028

ASSESSMENT LIST IS BASED  
ON OWNERSHIP OF  
PROPERTY AS OF  
JANUARY 1, 2013

## PART "A"

Listed below are the items which appeared on your 2012 assessment list.  
Draw a Line through any items that you did not own January 1, 2013.  
List any items not shown below in the appropriate space on the back of this form.

1969 CHEV CHEVELLE  
2011 CAD SRX AWD  
2005 PONT AL 26  
2005 YAMAHA 115HP  
1992 UTIL TRLR 8  
2005 BOAT TRLR 28

SITE ADDRESS:

YEAR	ACCOUNT	SCH	FIRE	AMB	CITY	ROAD
2013	010569	SCHR6		AMBJP	CITFE	RODFS

Name Change

Address Change

Date Moved

If you are changing to a PO Box,  
What is your physical address?

LIST ANY PROPERTY NOT SHOWN ABOVE IN THE  
APPROPRIATE CATEGORY IN PART "B" OR PART "C"

Please read and sign below:

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2013. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation.

Signature

Spouse's Signature

Daytime Telephone #

Date

Email Address

RETURN TO:

Terry Roesch, Assessor  
PO Box 100  
Hillsboro, Missouri 63050  
(636) 797-5343



010569

PART "B" ON BACK OF FORM →

*CR*

PLEASE DO NOT LIST ANY ITEMS WHICH APPEAR ON THE FRONT OF THIS FORM. PLEASE ATTACH LIST OF ANY ADDITIONAL ITEMS IF NECESSARY.

**PART B**

ITEM	CODE	YEAR	MAKE	MODEL	SERIES	AWD		4WD		OFFICE
AUTOS	A					YES	NO	YES	NO	
						YES	NO	YES	NO	
						YES	NO	YES	NO	
HISTORICAL VEH.	B									
TRUCK / VAN / SUV	C	YEAR	MAKE	MODEL	CAB SIZE	1/2T	3/4T	1T	4WD	
									YES	NO
									YES	NO
									YES	NO
BIG TRUCKS (OVER 1 TON)	D	YEAR	MAKE	BODY TYPE	TONS	GLW	AXLES			
ITEM	CODE	YEAR	MAKE	MODEL	CC'S	OFFICE	ITEM	CODE	TYPE	QUANTITY
MOTORCYCLES	E						CROPS & GRAIN	U		
ATV'S	E									
BUSES	F	YEAR	MAKE	MODEL	# OF PASS		CATTLE	Q	TYPE	
									CALVES	
									YEARLINGS	
									COWS / BULLS	
AIRPLANES	G	YEAR	MODEL	SERIES#	N #		HOGS	R	SOWS / BOARS	
MOTOR HOMES	H	YEAR	MAKE	SERIES	LENGTH				BARROWS / GILTS	
									PIGS	
CAMPERS	I						LIVESTOCK	S	HORSES	
								T	POULTRY	
		FOLD DOWN <input type="checkbox"/>	UPRIGHT <input type="checkbox"/>	5TH WHEEL <input type="checkbox"/>				V	BEE COLONIES	
BOATS	J	YEAR	MAKE	LENGTH			SHEEP	W	SLAUGHTER LAMBS	
									REPLACEMENT EWES	
		TYPE: (JON/BASS)		INBOARD <input type="checkbox"/>					FEEDER LAMBS	
		MATERIAL (FIBER/ALUM)							GOATS	
BOAT MOTORS	K	YEAR	MAKE	HORSEPOWER			PART C MOBILE HOMES ONLY			
BOAT TRAILERS	L	YEAR	HOMEMADE	LENGTH			YEAR	MAKE	WIDTH	LENGTH
		YES <input type="checkbox"/>	NO <input type="checkbox"/>							
		YES <input type="checkbox"/>	NO <input type="checkbox"/>							
UTILITY TRAILERS	L	YEAR	HOMEMADE	LENGTH			SERIAL #			
		YES <input type="checkbox"/>	NO <input type="checkbox"/>							
		YES <input type="checkbox"/>	NO <input type="checkbox"/>							
HORSE TRAILERS	L	YEAR	2 HORSE <input type="checkbox"/>	3 HORSE <input type="checkbox"/>	LENGTH		ADDRESS OF MOBILE HOME:			
			4 HORSE <input type="checkbox"/>	STOCK <input type="checkbox"/>						
TRACTOR TRAILERS	L	YEAR	MAKE	TYPE	# AXLES	LENGTH	NAME OF LANDOWNER IF DIFFERENT FROM MOBILE HOME OWNER:			
HEAVY EQUIPMENT	N	YEAR	MAKE	MODEL #	TYPE		IF LOCATION IN MOBILE HOME PARK:			
FARM TRACTORS	O						MOBILE HOME PARK NAME:			
FARM MACHINERY	P	YEAR	MAKE	MODEL #	TYPE					LOT #



**Terry L. Roesch**  
**Jefferson County Assessor**  
Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050

Email: [jcao@jcao.org](mailto:jcao@jcao.org)  
[www.jcao.org](http://www.jcao.org)

Real Estate  
636-797-5466  
Fax: 636-797-5470

Personal Property  
636-797-5343  
Fax: 636-797-5083

*Sample*

**REMINDER**

March 22, 2013

Dear Fellow Taxpayer:

As of the date of this letter, the Department of the County Assessor has **not received** your 2013 Personal Property Declaration. Enclosed is another declaration for you to file. If you have already returned the declaration that was previously mailed to you, please contact our office to be assured that it has been received. State law requires late filings received after **May 1, 2013** to be penalized, thus making it imperative we receive your declaration prior to this date.

Please review the declaration and **draw a line** through any items on the front that you did not own on **January 1, 2013**. Any additional items you owned on January 1, 2013, which are not printed on the front, should be added in the appropriate sections on the back. Please sign and date the front of the declaration.

If you have any questions, please call the Personal Property Division of the Assessor's Office at 636-797-5343 or 1-800-748-3456, Ext. 5343.

Sincerely,

*Terry L. Roesch*

Terry L. Roesch  
Jefferson County Assessor

Enclosures: 2



0B2415

**2014 Personal Property Assessment List****Terry L. Roesch**  
**Jefferson County Assessor**

Department of the County Assessor

PO Box 100

Hillsboro, MO 63050

(636) 797-5343 or 1-800-748-3456 Ext 5343

**Avoid Penalty**  
**Return by**  
**May 1, 2014**

MH

**Reminder**\*\*\*\*\*AUTO\*\*5-DIGIT 63010  
MORAN, FORREST W  
4710 BENTRUP DR  
ARNOLD, MO 63010-4601

Pin #1

ASSESSMENT LIST IS BASED  
ON OWNERSHIP OF  
PROPERTY AS OF  
JANUARY 1, 2014**PART "A"**Listed below are the items which appeared on your 2013 assessment list.  
Draw a Line through any items that you did not own January 1, 2014.  
List any items not shown below in the appropriate space on the back of this form.

SITE ADDRESS:

YEAR	ACCOUNT	SCH	FIRE	AMB	ROAD	CITY
2014	0B2415	SCHC6	FIRRF	AMBRA	ROAD	

Name Change

Address Change

Date Moved

If you are changing to a PO Box,  
What is your physical address?1982 CAD UNSP  
2005 PONT GRAND PRIX  
2008 HONDA CIVIC  
1995 JEEP WRANGLER 4WD  
2001 CHEV 1 TON PU  
2004 JEEP GR CHER LAR 4WD  
2008 KAWASAKI 900CC  
1968 CAMPER FD 16  
1989 CAMPER FW 26  
1995 INB BOAT FG 15  
1991 JET SKI 8  
2002 UTIL TRLR HMDE 28  
1973 UTIL TRLR HMDE 27  
1975 BOAT TRLR HMDE 15  
1991 UTIL TRLR HMDE 8  
LT 0001 1987 MBL HOME 14/ 80**LIST ANY PROPERTY NOT SHOWN ABOVE IN THE  
APPROPRIATE CATEGORY IN PART "B" OR PART "C"**

Please read and sign below:

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2014. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation.

Signature

Spouse's Signature

Daytime Telephone #

Date

Email Address

RETURN TO:  
Terry Roesch, Assessor  
PO Box 100  
Hillsboro, Missouri 63050  
(636) 797-5343

0B2415

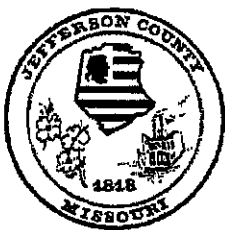
PART "B" ON BACK OF FORM --



PLEASE DO NOT LIST ANY ITEMS WHICH APPEAR ON THE FRONT OF THIS FORM. PLEASE ATTACH LIST OF ANY ADDITIONAL ITEMS IF NECESSARY.

**PART "B"**

ITEM	CODE	YEAR	MAKE (Chevy, Ford, etc.)	MODEL (Taurus, Escort, etc.)	SERIES (SL, SE, etc.)	AWD	4WD	VIN NUMBER													
AUTOS	A					YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>														
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>														
						YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>														
HISTORICAL VEH.	B																				
TRUCK/ VAN/ SUV	C	YEAR	MAKE (Chevy, Ford, etc.)	MODEL (Sport, Limited, etc.)	CAB SIZE (Ext. Cab, 96, etc.)	1/2T	3/4T	1T	4WD	VIN NUMBER											
BIG TRUCKS (OVER 1 TON)	D	YEAR	MAKE (Kenworth, etc.)	BODY TYPE (Semi, Dump, etc.)	TONS	GLW	AXLES	VIN NUMBER													
MOTORCYCLES	E	YEAR	MAKE	MODEL	CC'S	VIN NUMBER															
ATV'S	F																				
BUSES	G	YEAR	MAKE	MODEL	# OF PASS	VIN NUMBER															
MOTOR HOMES	H	YEAR	MAKE	SERIES	LENGTH	VIN NUMBER															
CAMPER'S	I																				
		FOLD DOWN <input type="checkbox"/>	UPRIGHT <input type="checkbox"/>	5TH WHEEL <input type="checkbox"/>																	
BOATS	J	YEAR	MAKE	LENGTH	BOAT MOTORS	K	YEAR	MAKE	HP												
		TYPE: (JON/BASS)		INBOARD <input type="checkbox"/>	BOAT TRAILERS	L	YEAR	TYPE	HOMEMADE	LENGTH											
		MATERIAL (FIBER/ALUM)					YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>													
UTILITY TRAILERS	L	YEAR	TYPE	HOMEMADE	LENGTH	HORSE TRAILERS	L	YEAR	2 HORSE <input type="checkbox"/>	LENGTH	3 HORSE <input type="checkbox"/>	LENGTH									
				YES <input type="checkbox"/> NO <input type="checkbox"/>																	
				YES <input type="checkbox"/> NO <input type="checkbox"/>					4 HORSE <input type="checkbox"/>	STOCK <input type="checkbox"/>											
TRACTOR TRAILERS	L	YEAR	MAKE	TYPE	# AXLES	LENGTH	HEAVY EQUIP	N	YEAR	MAKE	MODEL	TYPE									
FARM TRACTORS	O	YEAR	MAKE	MODEL	TYPE	FARM MACHINERY	P	YEAR	MAKE	MODEL	TYPE										
AIRPLANES	G	YEAR	MODEL	SERIES #	N #	MAX CERT GROSS TAKE OFF WGT															
LIVESTOCK <i>List number of animals</i>		TYPE	QTY	TYPE	QTY	TYPE	QTY	TYPE	QTY												
		COWS AND BULLS		PIGS		SLAUGHTER LAMBS		GOATS													
		CALVES, 400 lbs or less		BOARS AND SOWS		REPLACEMENT EWES		HORSES													
		YEARLINGS, 400-700 lbs		GILTS AND BARROWS		FEEDER LAMBS		BEE COLONIES													
CROPS & GRAIN		TYPE	QTY	TYPE	QTY	TYPE	QTY														
<b>PART "C" MOBILE HOMES ONLY</b>																					
YEAR	MAKE	MODEL	WIDTH	LENGTH	SERIAL #	ADDRESS OF MOBILE HOME:															
NAME OF LANDOWNER IF DIFFERENT FROM MOBILE HOME OWNER:																					
IF LOCATED IN MOBILE HOME PARK, PLEASE LIST PARK NAME AND LOT NUMBER:																					



**Terry L. Roesch**  
**Jefferson County Assessor**  
Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050

Email: [jcao@jcao.org](mailto:jcao@jcao.org)  
[www.jcao.org](http://www.jcao.org)

Real Estate  
636-797-5466  
Fax: 636-797-5470

Personal Property  
636-797-5343  
Fax: 636-797-5083

*Sample*

**REMINDER**

March 22, 2013

Dear Fellow Taxpayer:

As of the date of this letter, the Department of the County Assessor has not received your 2013 Personal Property Declaration. Enclosed is another declaration for you to file. If you have already returned the declaration that was previously mailed to you, please contact our office to be assured that it has been received. State law requires late filings received after May 1, 2013 to be penalized, thus making it imperative we receive your declaration prior to this date.

Please review the declaration and draw a line through any items on the front that you did not own on January 1, 2013. Any additional items you owned on January 1, 2013, which are not printed on the front, should be added in the appropriate sections on the back. Please sign and date the front of the declaration.

If you have any questions, please call the Personal Property Division of the Assessor's Office at 636-797-5343 or 1-800-748-3456, Ext. 5343.

Sincerely,

*Terry L. Roesch*

Terry L. Roesch  
Jefferson County Assessor

Enclosures: 2



**Terry L. Roesch**  
**Jefferson County Assessor**  
Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050

Business Personal  
Property  
636-797-5475

Personal Property  
636-797-5343  
Fax: 636-797-5083

Email: [aocboa@jeffcomo.org](mailto:aocboa@jeffcomo.org)  
[www.jeffcomo.org](http://www.jeffcomo.org)

**REMINDER**

March 24, 2014

Dear Taxpayer:

The Department of the County Assessor has not received your 2014 Business Personal Property Declaration as of the date of this letter. Enclosed is a second declaration for you to file. If you have already returned the declaration that was previously mailed to you, contact our office to confirm that it has been received. Your declaration must be received by May 1, 2014 to avoid statutory filing penalties.

**Part A, Section 1:**

Provide the acquisition date and cost of all tangible personal property including furniture, fixtures, telephones, office equipment and tools owned by the business on January 1, 2014.

**Part A, Section 2:**

Provide the acquisition date and cost of all technological equipment, printers, computer systems and any additional computer related peripheral equipment. Include the costs incurred to upgrades on these items.

**Part A, Section 3:**

Provide the acquisition date and cost of all manufacturing equipment, machine shop equipment, electrical/manual hand tools, presses, concrete forms, forklifts and all processing equipment. Include cost incurred to rebuild or upgrades of these items.

**Part A, Section 4:**

List the equipment that is leased to you or leased to others by you. Provide all the information requested in this section so the owner of the leased equipment will be assessed rather than your business.

All remaining assets should be listed under the appropriate sections of Part B. Please submit with your declaration an itemized list of all the assets you are reporting. This listing should include the individual item, purchase date, make, model and year of the item and its cost when purchased. Missouri statutes require all business personal property equipment purchased after January 2, 2006 to be valued utilizing the IRS Cost Recovery Tables. When adding assets purchased prior to 2006 that were moved from another location, list type of equipment, year equipment was purchased and purchase price. Sign the declaration and provide a telephone number and/or email address should we have any questions about your declaration.

If you have any questions, please call the Business Personal Property Division of the Department of the County Assessor at (636) 797-5475 or 1-800-748-3456, Ext. 5475.

Sincerely,

*Terry L. Roesch*

Terry L. Roesch  
Jefferson County Assessor



2014 Business Assessment List  
Terry L. Roesch  
Jefferson County Assessor  
Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050  
(636) 797-5475 or 1-800-748-3456 Ext 5475

0000067900

Avoid Penalty  
Return by  
May 1, 2014

Reminder



\*\*\*\*\*AUTO\*\*5-DIGIT 63026  
R F MEEH CO  
325 SUN VALLEY CIR  
FENTON, MO 63026-4693

DBA:

Please note any company name, location (site) or mailing changes below.

NAME: \_\_\_\_\_

LOCATION: (Site) \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

YEAR BUSINESS ESTABLISHED: \_\_\_\_\_

NUMBER OF EMPLOYEES: \_\_\_\_\_

Site Address:

\*\*\* PART A \*\*\*

In accordance with RSMo 137.122, all Business Personal Property purchased after January 2, 2006 should include the asset class and recovery period in accordance with the Modified Accelerated Cost Recovery System (MACRS).

SECTION 1:

(IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH LIST)

Enter the sum of all tangible property consisting of furniture, fixtures, telephones, tools, equipment and work in progress owned or held by the business January 1st. Please attach an itemized list including the actual acquisition dates and costs of all tangible property listed.

Please do not list "same as last year," this is not an acceptable rendition. Please complete all appropriate areas.

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST	ASSESSOR'S USE ONLY
2013						
2012						
2011						
2010						
2009						
2008						
PRIOR YEARS						

SECTION 2: Technological equipment, computer and data processing equipment.

(Personal computers, servers, modems, monitors, printers, networking equipment and non-pre-installed canned software.)

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST	ASSESSOR'S USE ONLY
2013						
2012						
2011						
2010						
2009						
2008						
PRIOR YEARS						

SECTION 3: Manufacturing equipment, machine shop equipment, electrical/manual hand tools, presses, concrete forms and all processing assets. List under appropriate year.

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST	ASSESSOR'S USE ONLY
2013						
2012						
2011						
2010						
2009						
2008						
PRIOR YEARS						

SECTION 4: Leased property:

Description of leased or Rented Equipment	Model and Year	Name and Address From Whom Leased	Lease Contract #	Date of Installation	ASSESSOR'S USE ONLY

Do you lease, rent or loan property to others? No \_\_\_ Yes \_\_\_ If yes, list below.

Description of Equipment	Name of Lessee and Address where equipment is located	Year of Acquisition	Cost	Lease Date	Monthly Rental

Return to: Terry L. Roesch, Assessor  
BUSINESS PERSONAL PROPERTY  
PO BOX 100  
HILLSBORO, MO 63050  
(636) 797-5475 OR 1-800-748-3456 Ext 5475



**PLEASE ATTACH ITEMIZED LIST IF MORE SPACE IS NEEDED**  
**\*\*\* PART B \*\*\***

ITEM	CODE	YEAR	MAKE	MODEL	SERIES	VIN NUMBER										AWD		4WD			
AUTOS	A															YES	NO	YES	NO		
																YES	NO	YES	NO		
																YES	NO	YES	NO		
																YES	NO	YES	NO		
																YES	NO	YES	NO		
TRUCK/ VAN/SUV	C	YEAR	MAKE	MODEL	CAB SIZE	VIN NUMBER										4WD		1/2T	3/4T	1T	
																YES	NO				
																YES	NO				
																YES	NO				
																YES	NO				
Trucks/Trailers filed with the Missouri Reciprocity Commission? Yes ( ) No ( ) IRP Customer ID # ( ) Total Miles ( ) Missouri Miles ( )																					
BIG TRUCKS (OVER 1 TON)	D	YEAR	MAKE	BODY TYPE		VIN NUMBER										GROSS LICENSE WT.		# OF AXLES			
BUSES	F	YEAR	MAKE	MODEL		VIN NUMBER										# OF PASS		PURCHASE PRICE			
MOTORCYCLES	E	YEAR	MAKE	MODEL		CC'S		VIN NUMBER													
ATV'S	E	YEAR	MAKE	MODEL		CC'S		VIN NUMBER													
MOTOR HOMES	H																				
CAMPERS	I	YEAR	MAKE	MODEL		LENGTH		VIN NUMBER													
		FOLD DOWN <input type="checkbox"/> UPRIGHT <input type="checkbox"/> 5TH WHEEL <input type="checkbox"/>																			
AIRPLANES	G	YEAR	MAKE	SERIES #		N #		MAX CERT GROSS TAKE OFF WEIGHT													
LARGE TRAILERS	L	YEAR	TYPE (Lowboy, Tanker, etc.)	# TONS	# GAL	# AXLES	LENGTH	ITEM	CODE	YEAR	MAKE	LENGTH									
								BOATS	J	TYPE: (JON/BASS)											
										MATERIAL (FIBER/ALUM)		<input type="checkbox"/> INBOARD									
SMALL TRAILERS	L	YEAR	TYPE (Flatbed, Utility, Enclosed-Cargo)	LENGTH	HOMEMADE		BOAT MOTORS		K	YEAR	MAKE	HORSEPOWER									
					YES	NO	FARM TRACTORS		O	YEAR	MAKE	MODEL/TYPE									
					YES	NO															
BOAT TRAILERS	L	YEAR	TYPE	LENGTH	HOMEMADE		FARM MACHINERY		P												
					YES	NO															
					YES	NO															
TRACTOR TRAILERS	L	YEAR	MAKE	BODY TYPE		LENGTH		# OF AXLES													
MOBILE HOME	M	List on a separate sheet if owned by the company, year, make, width, length, serial/VIN #, also list where the mobile home is located.																			
CATTLE	Q	CALVES ( ) YEARLINGS ( ) COWS/BULLS ( ) LIVESTOCK \$ HORSES ( ) OTHER ( )																			
HEAVY MACHINERY AND EXCAVATING EQUIPMENT	N	YEAR	MAKE/MODEL	TYPE OF MACHINERY (CRAWLER, LOADER, FORKLIFT, BACKHOE)										MODEL	ACQUISITION COST						

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2014. I further certify that I have not sent or taken or caused to be sent or taken any property out of the state to avoid taxation.

SIGNATURE OF OWNER, PARTNER OR INCORPORATED OFFICER:

DATE:

Welcome  
Tanny ParksUser ID  
TPAR1401Last Login  
10:54 AM - 09/03/2014 Log OutClick any  for help[Home](#)[My Cases](#)[New Case](#)[View Cases](#)[Search Cases](#)[My Profile](#)[Edit Profile](#)[Change Password](#)[Change Security Questions](#)[My Company](#)[Edit Company Profile](#)[Add New User](#)[View Existing Users](#)[Close Company Account](#)[My Reports](#)[View Reports](#)[My Resources](#)[View Essential Resources](#)[Take Tutorial](#)[View User Manual](#)[Share Ideas](#)[Contact Us](#)

## Company Information

Company Name: Mail Services LLC

[View / Edit](#)

Company ID Number: 132078

Doing Business As (DBA)  
Name:

DUNS Number:

### Physical Location:

Address 1: 4100 121st St.

Address 2:

City: Urbandale

State: IA

Zip Code: 50325

County: POLK

### Mailing Address:

Address 1:

Address 2:

City:

State:

Zip Code:

### Additional Information:

Employer Identification Number: 208732530

Total Number of Employees: 100 to 499

Parent Organization:

Administrator:

### Organization Designation:

Employer Category:

NAICS Code: 339 - MISCELLANEOUS MANUFACTURING

[View / Edit](#)

Total Hiring Sites: 1

[View / Edit](#)

Total Points of Contact: 1

[View / Edit](#)

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this \_\_\_\_\_ day of \_\_\_\_\_ 2014:

Mail Services, LLC  
Company Name

County of Jefferson, State of Missouri

[Signature]  
Signature

Kenneth B. Waller  
Kenneth B. Waller County Executive

Terry Sodivec  
Print

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

4100 121<sup>st</sup> STREET

IRBANDALE, IA 50323

Phone: 515-727-7700

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.

[Signature]  
County Auditor

APPROVED AS TO FORM

[Signature]  
County Counselor



September 9, 2014

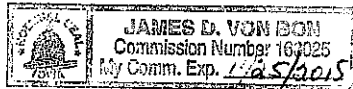
Department of the County Clerk  
Jefferson County Missouri  
729 Maple Street  
Hillsboro, Mo 63050

To Whom it may concern,

This letter, notarized, acknowledges that Mail Services, LLC does not own any real or personal property in Jefferson County Missouri.

Sincerely,

Terry Sedivec  
General Manager and Chief Operating Officer







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/30/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bearence Management Group 1045 76th Street, Suite 4000 West Des Moines IA 50266	CONTACT Yukiko Collins PHONE (A/C No. Ext): (515) 327-8450 FAX (A/C No.): (515) 327-8457 E-MAIL ADDRESS: ycollins@bearence.com
INSURED Mail Communications Group LLC Mail Services, LLC; Qualified Presort Service Presort Plus, LLC; Ozark Mailing Service, LLC 4100 121st St Des Moines IA 50323	INSURER(S) AFFORDING COVERAGE INSURER A Depositors Insurance Company 42587 INSURER B AMCO Insurance Company 19100 INSURER C Nationwide Mutual Ins. Co. 23787 INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: 14-15 INCL CARGO REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSR / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		ACPGLE07134974563	5/5/2014	5/5/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> COMP \$1,000 <input checked="" type="checkbox"/> COLL \$1,000		ACPBAPD7134974563	5/5/2014	5/5/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$		ACFCAA7134974563	5/5/2014	5/5/2015
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	ACPWCD7134974563 (EXCEPT ND-MONOPOLISTIC)	5/5/2014	5/5/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	MOTOR TRUCK CARGO LIAB		ACPCIM7134974563	5/5/2014	5/5/2015	\$20,000 LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

To Whom It May Concern

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Steve Schmidt/YUKCOL

ACORD 25 (2010/05)

© 1988-2010 ACORD CORPORATION. All rights reserved.

INSR25 (2010/05) 01

The ACORD name and logo are registered marks of ACORD