



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 Cardinal Vending, Inc. for a  
5 term from 12-01-14 to 11-30-16 upon approval by the County Council and County  
6 Executive. The company guarantees a commission of **21%** to be paid to the County on  
7 the machines.

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

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

13 BID NAME

14 Vending Machine Services 2014 - 2016

15 TERM

16 12-01-14 to 11-30-16

17 Upon approval by the County Council and County Executive

18 AMOUNT

19 Commission of **21%** to be paid to the County on the machines

20 AWARDED BIDDER

21 Cardinal Vending, Inc.

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 14<sup>th</sup> 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'Boole

First Reading: 10-14-2014



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

Request for Proposal: **VENDING MACHINE SERVICES 2014-2016**

Date Issued: **8-19-14**

PROPOSALS SHALL BE ACCEPTED UNTIL: **TUESDAY, SEPTEMBER 16, 2014, AT 2:00 P.M. LOCAL TIME.**

**Specification  
Contact:**

**DAVID COURTWAY**  
Department of Administrative Services  
636-797-6487  
dcourtway@jeffcomo.org

**Contract  
Contact:**

**VICKIE PRATT**  
Department of Administrative Services  
636-797-5380

EXHIBIT

A

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

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED PROPOSAL: (PROPOSAL NAME)

**Contract Term:  
From 12-01-14 to  
11-30-16 upon  
approval by 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 Proposal, 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.

Cardinal Vending, Inc. Jerry Maser  
Company Name Authorized Agent (Print)  
1716 Rudder Industrial Park Dr. Jerry Maser  
Address Signature  
Fenton, Mo. 63026 Sales Manager  
City/State/Zip Code Title  
314-636-343-8866 9-12-14 36-3522511  
Telephone # Date Tax ID #  
stewart@cardinal 636-305-9622  
E-mail Vending.net Fax #

## **TABLE OF CONTENTS:**

|  |                |
|--|----------------|
| <b>Legal Notice and Request for Proposal</b> | <b>Page 1</b>  |
| <b>Table of Contents</b>                     | <b>Page 2</b>  |
| <b>Proposal Requirements</b>                 | <b>Page 3</b>  |
| <b>Proposal Form and Contract</b>            | <b>Page 5</b>  |
| <b>Affidavit</b>                             | <b>Page 8</b>  |
| <b>Specifications</b>                        | <b>Page 10</b> |
| <b>Exceptions to Proposal</b>                | <b>Page 10</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 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**

## PROPOSAL REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes

"BIDDER'S INITIALS" 

**A. PROPOSAL SUBMISSION:**

Submit proposal form in triplicate (three copies) with specification pages, if applicable. No facsimile or electronic proposals shall be accepted and shall be rejected. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the proposal form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the proposal being rejected. Vendor shall comply with the requirements of Sections 285.525 to 285.555 of the Revised Statutes of the State of Missouri. If any part of the work is subcontracted, each subcontractor shall comply with the same requirements of this specification. No contractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Vendor and any of its subcontractors, shall, by sworn affidavit and provision of documentation, affirm their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Vendor and its subcontractors shall also sign an affidavit affirming that they do not knowingly employ any person who is an unauthorized alien.

Prevailing Wage Vendor and its subcontractors shall pay not less than the prevailing hourly rates of wages, as determined by the Labor and Industrial Relations Commission of Missouri. Vendor shall abide by the most current Annual Wage Order published by the Missouri Department of Labor and Industrial Relations or other similar resources and publications. 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.

**B. BASIS OF PROPOSAL AWARD:**

Award may be made on an item-by-item basis to the lowest and best proposals or award may be made to the lowest and best proposal total, whichever is in the best interest of the County. County may reject any or all proposals for any reason and may waive any informality. Proposals submitted from a Missouri State Contract shall include a copy of the State Contract with the proposal.

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 proposal or proposals have been awarded by the County Council within forty-five (45) days following the opening of the proposal then all proposals will be deemed rejected.

**C. PROPOSAL PREPARATION:**

1. Vendors are responsible for examination of drawings, specifications, schedules and instructions.
2. Each Vendor shall furnish the information required by the invitation. The vendor shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate proposals for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Vendor shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the Request for Proposal.
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.

**D. MODIFICATION OR WITHDRAWAL OF PROPOSALS:**

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

**E. LATE PROPOSALS:**

It is the responsibility of the vendor to deliver his proposal or proposal modification on or before the date and time of the proposal closing to the Department of the County Clerk of Jefferson County. Proposals received late will be rejected and returned unopened to the vendor.

**F. PROPOSAL DEPOSITS/BONDS:**

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

**G. MATERIAL AVAILABILITY:**

Vendors must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the vendor 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.

**H. ALTERNATE PROPOSALS:**

Where required, vendors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be clearly noted on the proposal form. The County may accept or reject alternate proposals; whatever is most advantageous to the County.



**I. INCORPORATION OF DOCUMENTS:**

The terms of the proposal invitation, proposal specifications, proposal form are and shall be incorporated into the contract as if fully setout therein. The Proposal, 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.

**J. ADDENDA:**

Addenda to proposal 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 proposal forms. Verification is made by contacting the Department of Administrative Services or by reviewing the County Web Site. ([www.jeffcomo.org](http://www.jeffcomo.org)).

**K. 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 it's 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 statues of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

**L. PROPOSAL OPENINGS:**

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

**M. PROPOSAL TABULATIONS:**

Proposal Tabulations will be available 5 to 7 business days following the proposal opening. Proposal submissions are open for public review at the time of the proposal opening. Proposal tabulations are posted on the County's web-site address, Request for Proposal and Proposal Form

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/11/2014

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).

| <b>PRODUCER</b><br>HALO Group, LLC<br>7413 Manchester Rd.<br>Maplewood MO 63143                 | <b>CONTACT NAME:</b> Harold E. Long, CIC<br><b>PHONE (A/C No. Ext):</b> (314) 351-4256 <b>FAX (A/C No.):</b> (888) 270-2272<br><b>E-MAIL ADDRESS:</b> info@haloibg.com<br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Travelers</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: Travelers |  | INSURER B: |  | INSURER C: |  | INSURER D: |  | INSURER E: |  | INSURER F: |  |
|---|---|-------------------------------|--------|----------------------|--|------------|--|------------|--|------------|--|------------|--|------------|--|
| INSURER(S) AFFORDING COVERAGE   | NAIC #  |                               |        |                      |  |            |  |            |  |            |  |            |  |            |  |
| INSURER A: Travelers  |   |                               |        |                      |  |            |  |            |  |            |  |            |  |            |  |
| INSURER B:  |   |                               |        |                      |  |            |  |            |  |            |  |            |  |            |  |
| INSURER C:  |   |                               |        |                      |  |            |  |            |  |            |  |            |  |            |  |
| INSURER D:  |   |                               |        |                      |  |            |  |            |  |            |  |            |  |            |  |
| INSURER E:  |   |                               |        |                      |  |            |  |            |  |            |  |            |  |            |  |
| INSURER F:  |   |                               |        |                      |  |            |  |            |  |            |  |            |  |            |  |
| <b>INSURED</b><br>Cardinal Vending, INC<br>1716 Rudder Industrial Park Drive<br>Fenton MO 63026 |   |                               |        |                      |  |            |  |            |  |            |  |            |  |            |  |

**COVERAGES**

**CERTIFICATE NUMBER:**

**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 CERTIFICATE 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   | ADDL SUBR INSR WVD | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|--------------------|----------------|-------------------------|-------------------------|--|
| A        | <b>GENERAL LIABILITY</b>  |                    |                |                         |                         |  |
|          | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  |                    |                |                         |                         |  |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  |                    |                |                         |                         |  |
|          |   |                    | 680-005D797929 | 09/01/2014              | 09/01/2015              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC           |                    |                |                         |                         |  |
| A        | <b>AUTOMOBILE LIABILITY</b>   |                    |                |                         |                         |  |
|          | <input checked="" type="checkbox"/> ANY AUTO  |                    |                |                         |                         |  |
|          | <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS   |                    |                |                         |                         |  |
|          | <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS   |                    | BA-5D798754    | 09/01/2014              | 09/01/2015              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
|          |   |                    |                |                         |                         |  |
| A        | <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR  |                    |                |                         |                         |  |
|          | <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE   |                    |                |                         |                         |  |
|          | DED <input type="checkbox"/> RETENTION \$   |                    | CUP-005D817877 | 09/01/2014              | 09/01/2015              | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000<br>\$   |
|          |   |                    |                |                         |                         |  |
|          |   |                    |                |                         |                         |  |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>  |                    |                |                         |                         |  |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N | N/A                | UB6A598675     | 09/01/2014              | 09/01/2015              | WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below  |                    |                |                         |                         |  |
|          |   |                    |                |                         |                         |  |
|          |   |                    |                |                         |                         |  |
| A        | Crime   |                    | 106148990      | 08/13/2014              | 08/13/2015              | Crime Limit \$500,000  |

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

**CERTIFICATE HOLDER**

**CANCELLATION**

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

*Harold E. Long* <CAW>

## **PROPOSAL FORM AND CONTRACT**

### **A. PROPOSAL REPRESENTATIONS:**

The vendor, by executing the proposal form certifies that:

1. The proposal complies with Request for Proposal, Form and Proposal Specifications.
2. The vendor is not debarred or suspended from participation in Federal Assistance programs.

### **B. 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 may be 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.**

### **C. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:**

1. The prices in the proposal shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Vendor or other person.
2. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Vendor prior to opening; or
3. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal.

### **D. PRICE:**

The price(s) specified in this proposal shall be firm and not subject to contingency or reservation. The vendor represents prices specified in the proposal 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 vendor'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. **Proposal 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.**

### **E. MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:**

Vendor 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. Vendor shall include proof of compliance with the Act with the proposal.

### **F. 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.

### **G. DEFINITIONS:**

1. The term "County" means the Jefferson County, Missouri and its designated representatives.
2. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
3. The term "RFP" means Request for Proposal.
4. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

### **H. 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.

**I. 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.

**J. PAYMENT:**

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

**K. 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.

**L. DELIVERIES:**

Deliveries shall be made in strict accordance with any delivery schedule contained in the proposal 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.

**M. 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.

**N. 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.

**O. CHOICE OF LAW:**

This proposal 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.

**P. TERMINATION:**

1. 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. Termination shall be affected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. If such notice does not state termination is pursuant to subparagraph 2, 3, or 4 of this paragraph, County shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer periods as is mutually agreed to by the parties, the original Notice of Termination shall be deemed to be issued pursuant to subparagraph 1 of this paragraph.
2. 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.
3. 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.

4. Default: County may terminate the whole Contract or any part in either of the following circumstances:
- If supplier fails to deliver the items required by the contract within the time specified; or
  - 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.
  - 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.

**Q. 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 proposal form.

**R. CONTRACT TERM:**

Performance shall be governed solely by the terms and conditions as set forth in the Request for Proposal, Proposal Specifications, Proposal 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.

**S. 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.

**T. 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.

**U. 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.

**V. APPROVAL:**

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

**W. INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**

Indicate: [ ] Individual: [ ] Partnership: ☒ Corporation.

Incorporated in the State of Missouri.

**X. 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.

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

THE INVITATION FOR BID / REQUEST FOR PROPOSAL NOTICES ARE POSTED ON THE  
JEFFERSON COUNTY, MISSOURI WEBSITE AT WWW.JEFFCOMO.ORG LOCATED  
UNDER THE SERVICES TAB, INVITATION FOR BID / REQUEST FOR PROPOSAL LINK.

**SPECIFICATION**  
**CONTACT**

**DAVID COURTWAY – DIRECTOR OF ADMINISTRATION - 636 797 6487**

**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 Jerry Muser (Name of Business Entity Authorized Representative) as Sales Manager (Position/Title) first being duly sworn on my oath, affirm Cardinal Vending, Inc. (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 Vending/Jefferson County (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 Cardinal Vending, Inc. (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 Vending/Jefferson County (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.)*

Jerry Muser  
Authorized Representative's Signature

Jerry Muser  
Printed Name

Sales Manager  
Title

9-12-14  
Date

Subscribed and sworn to before me this 15 of September. I am  
(DAY) (MONTH, YEAR)

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

Missouri, and my commission expires on 6-13-16.  
(NAME OF STATE) (DATE)

BIGB  
Signature of Notary

9-15-14  
Date



BILL GILBERT  
My Commission Expires  
June 16, 2017  
St. Louis City  
Commission #13493880

**AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

**CURRENT BUSINESS ENTITY STATUS**

I certify that Cardinal Vending, Inc. (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.

Jerry Musen  
Authorized Business Entity  
Representative's Name  
(Please Print)

Jerry Musen  
Authorized Business Entity  
Representative's Signature

Cardinal Vending Inc.  
Business Entity Name

9-12-14  
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).





**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION  
MEMORANDUM OF UNDERSTANDING**

CO. ID #

298835

**ARTICLE I**

**PURPOSE AND AUTHORITY**

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and Cardinal Verduyn Inc (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12989, as amended.

**ARTICLE II**

**FUNCTIONS TO BE PERFORMED**

**A. RESPONSIBILITIES OF SSA**

1. SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

# COOPERATIVE BID FORM

Bid Name: Vending Machine Services 2014-2016

**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.3., 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 ✓ 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:** \$ \_\_\_\_\_

BY: \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

### CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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

## SPECIFICATIONS

### **VENDING MACHINE SERVICES**

Jefferson County, Missouri desires to award a Contract for Vending Machine Services for numerous buildings under the direct control of the County. The Contract term shall be from December 1, 2014 through November 30, 2016. The County reserves the right to renew the Contract for an additional one, one-year term at the same terms and condition with the approval of the awarded vendor. All Machines must be serviced and repaired Monday through Friday from 8am to 4pm, excluding Holidays.

Commissions should be monthly and payable to: Jefferson County, Missouri  
Attention County Auditor  
729 Maple Street  
PO BOX 100  
Hillsboro MO 63050

All sales information and reports on every machine will be included with each commission check. Sales information and reports may be verified by the County at any time.

#### **Prices:**

All prices will stay in effect for one year, with approval from the County Council. Any price changes need written consent and approval by the County.

#### **Payment and Records:**

The Vendor shall maintain a complete and accurate record of all sales through the vending machine located on Jefferson County premises.

These records should contain the sales figures and the non re-settable money meters that are on each machine. The vendor shall submit a statement to Jefferson County, each month, containing the sales and the non re-settable meter readings for each machine.

#### **Audit:**

The successful bidder must agree to allow the County access to the machines each month to verify non re-settable meter readings. (Example: The County's representative may accompany the route person on the last visit per reporting period to each machine to obtain the non re-settable meter readings.) All meter readings may be audited by the County at any time.

Vending Operator shall grant County full access to the books and records of all locations services under this Agreement. County has the right to review and audit both in the field and internally, the cash control procedures of all locations services under this Agreement. Should such review disclose an underpayment to County, Vending Operator shall make restitution to County in the amount of underpayment, plus interest at the rate of eighteen percent (18%) per annum or the highest rate permitted by law.

#### **Equipment:**

The County accepts no responsibility for the security, maintenance, or serviceability of machines provided under this agreement. Machines must be delivered and set-up and totally functional within 15 days notice of award and shall be equipped with non re-settable cash meters and electronic bill acceptors. All expired items must be pulled from the machine and serviced as needed with a minimum of service once a week.

Machines are to have clearly posted on them, the company name and telephone number to call when the machine malfunctions.

### Cancellation/Termination

Either party may elect to terminate this Contract or postpone its date of performance to a mutually agreeable subsequent date upon no less than thirty (30) days written notice to the other party.

Should the County decide to prematurely terminate this contract due to performance-related issues, the County shall notify Vendor in writing of the issues and give the Vendor seven (7) days to correct the issues. This seven (7) day period shall run prior to the required thirty (30) day notice necessary for termination mentioned in this section.

### Evaluation and Award:

1. The County will evaluate this contract to provide the best service to the County. The following will be considered – equipment, service, product selection, references, pricing, commission, etc.
2. The County reserves the right to accept or reject all or any part of any bid along with the right to waive minor technicalities in the award of a bid.

List five (5) references located within Jefferson County.

| Company Name             | Address                       | Perovely Contact Person | Phone Number      |
|--------------------------|-------------------------------|-------------------------|-------------------|
| Ardagh (Verailles Glass) | 1500 Saint-Gabain Dr          | David Creighton         | 636-479-4421 x119 |
| Benchmark Health Care    | 12827 Hwy TT East             | Jennifer Otte           | 636-937-3150      |
| Edge Mfg.                | 1120 Mason Circle So Perovely | Cheri Brown             | 636-224-0010 x284 |
| Joe Run                  | 881 Main Herculaneum          | Michelle Powell         | 636-479-5311      |
| Jefferson College        | 1000 Viking Dr. Hillsboro     | Richard Hardin          | 314-606-4284      |

FEIN Number 363522511

Missouri Retail License number 1314486-3

Prices quoted will be the same at all locations. Prices quoted will be for one year.

| Description of product         | Brand                  | Size               | Cost                                |
|--------------------------------|------------------------|--------------------|-------------------------------------|
| Bottle soda (Coca-Cola, Pepsi) | Coke, Pepsi, Dr Pepper | 20 oz              | 1.50                                |
| Small bag of chips             | Frito Lay, Herr's      |                    |                                     |
| Large bag of chips             | Rold Gold, Nabisco     | 1.5 - 2.0 oz       | 1.00                                |
| Candy regular                  | MM & Mars & Nestle     | 1.84 - 1.92 oz     | 1.00                                |
| Candy large                    |                        |                    |                                     |
| Pastry                         | Freshkey, Cloverhill   | 3.5 - 4.0 oz       | 1.25                                |
| Microwave popcorn              | Act II                 | 2.75 oz            | .75                                 |
| Gum and mints                  | Wrigley & Foxes        | 6 stick<br>12 mint | .50                                 |
| List any additional products:  |                        |                    |                                     |
| Famous Amos                    | Grandma's              | Zoo Animals        | Cappuccino Choc Chip                |
| Mini Chips Ahoy                | Rice Krispies Treats   | Kroffs Berry Farm  | cookies<br>Kellogg's Fruit & Snacks |

Commission to be paid on Machines: 21 %

Comments: \_\_\_\_\_

Time needed for service calls on machines 2 hrs.

Comments: \_\_\_\_\_

**LOCATIONS OF MACHINE PLACEMENT:**

**Jefferson County Courthouse**

300 Main Street

Hillsboro, MO 63050

- **Basement**
  - 1 Bottle Machine
- **Ground Floor**
  - 1 Snack Machine
  - 1 Bottle Machine
- **1<sup>st</sup> Floor**
  - 1 Bottle Machine
- **2<sup>nd</sup> Floor**
  - 1 Snack Machine

**Jefferson County Annex**

725 Maple Street

Hillsboro, MO 63050

- **Ground Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

**Jefferson County Administration Center**

729 Maple Street

Hillsboro, MO 63050

- **Ground Floor**
  - 1 Bottle Machine
- **Lower Level**
  - 1 Snack Machine
  - 1 Bottle Machine

**Jefferson County Animal Control Shelter**

7105 Shelter Road

Barnhart, MO 63012

- To be determined

**Jefferson County Jail**

510 First Street

Hillsboro, MO 63050

- Will be determined after building is finished

**Jefferson County Sheriff's Department**

North Zone Office

34 Dillon Plaza

High Ridge, MO 63029

- **Ground Floor**
  - 1 Bottle Machine

**Jefferson County Sheriff's and Juvenile Offices**

400 First Street

Hillsboro, MO 63050

- **Second Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

**Jefferson County Highway Shed**

5275 State Hwy B

Hillsboro, MO 63050

- **Ground Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

**Jefferson County Highway Shed**

6460 State Hwy MM

House Springs, MO 63051

- **Ground Floor**
  - 1 Bottle Machine

**Jefferson County Juvenile Detention**

9501 Goldfinch Lane

Hillsboro, MO 63050

- **Ground Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

**High Ridge Civic Center**

#1 Community Drive

High Ridge, MO 63049

- **Ground Floor**
  - 1 Bottle Machine

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 16<sup>th</sup> day of Sept. 2014:

Cardinal Vending, Inc.  
Company Name

County of Jefferson, State of Missouri

Jerry Maser  
Signature

Jerry Maser  
Print

Kenneth B. Waller  
Kenneth B. Waller County Executive

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

1716 Rudder Industrial Park  
Fenton, Mo. 63026

Phone: 636-343-8866

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.

Donth Stagg  
County Auditor

APPROVED AS TO FORM

[Signature]  
County Counselor



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

**Request for Proposal:** **ADDENDUM 1 - VENDING MACHINE SERVICES 2014-2016**

**Date Issued:** **8-26-14**

PROPOSALS SHALL BE ACCEPTED UNTIL: **TUESDAY, SEPTEMBER 16, 2014, AT 2:00 P.M. LOCAL TIME.**

**Specification  
Contact:**

**DAVID COURTWAY**  
Department of Administrative Services  
636-797-6487  
dcourtway@jeffcomo.org

**Contract  
Contact:**

**VICKIE PRATT**  
Department of Administrative Services  
636-797-5380

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

**SAMPLE ENVELOPE**

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

**Contract Term:  
From 12-01-14 to  
11-30-16 upon  
approval by 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 Proposal, 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:**

Cardinal Vending, Inc.      Jerry Musen  
Company Name      Authorized Agent (Print)  
1716 Rudder Industrial Park      Jerry Musen  
Address      Signature  
Fenton, MO 63026      Sales Manager  
City/State/Zip Code      Title  
636-343-8866      9-15-      36-3522511  
Telephone #      Date      Tax ID #  
jmusen@cardinal      636-305-9622  
E-mail      Fax #  
vending.net



## **ADDENDUM #1**

**PLEASE COMPLETE PAGE 1 OF ADDENDUM #1 – VENDING MACHINE SERVICES 2014-2016  
AND RETURN WITH THE ORIGINAL RFP TO ACKNOWLEDGE ADDENDUM #1 TO THE  
VENDING MACHINE LOCATIONS**

### **VENDING MACHINE SERVICES 2014 - 2016**

#### **REVISED LOCATIONS OF MACHINE PLACEMENT:**

##### **Jefferson County Courthouse**

300 Main Street  
Hillsboro, MO 63050

- **Basement**
  - 1 Bottle Machine
- **Ground Floor**
  - 1 Snack Machine
  - 1 Bottle Machine
- **1<sup>st</sup> Floor**
  - 1 Bottle Machine
- **2<sup>nd</sup> Floor**
  - 1 Snack Machine

##### **Jefferson County Courthouse Annex**

725 Maple Street  
Hillsboro, MO 63050

- **Ground Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

##### **Jefferson County Administration Center**

729 Maple Street  
Hillsboro, MO 63050

- **Ground Floor**
  - 1 Bottle Machine
- **Upper Level**
  - 1 Snack Machine
  - 1 Bottle Machine

##### **Jefferson County Jail**

510 First Street  
Hillsboro, MO 63050

- **1<sup>st</sup> Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

**Jefferson County Sheriff's Department**

North Zone Office

34 Dillon Plaza

High Ridge, MO 63029

- **Ground Floor**
  - 1 Bottle Machine

**Jefferson County Sheriff's and Juvenile Offices**

400 First Street

Hillsboro, MO 63050

- **Second Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

**Jefferson County Highway Shed**

5275 State Hwy B

Hillsboro, MO 63050

- **Ground Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

**Jefferson County Juvenile Detention**

9501 Goldfinch Lane

Hillsboro, MO 63050

- **Ground Floor**
  - 1 Snack Machine
  - 1 Bottle Machine

**Jefferson County Fleet Division**

355 Elm Street

Hillsboro, MO 63050

- **Ground Floor**
  - 1 Bottle Machine

JEFFERSON COUNTY TAX RECEIPT  
2013 PERSONAL PROPERTY

1/9/2014 12:32 PM

ACCOUNT #: 525800

RECEIPT#: 2013134016

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

TOTAL VALUATION: 6,270

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

PROPERTY DESCRIPTION

BUSINESS VALUE

Total Value: 6,270

TAX DISTRICT

| TAX DISTRICT        | TAX    |
|---------------------|--------|
| CITY OF PEVELY      | 55.25  |
| COUNTY TAX          | 1.82   |
| DUNKLIN FIRE        | 44.99  |
| DUNKLIN SCHOOL      | 288.46 |
| FESTUS SPECIAL      | 11.31  |
| HEALTH UNIT TAX     | 4.70   |
| JC DEV DISABILITIES | 5.89   |
| JEFFERSON COLLEGE   | 21.33  |
| JOACHIM-PLATTIN AMB | 10.36  |
| MENTAL HEALTH TAX   | 5.89   |
| PARK TAX            | 1.76   |
| STATE TAX           | 1.88   |

TOTAL TAXES 453.64

TOTAL PAID 453.64

PAID

Validated By  
Beth Mahn, Jefferson County Collector  
Dorothy Stafford, Jefferson County Auditor

DATE: 12/31/2013 STATEMENT TOTAL: 453.64 TOTAL PAID: 453.64 RECEIPT#: 2013134016

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

2013 Jefferson County Personal Property Tax Receipt  
I, BETH MAHN, Collector of Jefferson County, MO  
do hereby certify that 525800

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

Has Paid Personal Taxes For The Year 2013 On The  
Following Vehicles Described Below:

JEFFERSON COUNTY TAX RECEIPT  
2013 PERSONAL PROPERTY

1/9/2014 12:32 PM

ACCOUNT #: 525799

RECEIPT#: 2013134016

TOTAL VALUATION: 3,230

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

PROPERTY DESCRIPTION

BUSINESS VALUE

1 3,230  
Total Value: 3,230

TAX DISTRICT

| TAX DISTRICT        | TAX    |
|---------------------|--------|
| CITY OF HERCULANEUM | 22.37  |
| COUNTY TAX          | 0.94   |
| DUNKLIN FIRE        | 23.18  |
| DUNKLIN SCHOOL      | 148.60 |
| FESTUS SPECIAL      | 5.83   |
| HEALTH UNIT TAX     | 2.42   |
| JC DEV DISABILITIES | 3.03   |
| JEFFERSON COLLEGE   | 10.99  |
| JOACHIM-PLATTIN AMB | 5.34   |
| MENTAL HEALTH TAX   | 3.03   |
| PARK TAX            | 0.90   |
| STATE TAX           | 0.97   |

TOTAL TAXES 227.60

TOTAL PAID 227.60

PAID

Validated By  
Beth Mahn, Jefferson County Collector  
Dorothy Stafford, Jefferson County Auditor

DATE: 12/31/2013 STATEMENT TOTAL: 227.60 TOTAL PAID: 227.60 RECEIPT#: 2013134016

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

2013 Jefferson County Personal Property Tax Receipt  
I, BETH MAHN, Collector of Jefferson County, MO  
do hereby certify that 525799

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

Has Paid Personal Taxes For The Year 2013 On The  
Following Vehicles Described Below:

JEFFERSON COUNTY TAX RECEIPT  
2013 PERSONAL PROPERTY

1/9/2014 12:32 PM

ACCOUNT #: 525804

RECEIPT#: 2013134016

TOTAL VALUATION: 530

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

PROPERTY DESCRIPTION

BUSINESS VALUE

1 530  
Total Value: 530

TAX DISTRICT

|                     | TAX   |
|---------------------|-------|
| COUNTY TAX          | 0.15  |
| FOX SCHOOL          | 24.65 |
| HEALTH UNIT TAX     | 0.40  |
| JC DEV DISABILITIES | 0.50  |
| JEFFERSON COLLEGE   | 1.80  |
| LIBRARY / C1 & C6   | 0.93  |
| MENTAL HEALTH TAX   | 0.50  |
| PARK TAX            | 0.15  |
| ROAD & BRIDGE TAX   | 1.12  |
| ROCK AMBULANCE      | 1.11  |
| SALINE VALLEY FIRE  | 7.10  |
| STATE TAX           | 0.16  |

TOTAL TAXES 38.57

TOTAL PAID 38.57

PAID

Validated By  
Beth Mahn, Jefferson County Collector  
Dorothy Stafford, Jefferson County Auditor

DATE: 12/31/2013 STATEMENT TOTAL: 38.57 TOTAL PAID: 38.57 RECEIPT#: 2013134016

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

2013 Jefferson County Personal Property Tax Receipt  
I, BETH MAHN, Collector of Jefferson County, MO  
do hereby certify that 525804

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

Has Paid Personal Taxes For The Year 2013 On The  
Following Vehicles Described Below:

JEFFERSON COUNTY TAX RECEIPT  
2013 PERSONAL PROPERTY

1/9/2014 12:32 PM

ACCOUNT #: 525801

RECEIPT#: 2013134016

TOTAL VALUATION: 100

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

PROPERTY DESCRIPTION

BUSINESS VALUE

1 100  
Total Value: 100

TAX DISTRICT

|                     |      |
|---------------------|------|
| BIG RIVER AMBULANCE | 0.32 |
| COUNTY TAX          | 0.03 |
| HEALTH UNIT TAX     | 0.08 |
| HIGH RIDGE FIRE     | 0.84 |
| JC DEV DISABILITIES | 0.09 |
| JEFFERSON COLLEGE   | 0.34 |
| LIBRARY / R1        | 0.19 |
| MENTAL HEALTH TAX   | 0.09 |
| NORTHWEST SCHOOL    | 4.57 |
| PARK TAX            | 0.03 |
| ROAD & BRIDGE TAX   | 0.21 |
| STATE TAX           | 0.03 |

TOTAL TAXES 6.82

TOTAL PAID 6.82

PAID

Validated By  
Beth Mahn, Jefferson County Collector  
Dorothy Stafford, Jefferson County Auditor

DATE: 12/31/2013 STATEMENT TOTAL: 6.82 TOTAL PAID: 6.82 RECEIPT#: 2013134016

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

2013 Jefferson County Personal Property Tax Receipt  
I, BETH MAHN, Collector of Jefferson County, MO  
do hereby certify that 525801

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

Has Paid Personal Taxes For The Year 2013 On The  
Following Vehicles Described Below:

JEFFERSON COUNTY TAX RECEIPT  
2013 PERSONAL PROPERTY

1/9/2014 12:32 PM

ACCOUNT #: 0M4167

RECEIPT#: 2013134016

TOTAL VALUATION:

950

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

PROPERTY DESCRIPTION

BUSINESS VALUE

1 950  
Total Value: 950

TAX DISTRICT

|                     |       |
|---------------------|-------|
| COUNTY TAX          | 0.28  |
| FOX SCHOOL          | 44.16 |
| HEALTH UNIT TAX     | 0.71  |
| JC DEV-DISABILITIES | 0.89  |
| JEFFERSON COLLEGE   | 3.23  |
| LIBRARY / C1 & C6   | 1.68  |
| MENTAL HEALTH TAX   | 0.89  |
| PARK TAX            | 0.27  |
| ROAD & BRIDGE TAX   | 2.01  |
| ROCK AMBULANCE      | 2.00  |
| ROCK COMM FIRE      | 8.85  |
| STATE TAX           | 0.29  |

TOTAL TAXES 65.26

TOTAL PAID 65.26

PAID

Validated By  
Beth Mahn, Jefferson County Collector  
Dorothy Stafford, Jefferson County Auditor

DATE: 12/31/2013 STATEMENT TOTAL: 65.26 TOTAL PAID: 65.26 RECEIPT#: 2013134016

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

2013 Jefferson County Personal Property Tax Receipt  
I, BETH MAHN, Collector of Jefferson County, MO  
do hereby certify that 0M4167

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

Has Paid Personal Taxes For The Year 2013 On The  
Following Vehicles Described Below:

JEFFERSON COUNTY TAX RECEIPT  
2013 PERSONAL PROPERTY

1/9/2014 12:32 PM

ACCOUNT #: 550258

RECEIPT#: 2013134016

TOTAL VALUATION:

260

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

PROPERTY DESCRIPTION

BUSINESS VALUE

Total Value: 1 260  
260

TAX DISTRICT

|                     | TAX   |
|---------------------|-------|
| COUNTY TAX          | 0.08  |
| HEALTH UNIT TAX     | 0.20  |
| JC DEV DISABILITIES | 0.24  |
| JEFFERSON COLLEGE   | 0.88  |
| JEFFERSON FIRE      | 1.24  |
| JEFFERSON SCHOOL    | 11.95 |
| JOACHIM-PLATTIN AMB | 0.43  |
| MENTAL HEALTH TAX   | 0.24  |
| PARK TAX            | 0.07  |
| ROAD & BRIDGE TAX   | 0.55  |
| STATE TAX           | 0.08  |

TOTAL TAXES 15.96

TOTAL PAID 15.96

PAID

Validated By

Beth Mahn, Jefferson County Collector  
Dorothy Stafford, Jefferson County Auditor

DATE: 12/31/2013 STATEMENT TOTAL: 15.96 TOTAL PAID: 15.96 RECEIPT#: 2013134016

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

2013 Jefferson County Personal Property Tax Receipt  
I, BETH MAHN, Collector of Jefferson County, MO  
do hereby certify that 550258

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

Has Paid Personal Taxes For The Year 2013 On The  
Following Vehicles Described Below:



JEFFERSON COUNTY TAX RECEIPT  
2013 PERSONAL PROPERTY

1/9/2014 12:32 PM

ACCOUNT #: 525803

RECEIPT#: 2013134016

TOTAL VALUATION:

160

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

PROPERTY DESCRIPTION

BUSINESS VALUE

1 160  
Total Value: 160

TAX DISTRICT

| TAX DISTRICT        | TAX  |
|---------------------|------|
| CITY OF FESTUS      | 0.73 |
| COUNTY TAX          | 0.05 |
| FESTUS SCHOOL       | 5.99 |
| FESTUS SPECIAL      | 0.29 |
| HEALTH UNIT TAX     | 0.12 |
| JC DEV DISABILITIES | 0.15 |
| JEFFERSON COLLEGE   | 0.54 |
| JOACHIM-PLATTIN AMB | 0.26 |
| MENTAL HEALTH TAX   | 0.15 |
| PARK TAX            | 0.04 |
| STATE TAX           | 0.05 |

TOTAL TAXES 8.37

TOTAL PAID 8.37

PAID

Validated By  
Beth Mahn, Jefferson County Collector  
Dorothy Stafford, Jefferson County Auditor

DATE: 12/31/2013 STATEMENT TOTAL: 8.37 TOTAL PAID: 8.37 RECEIPT#: 2013134016

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

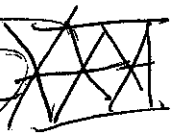
2013 Jefferson County Personal Property Tax Receipt  
I, BETH MAHN, Collector of Jefferson County, MO  
do hereby certify that 525803

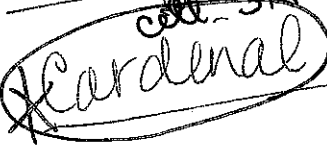
CARDINAL VENDING INC  
1716 RUDDER INDUSTRIAL PARK DR  
FENTON, MO 63026-2019

Has Paid Personal Taxes For The Year 2013 On The  
Following Vehicles Described Below:



9-22-14

Jerry Mason - LM tcb

Can soda  cost

Jerry - 656-343-8866  
cell - 314-803-6421  
 vending

Can 75¢


  
credit card  
machine?  
counters - yes  all

---

**ELKINS-SWYERS COMPANY**

Established 1910

---

[www.elkins-swyers.com](http://www.elkins-swyers.com) or find us on facebook 

1-800-743-0906 OR 417-869-0506

301 E. Olive • Springfield, MO 65806

**"EXPERIENCE WHEN IT COUNTS"**