

ORDINANCE NO.: 15- 0225

AN ORDINANCE AWARDING BIDS FOR CERTAIN PRODUCTS AND SERVICES TO THE LOWEST AND BEST BIDDERS AS REFLECTED IN THE RESPONSES TO CERTAIN INVITATIONS FOR BID AND REQUESTS FOR PROPOSALS FOR REAL ESTATE VALUATION NOTICES 2015; AND AUTHORIZATION FOR THE COUNTY EXECUTIVE TO EXECUTE ANY NECESSARY AGREEMENTS OR CONTRACTS TO EFFECTUATE THE AWARD OF THE BIDS AND PROPOSALS.

BID NAME

NUMBER OF BIDS RECEIVED

DATE OF BID OPENING

WHEREAS, after reviewing the bids and proposals set forth above, the Department of the County Assessor has determined that certain bids and proposals

APR 17 2015

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 Input Technology Inc. for a term
5 from 04-13-15 to 04-12-16 upon approval by the County Council and County Executive
6 for the total amount up to **\$8,280.00** 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 Real Estate Valuation Notices 2015

14 TERM

15 04-13-15 to 04-12-16

16 Upon approval by the County Council and County Executive

17 AMOUNT

18 Up to **\$8,280.00**

19 subject to budgetary limitations

20 AWARDED BIDDER

21 Input Technology 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>Abstain</u>
Council Member District 3, Robert Boyer	<u>Yes</u>
Council Member District 4, George Engelbach	<u>Yes</u>
Council Member District 5, Oscar J. "Jim" Kasten	<u>Yes</u>
Council Member District 6, Cliff Lane	<u>Yes</u>
Council Member District 7, James Terry	<u>Yes</u>

THE ABOVE BILL ON THIS 13th DAY OF April, 2015:

✓ **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 14TH DAY OF April, 2015.

THIS BILL WAS _____ VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF _____, 2015.

Kenneth B. Waller

Kenneth B. Waller, Jefferson County, Missouri, Executive

ATTEST:

Wes Wagner
Wes Wagner, County Clerk

BY: Katherine E. Missey

Reading Date: 04-13-2015



County of Jefferson

State of Missouri
Administration Center
729 Maple Street · PO Box 100
Hillsboro, Missouri 63050

Ken Waller
County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: www.jeffco.org

Nicole Crawford
Human Resources Manager
(636)797-5071 / Fax (636)797-5596

Vickie Pratt
General Services/Contracts & Grants Manager
(636)797-5380 / Fax (636)797-5067

PROPOSED BILL MEMORANDUM

To: County Executive, Director of Administration

From: Vickie S. Pratt

Date: 3-30-15

Subject Matter of Proposed Bill: **REAL ESTATE VALUATION NOTICES 2015, INPUT TECHNOLOGY INC., \$8,280.00**

Council Districts(s) Affected: All

County Department(s) Affected: All

SUMMARY

The Department of the County Assessor requested a bid for Real Estate Valuation Notices on January 26, 2015. An Invitation for Bid for the Real Estate Valuation Notices 2015 was opened on February 24, 2015 and eight (8) bids were received.

The Department of the County Assessor recommends awarding the bid submitted to the bidder, Input Technology Inc. for the term from 4-13-14 to 4-12-16. Expenditure for this should be \$8,280.00 subject to budgetary limitations.

Account String Charged: 210-0150-5201-9999-999999

Funds spent in 2014: N/A

This Bill proposes to award the bid based on the recommendation of Department of the County Assessor.

Bid Tabulation Attached:

BID TABULATION-REAL ESTATE VALUATION NOTICES 2015

REAL ESTATE VALUATION NOTICES 2015 BID OPENING 2-24-15		CENVEO CORP	INPUT TECHNOLOGY INC	MAIL COMMUNICATIONS GROUP	PRESORT INC	SOURCELINK OHIO LLC	SPECIALTY MAILING	EDWARD J RICE CO INC	QUILL
		101 WORKMAN CT EUREKA MO 63025	4425 HUNT AVE ST LOUIS MO 63110	9051 WATSON RD SUITE 256 ST LOUIS MO 63126	5051 SOUTHWEST AVE ST LOUIS MO 63110	3303 WEST TECH ROAD MAMMISBURG OH 45342	2801 CLARK AVE ST LOUIS MO 63103	PO BOX 1398 SPRINGFIELD MO 65801	100 SCHELTER RD LINCOLNSHIRE IL 60069
RESIDENTIAL NOTICES								NO BID	NO BID
90,000 PAGE 1									
90,000 PAGE 2									
90,000 #10 WINDOW ENVELOPES		\$11,500.00	\$9,610.00	See Notes Below	\$10,890.01	\$7,908.00	See Notes Below		
COMMENTS:		The above pricing does not include tax.							
NOTARIZED WORK AFFIDAVIT COMPLETED		YES	YES	YES	NO	YES	YES		
COPY OF INSURANCE PROVIDED		YES	NO	NO	NO	YES	YES		
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY		YES	NO	NO	NO	YES	YES		
COOPERATIVE BID FORM (Y/N)		YES	YES	YES	YES	YES	YES		
COOPERATIVE CONTACT INFO:		YES	YES	YES	YES	YES	YES		
COMPANY INFORMATION AND SIGNATURE		YES	YES	NO	NO	YES	YES		
BID DEPOSIT REQUIRED		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COMMENTS:		See Attached Sheet for Pricing Details.	See Attached Sheet for Pricing Details.	See Attached Sheet for Pricing Details.	Work Affidavit Completed but not Notarized.	See Attached Sheet for Pricing Details.	See Attached Sheet for Pricing Details.	NO BID	NO BID



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

Invitation for Bid: REAL ESTATE VALUATION NOTICES
2015

Date Issued: 1-26-15

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 24, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
 Contact:**

CARY BLUM
 Department of the Assessor
 636-797-5462
 cblum@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:**

Cenveo Corp	Les Kaufman
Company Name	Authorized Agent (Print)
101 Workman Ct	Les Kaufman
Address	Signature
Eureka, MO 63025	Sr. Account Manager
City/State/Zip Code	Title
314-543-4283	2/20/15
Telephone #	Date
Les.Kaufman@Cenveo.com	Tax ID #
E-mail	314-966-4725
	Fax #

WK

QUOTATION

Valid For 30 Days From Quote Date

February 20, 2015
Estimate: 158052

Jefferson County

We are pleased to submit the following quote as requested, based on the specifications provided:

Description:

2015 Real Estate Valuation Notices

90,000 page 1

90,000 page 2

90,000 #10 left window envelope

Sheet 1

8 1/2 x 11

60# White Offset

blk/0

Sheet 2

8 1/2 x 11

60# White Offset

blk/0

#10 OE

Standard Left Window

24# WW

blk/0

Mailing Services

Data Processing, Insert 2 sheets + furnished insert and prepare for mailing

Main Component

Quantity	90,000
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Total Price:	\$11,500.00
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THE ABOVE PRICES DO NOT INCLUDE TAX.

Les Kaufman





JEFFERSON COUNTY
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cblum@jeffcomo.org

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636-797-5380

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**Vendor
Information:**

Input Technology Inc Sam Farinella
Company Name Authorized Agent (Print)
4425 Hunt Ave A. Farinella
Address Signature
St Louis MO 63110 Account Manager
City/State/Zip Code Title
(314) 534-4375 2/24/15 43-1232726
Telephone # Date Tax ID #
SAM.FARINELLA@INPUTTECH.COM (314) 534-3285
E-mail Fax #

III

Response to the Proposal

Input Technology Inc. (ITI) will provide all data preparation, printing and mailing service required for all the drops of the Real Estate Valuation for Residential and Commercial Notices for a total cost of \$9,610. This includes all printing of envelopes, notices and letter insert for the mailing. All terms and conditions of the bid are agreed to.

Option 1:

If you would print the letter on the back of the notice the cost would drop to \$8,280.

Option to print Insert:

For Input Technology to print 90,000 2.75 x 8.5 inserts on 20lb bond one sided black is \$875.



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Vendor
Information:

MAIL COMMUNICATIONS GROUP x Terry Sedivec
Company Name Authorized Agent (Print)
9051 Watson Rd Ste 200 x [Signature]
Address Signature
St. Louis MO 63126 x COO
City/State/Zip Code Title
314-920-8891 2/12/2015 20-8732536
Telephone # Date Tax ID #
glk@mailcommunicationsgroup.com 515-246-1248
E-mail Fax #

Pricing:

Outgoing #10 single window envelope	\$0.026
Page 1 8 ½ x 11 laser - variable	\$0.019
Page 2 8 ½ x 11 black static	\$0.019
Printing and processing	\$0.041

We offer a cost saving alternative:

We would print page 2 as a backer on page 1. Requires duplex laser printing but eliminates the extra sheet of paper:

Outgoing #10 single window envelope	\$0.026
Page 1 8 ½ x 11	\$0.019
Duplex laser printing and processing	\$0.055
Shipping, secure, next day delivery to the Hillsboro Post Office	\$600.00



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<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
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**Vendor
Information:**

PRESORT Inc.	Ken Joyce
Company Name	Authorized Agent (Print)
5051 Southwest Avenue	
Address	Signature
St. Louis, MO 63110	Business Development Manager
City/State/Zip Code	Title
314-771-7678	431579295
Telephone #	Date Tax ID #
kjoyce@presortinc.com	314-771-6554
E-mail	Fax #



thinking **OUTSIDE** the Mailbox

Presort, Inc. - 5051 Southwest Ave - St. Louis, MO 63110-3427

Phone: (314) 771-7678 Fax: (314) 771-6554

Estimate

Estimate #: 38815

Est Date: 2/17/2015

CustCode: Jef005

CUSTOMER INFO

Attn: Terry Roesch
Jefferson County Assessor's Office
P.O. Box 100
Hillsboro MO 63050
Phone: (636) 797-5470 Fax: (636) 797-5470
Terms:

JOB INFO

Estimate # 38815

Account Rep: Ken Joyce
Email:
Job Name: 2015 Real Estate Valuation Notices
Data Due: Pstg \$ Due:
Material Due: Drop Date:

Qty	Description	Unit Price	Ext Price
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Data

1	Prepare Data and Sort per USPS -	0.00000	\$0.00
		SubTotal:	\$0.00

Print Services

90000	Supply Envelopes - #10 WW Envelope with Return address and Customer Permit	0.02714	\$2,442.96
90000	Valuation Notice - Laser Print 1 Color Black - 8.5" x 11", Simplex Print, Variable Print, Sign-off Required from Customer, Digital Sign-Off	0.03250	\$2,925.00
90000	Informational Letter - Laser Print 1 Color Black - 8.5" x 11", Simplex Print, Static, Sign-off Required from Customer, Digital Sign-Off	0.02700	\$2,430.00
		SubTotal:	\$7,797.96

Bindery

180000	Folding - 8.5" x 11", Letter Fold	0.00600	\$1,080.00
		SubTotal:	\$1,080.00

Mail

90000	Inserting - #10 Env (4 1/8" x 9 1/2"), (3) Three Inserts	0.02000	\$1,800.00
		SubTotal:	\$1,800.00

Postage

*Postage must be received 24 hours in advance of mail date

*This estimate is valid for 30 days and is subject to change based on review of 'live' data and material

Sub Total:	\$10,677.96
Tax:	\$212.05
Total Services:	\$10,890.01
Postage:	\$0.00
Total Incl. Postage:	\$10,890.01

Comments



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

Invitation for Bid: **REAL ESTATE VALUATION NOTICES** Date Issued: **1-26-15**
2015

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 24, 2015, AT 2:00 P.M. LOCAL TIME.

Specification

Contact:

CARY BLUM

Department of the Assessor

636-797-5462

cblum@jeffcomo.org

Contract

Contact:

VICKIE PRATT

Department of Administrative Services

636-797-5380

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)

**Mail (3) Three
Complete Copies
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Bid Information As
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Contract Term:

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<u>SOURCELINK OHIO, LLC</u>		<u>Robert L. Nesbit</u>
Company Name		Authorized Agent (Print)
<u>3303 WEST TECH ROAD</u>		<u>[Signature]</u>
Address		Signature
<u>MIAMI BURG, OH 45342</u>		<u>PRESIDENT</u>
City/State/Zip Code		Title
<u>937-619-4514</u>	<u>2/23/2015</u>	<u>20-2978994</u>
Telephone #	Date	Tax ID #
<u>RNESBIT@SOURCELINK.COM</u>	<u>937-885-8010</u>	
E-mail	Fax #	

Jefferson County Assessor's Office 2015 Real Estate Valuation Notices

Bidder: **SourceLink Ohio, LLC**

Line Items	Annual Units M	Bid per Unit	Bid per m	Total Bid
I. List Processing and Testing				
a) Data Processing	90	\$/M	8.00 \$	720
b) Preproduction Press and Mail Run	0	\$/M	\$	-
c) Systems Change/New Notice Files Validation	0	\$/M	\$	-
II. Printing, Imaging, Binding				
a) Daily Makeready/Set Up Charge	1	ea	250.00 \$	250
b) Notices: Simplex (face only) Laser Imaging	90	\$/M	12.10 \$	1,089
c) Inserts (#50 white offset, K/0, letterfold)	90	\$/M	14.94 \$	1,344
d) Mailout Envelope	90	\$/M	25.94 \$	2,334
III. Paper for Laser Notices				
a) White Offset Book (50#)	90	\$/M	9.11 \$	820
IV. Inserting and Mailing				
a) Trim, Fold, Insert Notice and 2 Inserts	90		15.00 \$	1,350
Total bid based on 90,000 notices mailed				
	90		87.86 \$	7,908

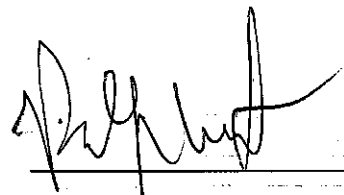
\$/ ea notice \$ 0.0879

Price does not include USPS Postage.

Postage will be paid via County's permit at Post Office in Hillsboro, MO

February 23, 2015

Submitted By:



Robert L. Nesbit
President
SourceLink Ohio, LLC
3303 West Tech Road
Miamisburg, OH 45342


SOURCELINK.
Connecting Data, Design & Delivery



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

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2015

Date Issued: 1-26-15

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**Specification
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CARY BLUM
 Department of the Assessor
 636-797-5462
 cblum@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

**Mail (3) Three
Complete Copies
With Vendor And
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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)

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**Vendor
Information:**

SPECIALTY MAILING

Company Name

PAUL SCHMIDT

Authorized Agent (Print)

2801 CLARK AVENUE

Address

Paul Schmidt

Signature

ST. LOUIS, MO 63103

City/State/Zip Code

SALES & MARKETING MANAGER

Title

(314) 534-4599

Telephone #

2/20/15

Date

43-1701317

Tax ID #

PAUL @ SPECIALTY MAILING, COM

E-mail

(314) 534-4707

Fax #

Printing of 2015 Real Estate Valuation Notices

Specifications:

Residential Notices

90,000 Page 1 (1) 8.5 x11 sheet on #20 Text, Black Ink one side
Personalized Data Provided by Jefferson County via Electronic
Media.

Cost \$.03/ea

90,000 Page 2 (1) 8.5 x 11 sheet of generic sheet on #20 Text,
Black Ink one side.

Cost \$.022/ea

90,000 Number #10 window envelopes. #24 white wove
Black ink for return address and permit. Return service.

Cost \$.028/ea

Printing/Processing/Inserting /Sorting

Cost \$.03/ea

Transportation per drop to USPS Hillsboro

Cost \$150.00/Drop

PLEASE COMPLETE FORM AND RETURN TO CONTRACTS AND GRANTS. FAX 636-797-5067 OR EMAIL:

vpratt@jeffcomo.org, msauer@jeffcomo.org, and elawson@jeffcomo.org

CALL WITH ANY QUESTIONS: 636-797-5380

AWARD BID			
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.			
DATE	03/31/2015	DEPARTMENT	Assessor Office (Real Estate Department)
CONTACT NAME	Cary Blum	PHONE NUMBER	(636) 797-5462
BID NAME	Real Estate Valuation Notices	BID OPENING DATE	01/26/2015
TIME SENSITIVE	If yes, explain:		
AWARD BID TO:	Input Technology, Inc.		
ANNUAL EXPENDITURE	\$ 8,280.00		
ACCOUNT STRING(S) TO CHARGE	210-0150-5201		
TERM OF CONTRACT			
COMMENTS	Input Technology, Inc. was the lowest bidder and met all		
	qualifications outlined in bid.		

From: Michelle Dollar/JEFFCO
To: Vickie Pratt/JEFFCO@JEFFCO
Cc: Terry Roesch/JEFFCO@JEFFCO

Date: Friday, March 27, 2015 02:11PM
Subject: Re: Fw: Re: AWARD FORM

Thank you for speaking with my on the phone and clarifying. The amount is \$8,280.00. Have a great weekend.

Michelle Dollar

Administrative Assistant
Department of the County Assessor
Phone: 636-797-5396 Fax: 636-797-5470
MDollar@Jeffcomo.org



please consider the environment - do you really need to print this email?

-----Vickie Pratt/JEFFCO wrote: -----

To: Michelle Dollar/JEFFCO@JEFFCO
From: Vickie Pratt/JEFFCO
Date: 03/27/2015 02:06PM
Cc: Terry Roesch/JEFFCO@JEFFCO
Subject: Re: Fw: Re: AWARD FORM

The estimated amount of money that you think you will need to pay the company for the services that they are providing.

Have a great day!

Vickie Pratt
General Services/Contracts & Grants Manager
County of Jefferson
729 Maple Street
PO Box 100
Hillsboro, MO 63050
Phone: (636)797-5380
Fax: (636)797-5067
E-mail: vpratt@jeffcomo.org

-----Michelle Dollar/JEFFCO wrote: -----

To: Vickie Pratt/JEFFCO@JEFFCO
From: Michelle Dollar/JEFFCO
Date: 03/27/2015 01:59PM
Cc: Terry Roesch/JEFFCO@JEFFCO
Subject: Re: Fw: Re: AWARD FORM

Hi Vickie, the account string is: 210-0150-5201 "Contractual Services". Can you clarify what

you mean by "estimated annual expenditure"? Reassessments are done every odd year, however, the last reassessment we have done was in 2007.

Michelle Dollar

Administrative Assistant
Department of the County Assessor
Phone: 636-797-5396 Fax: 636-797-5470
MDollar@Jeffcomo.org



please consider the environment - do you really need to print this email?

-----Cary Blum/JEFFCO wrote: -----

To: Michelle Dollar/JEFFCO@JEFFCO, Terry Roesch/JEFFCO@JEFFCO
From: Cary Blum/JEFFCO
Date: 03/27/2015 01:55PM
Subject: Fw: Re: AWARD FORM

-----Forwarded by Cary Blum/JEFFCO on 03/27/2015 01:54PM -----

To: Cary Blum/JEFFCO@JEFFCO
From: Vickie Pratt/JEFFCO
Date: 03/27/2015 01:49PM
Subject: Re: AWARD FORM

Cary,

I need the estimated annual expenditure and the account string that it will come from.

Thanks!

Have a great day!

Vickie Pratt
General Services/Contracts & Grants Manager
County of Jefferson
729 Maple Street
PO Box 100
Hillsboro, MO 63050
Phone: (636)797-5380
Fax: (636)797-5067
E-mail: vpratt@jeffcomo.org

-----Cary Blum/JEFFCO wrote: -----

To: Vickie Pratt/JEFFCO@JEFFCO
From: Cary Blum/JEFFCO
Date: 03/27/2015 12:37PM
Subject: Re: AWARD FORM

Good Afternoon,

Here is the Award Bid hope I did it right let me know if not. Have a great weekend !

Thank you,

Cary

-----Vickie Pratt/JEFFCO wrote: -----

To: Cary Blum/JEFFCO@JEFFCO

From: Vickie Pratt/JEFFCO

Date: 03/26/2015 11:18AM

Subject: AWARD FORM

Cary,

Attached is the award form to complete for the bid.

Let me know if you need anything else.

Have a great day!

Vickie Pratt

General Services/Contracts & Grants Manager

County of Jefferson

729 Maple Street

PO Box 100

Hillsboro, MO 63050

Phone: (636)797-5380

Fax: (636)797-5067

E-mail: vpratt@jeffcomo.org

[attachment "AWARD BID-new.pdf" removed by Cary Blum/JEFFCO]

[attachment "AWARD BID-new.pdf" removed by Vickie Pratt/JEFFCO]

[attachment "AWARD BID-new.pdf" removed by Michelle Dollar/JEFFCO]



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

EXHIBIT

A

Invitation for Bid: **REAL ESTATE VALUATION NOTICES**
2015

Date Issued: **1-26-15**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 24, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

CARY BLUM
Department of the Assessor
636-797-5462
cblum@jeffcomo.org

**Contract
Contact:**

VICKIE PRATT
Department of Administrative Services
636-797-5380

SAMPLE ENVELOPE

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

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:**

Input Technology Inc Sam Farinella
Company Name Authorized Agent (Print)
4425 Hunt Ave A. Farinella
Address Signature
St Louis MO 63110 Account Manager
City/State/Zip Code Title
(314) 534-4375 2/24/15 43-1232726
Telephone # Date Tax ID #
SAM.FARINELLA@INPUTTECH.COM (314) 534-3285
E-mail Fax #

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Specifications	Page 11

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. **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)**
5. **Cooperative Bid Form (last page)**
6. **All pages of the Invitation for Bid/Request for Proposal must be used when submitting your bid/proposal response along with initialing each page with the bid/proposal. Additional information may be included separately.**
7. **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**

SF

1.0 BID REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes "BIDDER" INITIALS: _____"

1.1 BID SUBMISSION:

Submit bid form in original (one original) and two (two copies) with all 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).

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. **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 Missouri.

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 Sam Farinella (Name of Business Entity Authorized Representative) as Account Manager (Position/Title) first being duly sworn on my oath, affirm Input Technology 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 Real Estate Valuation Notices 2015 (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 Input Technology 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 Real Estate Valuation Notices 2015 (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

SAM FARINELLA
Printed Name

Account Manager
Title

2/9/15
Date

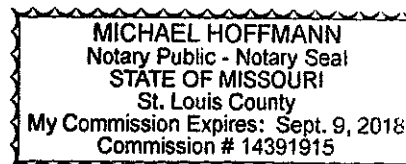
Subscribed and sworn to before me this 9th of FEBRUARY 2015. I am
(DAY) (MONTH, YEAR)

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

MISSOURI and my commission expires on 9/9/2018.
(NAME OF STATE) (DATE)

Michael Hoffmann
Signature of Notary

2/9/2015
Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that Input Technology 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.

Sam Fasanello

Authorized Business Entity
Representative's Name
(Please Print)

A. Fasanello

Authorized Business Entity
Representative's Signature

Input Technology Inc

Business Entity Name

2/24/15

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) 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).



Jefferson County Assessor's Office

P.O. Box 100
Hillsboro, MO 63050
1-800-748-3456

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

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

MEMO

Date: January 26, 2015

To: Contracts and Grants

From: Terry L Roesch
Department of the County Assessor

RE: 2015 REAL ESTATE VALUATION NOTICES INVITATION TO BID

I am requesting the bid process for the printing and mailing of the 2015 valuation notices begin as soon as possible.

Beginning April 1, 2015 through May 15, 2015 the Department of the County Assessor's Office will mail approximately 90,000 notices.

The material requirements are as follows:

RESIDENTIAL NOTICES	90,000 page 1
	90,000 page 2
	90,000 #10 window envelopes

Bid specifications are as follows:

Page one (1) An 8 ½ x 11" valuation notice is to be printed with the name, address, and other specific information to be supplied to the vendor via electronic media, and formatted as shown in the enclosed sample. Final appearance and text are subject to change.

Page two (2) An 8 ½ x 11" informational letter that is to be printed and mailed with the valuation notice (page 1). The exact text will be provided upon awarding of the bid. A copy of the previous year is attached.

#10 window envelopes with printed return address, postage permit number, and RETURN SERVICE CORRECTED information.

Inserts A special message insert, approximately 3 ½ x 8 ½" will be provided from the Assessor's Office, to be inserted with each notice.

All printing will be laser quality.

The following items must display the seal of the Department of the County Assessor's Office, along with the appropriate name & address: (page 1, page 2 and #10 window envelope).

Approval of proofs is required on all forms before final printing.

The residential notices will be mailed in 3 to 4 separate lots. Specific requirements for each mailing must be coordinated with the Assessor's Office. Commercial notices will be mailed separately from the residential mailings. The time frame to complete all mailings will be May 15, 2015 unless otherwise approved by the Assessor.

The successful bidder will process the data on compatible media to add carrier routes and postal bar codes with the address, and prepare all USPS documentation to support presort, carrier route, and automated mailing for each mailing.

All mail must be prepared for pre-sort mailing to provide Jefferson County with the best postage discount possible. All mail pieces are to be in mail trays and delivered to the Hillsboro Post Office for mailing

The successful bidder will coordinate the postage due through the Hillsboro Missouri Post Office and the Jefferson County Purchasing Department, and notify the Assessor's Office of the date and time of each mail drop.

Any transportation and handling fees to the Hillsboro, Missouri Post Office must be specifically outlined in the bid.

The Assessor's Office may terminate the whole or any part of the agreement if the successful bidder 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 the excess cost of such items, provided the failure of the supplier has not arisen out of causes beyond the control of the supplier.

References may be required.

Attached please find sample copies of each form. There will be slight changes in the layout and text, however the forms will remain the same size.

If you have any questions please contact Cary Blum at 636-797-5462.



Terry L. Roesch
Jefferson County Assessor

Department of the County Assessor
PO Box 100
Hillsboro, MO 63050
www.jeffco.org

Real Estate
636-797-5486
Fax: 636-797-5470
Personal Property
636-797-6343
Fax: 636-797-5083
Mapping
636-797-6460

1/26/2015

WILLIAMS JON D & BRITTANY
368 KEYSTONE DR
FENTON, MO 63026

MAP PARCEL NUMBER
02-1.0-02.0-4-001-053

Legal Description:

WINTER VALLEY 3 LOT 346

School
Fire
Ambulance
City

FOX SCHOOL
SALINE VALLEY FIRE
ROCK AMBULANCE

CALCULATED ACRES 0.2500

PROPERTY CLASS	2015 REAL ESTATE VALUE	PERCENTAGE	2015 ASSESSED VALUE
RESIDENTIAL	168,500	0.19	32,000
AGRICULTURAL	0	0.12	0
COMMERCIAL	0	0.32	0
TOTAL	168,500		32,000

PREVIOUS ASSESSED VALUE 32,000

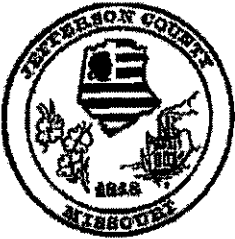
THIS IS NOT A TAX BILL

NOTICE OF CHANGE IN ASSESSED VALUE OF REAL PROPERTY

If you have questions regarding this notice that are not explained on page 2, please call the Assessor's Office within 10 days. When calling, please refer to the map parcel number listed above. Do not wait until a tax bill is received.

NOTICE TO TAXPAYER: IF YOUR ASSESSED VALUE HAS INCREASED, IT MAY INCREASE YOUR REAL PROPERTY TAXES WHICH ARE DUE DECEMBER THIRTY-FIRST. IF YOU DO NOT AGREE THAT THE VALUE OF YOUR PROPERTY HAS INCREASED, YOU MUST CHALLENGE THE VALUE ON OR BEFORE THE SECOND MONDAY IN JULY BY CONTACTING YOUR COUNTY ASSESSOR.

THE TRUE VALUE OF REAL ESTATE IN JEFFERSON COUNTY WHICH IS TOTALLY OR PARTIALLY EXEMPT FROM AD VALOREM TAXATION PURSUANT TO SECTIONS 99.800 TO 99.860 RSMO: SECTIONS 135.200 TO 135.255 RSMO: SECTION 353.110 RSMO: IS \$19,207,800. A LIST OF SUCH PROPERTIES IS AVAILABLE UPON REQUEST AT THE JEFFERSON COUNTY ASSESSOR'S OFFICE.



**NOTICE OF CHANGE IN ASSESSED VALUE
OF REAL PROPERTY
(CONTINUED FROM PAGE 1)**

BELOW ARE SOME COMMONLY ASKED QUESTIONS.

WHAT IS THE PURPOSE OF THIS NOTICE?

You are receiving this notice because of a change in the assessed value of your real estate. Missouri law requires assessors to reassess all properties within their respective counties every two years. This notice reflects the results of that process.

HOW DOES THE ASSESSOR'S OFFICE VALUE PROPERTY?

Property values are determined by estimating the market value of the property. Market value represents what a typical well-informed purchaser would be willing to pay. Some factors that are considered are: what similar properties are selling for, what it would cost to replace your property, what rent it may earn, and other factors that affect the market.

HOW CAN MY ASSESSMENT CHANGE WHEN I HAVEN'T DONE ANYTHING TO MY PROPERTY?

General economic conditions such as interest rates, inflation rates, and supply and demand, will influence the value of real estate. As property values change in the market place, those changes must be reflected in the valuation of your property.

HOW DO I KNOW IF MY ASSESSMENT IS CORRECT?

You should first attempt to decide for yourself what your property is worth. You can do this by looking at area sales, and contacting real estate professionals. It is important to remember that the assessor does not create the market value, but rather interprets what is happening in the market place.

WHAT DO I NEED TO DO?

If you are satisfied with the value assigned by the Assessor's Office, no response is necessary. However, if you are not in agreement with the value placed on your property by the Assessor's Office, you should call or write the Assessor's Office immediately (see page 1 for details). If after discussing your value with the Assessor's Office you are still not satisfied, you may appeal to the Board of Equalization. Appeals to the Board of Equalization can be made by contacting the County Clerk's Office at 636-797-6250. The necessary forms for an appeal to the Board of Equalization must be filed with the County Clerk's Office, no later than the third Monday in June.

HOW WILL MY TAXES CHANGE AS A RESULT OF THE NEW ASSESSMENT?

The actual amount of your taxes can only be determined after the tax rates (levies) are set by the taxing entities (school, fire, ambulance, etc). Levies fluctuate yearly depending on roll back provisions or voter approved increases. Please keep in mind that the Assessor's Office is only responsible for determining the value of your property and has no control over the tax rate.

HOW ARE THE TAXES I PAY USED?

Your tax dollars are distributed to various taxing entities (i.e. school, fire, ambulance, college, road, mental health, bridge, handicapped, etc). These entities and the amounts they receive from your tax dollars are listed on the right side of your annual tax bill.

ARE THERE PROGRAMS AVAILABLE TO ASSIST SENIOR CITIZENS?

There is a property tax credit program available to qualified senior citizens and individuals that are 100% disabled and pay rent or real estate property taxes. The maximum allowable income level is \$34,000 per married couple, and \$30,000 for all others. To find out more about the program, which is administered by the state of Missouri, you may call 1-800-243-6060.

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2015:

Input Technology Inc.
Company Name

County of Jefferson, State of Missouri

Sam Farnella
Signature

Sam Farnella
Print

Kenneth B. Waller
Kenneth B. Waller County Executive

Company Address: _____

4425 Hoot Ave

St Louis MO 63110

Phone: (314) 534-4375

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

COOPERATIVE BID FORM

Bid Name: Real Estate Valuation Notices

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: \$ 125

BY: SAM FARINELLA

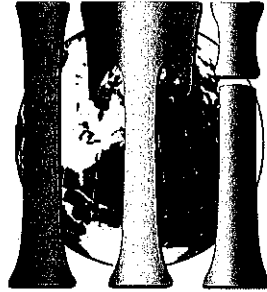
TITLE: Account Manager

COMPANY: Input Technology

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone (314) 534-4375 E-mail SAM.FARINELLA@INPUTECH.COM

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



Input Technology, Inc.

4425 HUNT AVE
ST. LOUIS, MO 63110
(314) 534-4375

Jefferson County Real Estate Valuation Notices 2015

Submitted by:

**Sam Farinella
Account Representative**

February 24, 2015

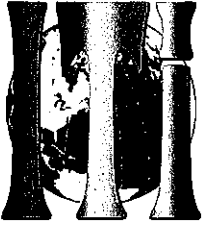
Table of Contents

I. Cover Letter

II. Experience Qualifications, and Capacity

III. Response to the proposal

I
Cover Letter



Input Technology, Inc.

4425 HUNT AVE
ST. LOUIS, MO 63110
(314) 534-4375

February 24, 2015

**Cary Blum
Assessor's Office
Jefferson County
729 Maple Street
Hillsboro, MO 63050**

Dear Cary:

Input Technology Inc. (ITI) requests the opportunity to continue our partnership with Jefferson County Government on providing the services of printing and mailing your real estate valuation notices. ITI has been providing these services for over 25 years for local and regional governments and companies.

We are experts in the world of data, printing and mailing. Our mission is to help our customers reduce their costs and worries, by improving the services they are provided. By competing aggressively against ourselves to constantly improve and by staying on the cutting edge of technology, our customers receive unequalled service excellence.

One of the many advantages our customers receive is on-time and on-budget data services. By partnering with us, our customers are free to focus on more important matters. We grow our business when our clients grow theirs. I'm confident that we will continue be a valuable source for all of your data, printing and mailing needs and I look forward to working with you again this year.

Sincerely,

A handwritten signature in black ink, appearing to read "Sam Farinella", is written over a horizontal line.

**Sam Farinella
Account Representative**

II

Experience Qualifications and Capacity

For over 25 years ITI has made its reputation on serving some of the most respected organizations in and around St. Louis with on-time, on-budget data services. We started providing data entry over 25 years ago and quickly expanded in to statement, invoice, billing and direct mail processing and black and white laser printing. Recently we've expanded into full color digital processing and printing as well as E-marketing

ITI is a full service data processing and printing service provider. We provide services like data entry, data/media conversions as well as many different forms of printing services black and white to full color, cut sheet to continuous feed style. We are a medium sized company with large company capabilities and small company personalized service. ITI currently produces 1.5 million – 3 million images a month, with the capacity to grow that volume.

Here is a list the key employees to be assigned to the county's account and a brief resume for each

Sam Farinella – Account Representative

Over 11 years of account support in both the sales and technical roles. Has work with many St. Louis area and regional corporations and government accounts on billing and statement processing. i.e. Franklin County/ MSD / Enterprise Rent a Car / MFA Oil / Citi-Financial

Steve Schaefering – Project Manager

Over 5 years of data processing support and development. Manages entire project, coordinating software, hardware, client and all vendor activity, achieving a smooth, timely conclusion of all projects.

Brendan Monroe – Lead Systems Analyst

Over 3 years of lead systems development in the billing and direct marketing environment. Participate in the full life cycle of development interacting with technical and non-technical staff to achieve client request.

Nancy Woodall – Production Coordinator

Over 15 years of scheduling and coordinating production jobs. Also handles onsite and offsite inventory levels and business partner relationships.

REFERENCES:

1) Name of Company:	St Charles County
Address:	201 North Second Street
City, State Zip:	St. Charles, MO 63301
Name of Contact:	Brenda Muschany
Telephone Number:	(636) 949-7442
Start / Stop Date:	2/2005 - Current
Type of Work:	Print and Mail Real Estate Assessments also PP and Tax.
Volume:	150,000 Annually

2) Name of Company: Metropolitan Sewer District
Address: 2350 Market St.
City, State Zip: St. Louis, MO 63103
Name of Contact: Stacey Willoughby
Telephone Number: (314) 768-6358
Start / Stop Date: 5/2003 - Current
Type of Work: Compose daily bills, print and mail.
Volume: 430,000 Monthly

3) Name of Company: Jefferson County - Illinois
Address: 100 South 10th Street Rm 100
City, State Zip: Mt Vernon, IL 62864
Name of Contact: Debbie Marlow
Telephone Number: (618) 244-8010
Start / Stop Date: 1999 - 2009
Type of Work: Print and mail annual real estate, personnel property tax and property reassessments.
Volume: 30,000 Annually

4) Name of Company: Clay County
Address: 1 Courthouse Square
City, State Zip: Liberty, Mo 64068
Name of Contact: Shelley Tevis
Telephone Number: (816) 407-3515
Start / Stop Date: 2005 - Current
Type of Work: Print and mail annual real estate, personnel property reassessments.
Volume: 110,000 Annually

5) Name of Company: McLean County
Address: 115 E. Washington Street
City, State Zip: Bloomington, IL 61702
Name of Contact: Rebecca McNeil
Telephone Number: (309) 888-5296
Start / Stop Date: 2006 - Current
Type of Work: Print and mail annual tax statements.
Volume: 55,000 Annually

III

Response to the Proposal

Input Technology Inc. (ITI) will provide all data preparation, printing and mailing service required for all the drops of the Real Estate Valuation for Residential and Commercial Notices for a total cost of \$9,610. This includes all printing of envelopes, notices and letter insert for the mailing. All terms and conditions of the bid are agreed to.

Option 1:

If you would print the letter on the back of the notice the cost would drop to \$8,280.

Option to print Insert:

For Input Technology to print 90,000 2.75 x 8.5 inserts on 20lb bond one sided black is \$875.



CERTIFICATE OF LIABILITY INSURANCE

INPUT-1

OP ID: BW

DATE (MM/DD/YYYY)
01/02/2015

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
William C. Wittenberg
C.J. Thomas Company, Inc.
800 Market Street, 18th Floor
St. Louis, MO 63101
William C. Wittenberg

Phone: 314-231-1717
Fax: 314-231-4482

CONTACT NAME:

PHONE (A/C, No, Ext):

FAX (A/C, No):

E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Accident Fund Insurance Co.

10166

INSURER B: Cincinnati Insurance Company

10677

INSURER C: Hartford Insurance Co.

22357

INSURER D:

INSURER E:

INSURER F:

INSURED Input Technology
1470 Monroe Properties LLC
Attn: Don Monroe
1470 Vandeventer
St. Louis, MO 63110

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			CPP0839574	05/02/2014	05/02/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 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 Emp Ben. \$ 1,000,000
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			84UECRY0200	05/02/2014	05/02/2015	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 \$ 10,000			CPP0839574	05/02/2014	05/02/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCV5011837	05/02/2014	05/02/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Property Section			CPP0839574	05/02/2014	05/02/2015	

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

CERTIFICATE HOLDER

CANCELLATION

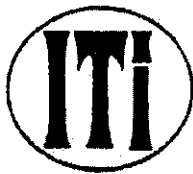
JEFFCO3

Jefferson County
P. O. Box 100
Hillsboro, MO 63050

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

© 1988-2010 ACORD CORPORATION. All rights reserved.



Input Technology, Inc.

4425 HUNT AVE
ST. LOUIS, MO 63110
(314) 534-4375
(314) 534-3285 Fax

To: Vickie Pratt

From: Sam Farinella

Date: 3/27/15

This is a notice that:

Input Technology, Inc.
4425 Hunt Ave
St. Louis, MO 63110

Input Technology, Inc. does not owe any Personal Property or Real Estate taxes in Jefferson County. All of our property is located in St. Louis City. I look forward to working with you on this upcoming project. If you need any other information please don't hesitate to ask.

Thank,


Sam Farinella

