

BILL NO.: 16-1210

ORDINANCE NO.: 16- 0581

INTRODUCED BY: COUNCIL MEMBER (s) Reuter

1 **AN ORDINANCE AWARDDING BIDS FOR CERTAIN PRODUCTS AND**
2 **SERVICES TO THE LOWEST AND BEST BIDDERS AS REFLECTED IN THE**
3 **RESPONSES TO CERTAIN INVITATIONS FOR BID AND REQUESTS FOR**
4 **PROPOSALS FOR GENERAL VETERINARIAN SERVICES 2017; AND**
5 **AUTHORIZATION FOR THE COUNTY EXECUTIVE TO EXECUTE ANY**
6 **NECESSARY AGREEMENTS OR CONTRACTS TO EFFECTUATE THE**
7 **AWARD OF THE BIDS AND PROPOSALS.**

8 **WHEREAS**, Jefferson County, Missouri, (hereafter, the "County") in response to
9 certain Invitations for Bid and Requests for Proposals issued by the County received bids
10 and proposals for the following items or services:

11 BID NAME

12 General Veterinarian Services 2017

13 NUMBER OF BIDS RECEIVED

14 4

15 DATE OF BID OPENING

16 11-8-2016

17 **WHEREAS**, after reviewing the bids and proposals set forth above, the
18 Department of County Services and Code Enforcement, Division of Animal Control has
19 determined that certain bids and proposals represent the lowest and best bid for the

FILED

DEC 16 2016

WES WAGNER
COUNTY CLERK OF JEFFERSON COUNTY, MO

respective items or services and met the bid or proposal specifications issued by the County; and

WHEREAS, the Jefferson County, Missouri, Council finds it is in the best interest of the County to award the bids and proposals to St. Louis Veterinary Center, Arnold Animal Hospital, Ivan Animal Hospital and Animal House Veterinary for a term from 1-1-17 to 12-31-17 upon approval by the County Council and County Executive for the total amount up to **\$25,000.00** subject to budgetary limitations.

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

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

BID NAME

General Veterinarian Services 2017

TERM

1-1-17 to 12-31-17

Upon approval by the County Council and County Executive

AMOUNT

Up to \$25,000.00

subject to budgetary limitations

AWARDED BIDDERS

1 St. Louis Veterinary Center (A1)

2 Arnold Animal Hospital (A2)

3 Ivan Animal Hospital (A3)

4 Animal House Veterinary (A4)

5 Section 2. The Jefferson County, Missouri, Council hereby authorizes the
6 County Executive to execute the agreement incorporated by Reference as Exhibit "A1
7 through A4" and any agreements or contracts necessary to effectuate the award of the bids
8 and proposals set forth in this Ordinance. The County Executive is further authorized to
9 take any and all actions necessary to carry out the intent of this Ordinance. An unexecuted
10 copy of the Agreement is attached hereto as Exhibit "A" and incorporated herein, by
11 reference.

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

16 Section 4. This Ordinance shall be in full force and effect from and after its
17 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
18 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

yes

Council Member District 2, Renee Reuter

yes

Council Member District 3, Robert Boyer

yes

Council Member District 4, George Engelbach

yes

Council Member District 5, Oscar J. "Jim" Kasten

yes

Council Member District 6, Cliff Lane

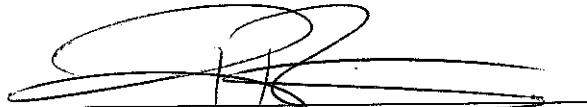
yes

Council Member District 7, James Terry

yes

THE ABOVE BILL ON THIS 12th DAY OF December, 2016:

✓ **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 13TH DAY OF DECEMBER, 2016.

THIS BILL WAS _____ VETOED AND RETURNED TO THE
JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS
BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF
_____, 2016.

Kenneth B. Waller
Kenneth B. Waller, Jefferson County, Missouri, Executive

ATTEST:

Wes Wagner
Wes Wagner, County Clerk

BY: Katherine E. Missey

First Reading: 12-12-2016



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

EXHIBIT

A1

Invitation for Bid: **GENERAL VETERINARIAN SERVICES**
2017

Date Issued: **10-3-2016**

BIDS SHALL BE ACCEPTED UNTIL: **TUESDAY, NOVEMBER 8, 2016, AT 2:00 P.M. LOCAL TIME.**

Specification
Contact:

JAMES "J.T." TAYLOR
Department of Animal Control
636-797-5023
jtaylor@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:

ST LOUIS VET CENTER DAWN HEILBERG
Company Name Authorized Agent (Print)
1611 So Grand BLVD Dawn Heilberg
Address Signature
ST LOUIS, Mo 63104 Bidder
City/State/Zip Code Title
314-773-6400 11-1-16 43-1881554
Telephone # Date Tax ID #
PHILIP.DUM@SBC.GLOBAL.NET 314-773-6450
E-mail Fax #

PW

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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)~~ *M*
- 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**



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1.0 BID REQUIREMENTS

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

1.1 BID SUBMISSION:

Submit bid form in 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.

PW

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) 797-5380, 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.

1.10 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) 797-5380, 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 statues 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.

2.6 NON-EXCLUSIVE AGREEMENT:

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

2.7 DEFINITIONS:

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

2.8 INSPECTION, ACCEPTANCE AND APPROVALS:

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

2.9 WARRANTY:

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

2.10 PAYMENT:

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

2.11 CHANGE ORDER:

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

2.12 DELIVERIES:

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

2.13 RESPONSIBILITY FOR SUPPLIES:

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

2.14 SUBCONTRACTS:

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

2.15 CHOICE OF LAW:

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

2.16 TERMINATION:

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

2.17 NOTICE AND SERVICE THEREOF:

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

2.18 CONTRACT TERM:

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

2.19 COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended, including provisions of the Home Rule Charter of Jefferson County, Missouri requiring all workers performing work under any contract with Jefferson County be paid a wage that is at least the prevailing hourly rate of wages for work of a similar character in Jefferson County.

2.20 ACTS OF GOD:

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

2.21 SELLER'S INVOICES:

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

2.22 APPROVAL:

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

2.23 RENEWAL OPTION:

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

Indicate: ☐ Individual: ☐ Partnership: ☐ Corporation.

2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Incorporated in the State of _____.

2.25 LITIGATION:

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

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

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.

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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 P. WAGENKNECHT (Name of Business Entity Authorized Representative) as OWNER (Position/Title) first being duly sworn on my oath, affirm St. Louis VETERINARY CENTER (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 VETERINARY SERVICES (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that St. Louis VET. CENTER (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 VET. SERVICES (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

P. WAGENKNECHT
Printed Name

OWNER
Title

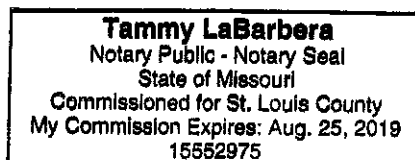
Oct. 31, 2016
Date

Subscribed and sworn to before me this 31st of 10, 2016 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 August 25, 2019
(NAME OF STATE) (DATE)

[Signature] 10/31/16
Signature of Notary Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that St. Louis Veterinary Center (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.

P. WAGENKNECHT

Authorized Business Entity
Representative's Name
(Please Print)

P. Wagenknecht

Authorized Business Entity
Representative's Signature

St. Louis VETERINARY Center
Business Entity Name

Oct. 31, 2016
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).

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that St. Louis Veterinary Center (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.

P. WAGENKNECHT

Authorized Business Entity
Representative's Name
(Please Print)

P. Wagenknecht

Authorized Business Entity
Representative's Signature

St. Louis VETERINARY Center
Business Entity Name

Oct. 31, 2016
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:

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(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).

SPECIFICATIONS

General Veterinarian Services Bid Specifications

Name of Veterinarian:	
Business address:	
Business phone and fax numbers:	
State of Missouri Veterinarian License No.	

Sterilization of Animals

Dogs over 4 months of age

\$70.00 per dog

Cats over 4 months of age

\$70.00 per cat

Instructions: This fee is all inclusive for sterilization service fees. When abnormal or unusual medical circumstances exist, which would result in more intense levels of care or service, additional fees may be charged only with the prior approval of the Animal Control Manager.

Bidding Information: The Veterinarian shall provide spay or neuter sterilizations of dogs and cats from the County at the rate indicated above per dog and per cat sterilization performed. The County will contact the Veterinarian for a sterilization appointment and shall deliver the animal to the Veterinarian's private practice office on the morning of the animal's scheduled surgery. The animal's owner will take possession of the animal from the Veterinarian's private practice office, following the procedure.

General Health Examination

DHLPP+ CVK, if needed

\$14.00 per puppy

FVRCP-C, if needed

\$14.00 per kitten

Intra-Nasal Bordatella

\$14.00 per dose

Rabies vaccinations, if needed

\$12.00 per animal

Heartworm Test

\$21.00 per animal

Fecal Examination

\$ 7.00 per animal

Feline Leukemia Test

\$30.00 per cat

Microchip, if requested by Animal Control

\$ 5.00 per animal

Instructions: When animals are brought to the veterinarian's office from the Animal Control Center as part of an adoption, examination and treatment which exceed those indicated above must be approved by the animal's adoptive owner and will be paid by the adoptive owner. Services provided to animals delivered to the veterinarian's office by rescue groups will not be paid by the Animal Control Center.

Bidding Information:

- A. The Veterinarian shall provide General Health Examinations and Vaccinations, as needed, at the rates indicated above.
- B. The Veterinarian may provide any additional vaccinations as recommended to and/or requested by the animal's new owner, at rates determined by the Veterinarian and billed to the new owner.
- C. The County shall, whenever possible, microchip, de-worm, and administer initial DHLPP+CVK or FVRCP+C, and rabies vaccinations, to all animals prior to delivering the animal to the Veterinarian. The County will provide all available medical records to the Veterinarian when the animal is transported for sterilization or examination.

Office Visit, Examinations, Treatments and Euthanasia Services

Office Visit at Veterinarian's Private Practice

\$35.00 per office visit

Euthanasia services

\$15.00 per animal

Instructions: This "office-visit" fee will be charged once per office visit, per animal delivered for examination and treatment, and once per animal or group of animals delivered for euthanasia. Fees for examination and treatment will vary based on the animal's condition and needs. Examinations and treatment estimated to exceed \$500.00 must be approved by the Animal Control Manager prior to beginning the treatments. The euthanasia fee should be a flat fee that will reflect the combined costs of euthanasia solution, supplies and administration of the solution per animal euthanized.

[Handwritten Signature]

Bidding Information:

A. Sick or injured animals brought into the Veterinarian's private practice office will be examined at the "office-visit" rate indicated above. The Veterinarian shall provide emergency medical examinations and treatments not to exceed the amount of \$500.00, report the findings to the Animal Control Manager and offer a recommended course of action. The Animal Control Manager will make the decision on a course of action based on the recommendation of the Veterinarian and County budgetary considerations, to provide treatments in excess of \$500.00.

B. An animal or group of animals delivered to the Veterinarian's private practice for euthanasia services shall be constitute one "office-visit."

C. The Veterinarian shall provide euthanasia of animals for the County. The County shall deliver the animal(s) to the Veterinarian's Private Practice, when scheduled and the Veterinarian shall euthanize the animal(s) at the per-animal euthanized rate indicated above. This rate shall include the cost of any man-hours, sedatives and controlled substances necessary to perform euthanasia.

Please check which euthanasia services can be provided:

Humane euthanasia of sick or injured animals:

Humane euthanasia due to public safety threat:

Humane euthanasia of feral cats (animals):

Humane euthanasia of wild, rabies suspect animals

Humane euthanasia for shelter population control

✓
✓
✓
✓
✓

Additional Information:

Instructions: The following information will be including in the contract. These items do not require bidding, but are provided for the veterinarian's knowledge when considering their bid.

Bidding Information:

1. The Veterinarian shall apply for and obtain an Animal Care Facilities Act license from the Missouri Department of Agriculture prior to rescuing animals from the County and placing said animals up for adoption or rescue through the Veterinarian's Private Practice.
2. Veterinarian understands that this is not an exclusive contract. The County reserves the right to enter into multiple contracts for veterinary services.
3. The term of this agreement is for one year from the date of its execution. The County may extend the length of the term of this agreement for an additional one year term. Any extension must be approved by the County in writing. This agreement may be terminated by either party by providing thirty (30) days written notice to the other party.
4. Both the County and the Veterinarian agree that the Veterinarian will act as an independent contractor in the performance of its duties under this agreement. Accordingly, the Veterinarian shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the Veterinarian's activities in accordance with this agreement, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.
5. The Veterinarian shall not assign any rights or delegate any duties under this agreement without the express written consent of the County.

Additional information: _____

PSH

Bidding Information:

A. Sick or injured animals brought into the Veterinarian's private practice office will be examined at the "office-visit" rate indicated above. The Veterinarian shall provide emergency medical examinations and treatments not to exceed the amount of \$500.00, report the findings to the Animal Control Manager and offer a recommended course of action. The Animal Control Manager will make the decision on a course of action based on the recommendation of the Veterinarian and County budgetary considerations, to provide treatments in excess of \$500.00.

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✓
✓
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✓
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5. The Veterinarian shall not assign any rights or delegate any duties under this agreement without the express written consent of the County.

Additional information: _____

PSK

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2016:

St. Louis Vet. Center
Company Name

County of Jefferson, State of Missouri

Signature

Kenneth B. Waller
Kenneth B. Waller County Executive

Print

Company Address: _____

1611 So. Grand
St. L MO 63104

Phone: 314-773-6400

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: Philip Wagenknecht, DVM

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 X No

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

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

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

MINIMUM DOLLAR VALUE PER ORDER: \$ 250⁰⁰

BY: Philip Wagenknecht

TITLE: Owner

COMPANY: St. L Vet. Center

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 314-772-6400 E-mail PHILIPDVM@SBGLOBAL.NET

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

COOPERATIVE BID FORM

Bid Name: Philip WAGENKNECHT, DVM

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

CERTIFICATE OF VACCINATION

Date of Rabies Vaccination: 11-07-16
Next Rabies Vaccination On: 11-07-17

Previous Rabies Vaccination:

VETERINARY CLINIC

St. Louis Veterinary Center - Surgery Program
1611 S. Grand Blvd.
St. Louis, MO 63104
314-773-6400

OWNER OF ANIMAL

SLACCC 2016
Receives 30% discount on
St. Louis, MO 63104
County:

This is to certify...

THAT I HAVE VACCINATED AGAINST RABIES THE ANIMAL DESCRIBED BELOW.

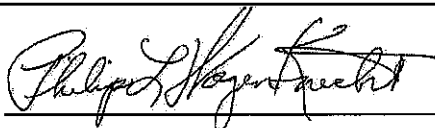
Patient information...

PATIENT: 4xxMcDonald1CO
SPECIES: Feline
SEX: N
MICROCHIP/TATTOO:

TAG NO:
WEIGHT: 9.56
AGE: 3 years

Color and markings... Orange

Signed



Philip L. Wagenknecht, DVM

License: 003336

Vaccinations done...

11-07-16 PLW Rabies Vacc, 1 Year (CITY)

11-07-17

11-07-17

Examination

12-20-13

Feline Triple Snap Test

01-03-14

Fecal Examination,

Flotation

12-07-16

Flea / Tick Preventative

02-28-14

Feline FVRCP Vaccination, 1 Ye

12-07-16

Heartworm Preventative

01-31-14

Feline Leukemia Vaccination, B

11-07-17

Rabies Vaccination

Rabies Vaccine Information...

MFG BY: BI

SER.NO: 4130244A

LOT EXP: 11/11/17

ADM: SubQ

CERTIFICATE OF VACCINATION

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Next Rabies Vaccination On: 11-07-17

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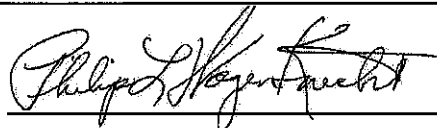
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Rabies Vaccine Information...

MFG BY: BI

SER.NO: 4130244A

LOT EXP: 11/11/17

ADM: SubQ



Welcome
Philip Wagenknecht

≡ MENU

Company Information

Company Name

St. Louis Veterinary Center

Company ID Number

550214

Doing Business As (DBA) Name

—

DUNS Number

—

Physical Location**Address 1**

1611 South Grand Boulevard

Address 2

—

City

SAINT LOUIS

State

MO

Zip Code

63104

County

SAINT LOUIS CITY

Mailing Address**Address 1**

—

Address 2

—

City

—

State

—

Zip Code

—

Additional Information**Employer Identification Number**

431881994

Total Number of Employees

10 to 19

Parent Organization

—

Administrator

—

Organization Designation**Employer Category**

None of these categories apply

[View / Edit](#)

NAICS Code

115 - SUPPORT ACTIVITIES FOR AGRICULTURE AND FORESTRY

[View / Edit](#)

Total Hiring Sites



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/07/2016

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 DeWitt - Nick Evola 10733 Sunset Office Dr, #255 St. Louis, MO 63127 Nick Evola	CONTACT NAME: Nick Evola PHONE (A/C, No., Ext): 314-287-8177 FAX (A/C, No.): 314-287-6181 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: St Paul Travelers Companies INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED St. Louis Pet Clinic 1611 S. Grand LLC 1611 S. Grand Blvd. St. Louis, MO 63104	NAIC #

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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		680-8G587200-16-42	03/09/2016	03/09/2017	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	UB8C749259	03/09/2016	03/09/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
						BUILDING 850,000 PROPERTY 235,000

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

CERTIFICATE HOLDER

CANCELLATION

Jefferson County Animal
Control
Fax 636-797-5067

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

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St. Louis Veterinary Center on Grand
Philip L. Wagenknecht, DVM

1611 S. Grand Blvd., St. Louis MO 63104

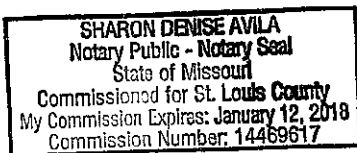
314-773-6400 314-773-6490

stlpetclinicongrand@yahoo.com

~~Oct 31, 2016~~ Nov 7, 2016

St Louis Veterinary Center
does not own property
in Jefferson County, Missouri.

Philip Wagenknecht
Wagenknecht



Nov. 7, 2016

Sharon Denise Avila
01/12/2018



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

EXHIBIT

A2

Invitation for Bid: **GENERAL VETERINARIAN SERVICES** Date Issued: **10-3-2016**
2017

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 8, 2016, AT 2:00 P.M. LOCAL TIME.

Specification

Contact:

JAMES "J.T." TAYLOR
Department of Animal Control
636-797-5023
jtaylor@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:**

ARNOLD ANIML HOSPITAL P.C KEVIN J KOHNE
Company Name Authorized Agent (Print)
1324 JEFFCO BLVD Kevin J Kohne
Address Signature
Arnold Mo 63010 VETERINARIAN/OWNER
City/State/Zip Code Title
636-296-7060 11/8/16 43109 0937
Telephone # Date Tax ID #
PETFIXERVAPE@AOL.COM 636-296-4289
E-mail Fax #

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Legal Notice and Invitation for Bid	Page 1
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Bid Requirements	Page 3
Bid Response and Contract	Page 5
Affidavit	Page 9
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**

1.0 BID REQUIREMENTS

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

1.1 BID SUBMISSION:

Submit bid form in 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) 797-5380, 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 statues 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.

KAC

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 KEVIN J KOHNE (Name of Business Entity Authorized Representative) as OWNER / PRESIDENT (Position/Title) first being duly sworn on my oath, affirm ARMED AND DANGEROUS HUSBAND PC (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 GENERAL VETERINARY SERVICES 2017 (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 ARMED AND DANGEROUS HUSBAND PC (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 GENERAL VETERINARY SERVICES 2017 (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.)

Kevin J Kohne
Authorized Representative's Signature

KEVIN J KOHNE
Printed Name

PRESIDENT
Title

11/07/16
Date

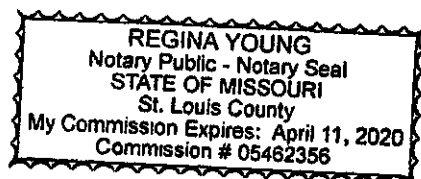
Subscribed and sworn to before me this 7th of November, 2016. I am
(DAY) (MONTH, YEAR)

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

Missouri and my commission expires on 04-11-2020.
(NAME OF STATE) (DATE)

Regina Young
Signature of Notary

11-07-16
Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that ARNOLD ARMAND HASPETH PC (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.

KEVIN J KOTINE

Authorized Business Entity
Representative's Name
(Please Print)

Kevin J Kotine

Authorized Business Entity
Representative's Signature

ARNOLD ARMAND HASPETH PC

Business Entity Name

11/8/16

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).

SPECIFICATIONS

General Veterinarian Services Bid Specifications

Name of Veterinarian:	KEVIN J KOHNE
Business address:	1324 JEFFCO BLVD ARNOLD MO 63010
Business phone and fax numbers:	636-296-7060 636-296-4289
State of Missouri Veterinarian License No.	MO VT 004833

Sterilization of Animals

Dogs over 4 months of age

\$70.00 per dog

Cats over 4 months of age

\$70.00 per cat

Instructions: This fee is all inclusive for sterilization service fees. When abnormal or unusual medical circumstances exist, which would result in more intense levels of care or service, additional fees may be charged only with the prior approval of the Animal Control Manager.

Bidding Information: The Veterinarian shall provide spay or neuter sterilizations of dogs and cats from the County at the rate indicated above per dog and per cat sterilization performed. The County will contact the Veterinarian for a sterilization appointment and shall deliver the animal to the Veterinarian's private practice office on the morning of the animal's scheduled surgery. The animal's owner will take possession of the animal from the Veterinarian's private practice office, following the procedure.

General Health Examination

DHLPP+ CVK, if needed

\$14.00 per puppy

FVRCP-C, if needed

\$14.00 per kitten

Intra-Nasal Bordatella

\$14.00 per dose

Rabies vaccinations, if needed

\$12.00 per animal

Heartworm Test

\$21.00 per animal

Fecal Examination

\$ 7.00 per animal

Feline Leukemia Test

\$30.00 per cat

Microchip, if requested by Animal Control

\$ 5.00 per animal

Instructions: When animals are brought to the veterinarian's office from the Animal Control Center as part of an adoption, examination and treatment which exceed those indicated above must be approved by the animal's adoptive owner and will be paid by the adoptive owner. Services provided to animals delivered to the veterinarian's office by rescue groups will not be paid by the Animal Control Center.

Bidding Information:

- A. The Veterinarian shall provide General Health Examinations and Vaccinations, as needed, at the rates indicated above.
- B. The Veterinarian may provide any additional vaccinations as recommended to and/or requested by the animal's new owner, at rates determined by the Veterinarian and billed to the new owner.
- C. The County shall, whenever possible, microchip, de-worm, and administer initial DHLPP+CVK or FVRCP+C, and rabies vaccinations, to all animals prior to delivering the animal to the Veterinarian. The County will provide all available medical records to the Veterinarian when the animal is transported for sterilization or examination.

Office Visit, Examinations, Treatments and Euthanasia Services

Office Visit at Veterinarian's Private Practice

\$35.00 per office visit

Euthanasia services

\$15.00 per animal

Instructions: This "office-visit" fee will be charged once per office visit, per animal delivered for examination and treatment, and once per animal or group of animals delivered for euthanasia. Fees for examination and treatment will vary based on the animal's condition and needs. Examinations and treatment estimated to exceed \$500.00 must be approved by the Animal Control Manager prior to beginning the treatments. The euthanasia fee should be a flat fee that will reflect the combined costs of euthanasia solution, supplies and administration of the solution per animal euthanized.

Bidding Information:

A. Sick or injured animals brought into the Veterinarian's private practice office will be examined at the "office-visit" rate indicated above. The Veterinarian shall provide emergency medical examinations and treatments not to exceed the amount of \$500.00, report the findings to the Animal Control Manager and offer a recommended course of action. The Animal Control Manager will make the decision on a course of action based on the recommendation of the Veterinarian and County budgetary considerations, to provide treatments in excess of \$500.00.

B. An animal or group of animals delivered to the Veterinarian's private practice for euthanasia services shall be constitute one "office-visit."

C. The Veterinarian shall provide euthanasia of animals for the County. The County shall deliver the animal(s) to the Veterinarian's Private Practice, when scheduled and the Veterinarian shall euthanize the animal(s) at the per-animal euthanized rate indicated above. This rate shall include the cost of any man-hours, sedatives and controlled substances necessary to perform euthanasia.

Please check which euthanasia services can be provided:

Humane euthanasia of sick or injured animals:

Humane euthanasia due to public safety threat:

Humane euthanasia of feral cats (animals):

Humane euthanasia of wild, rabies suspect animals

Humane euthanasia for shelter population control

✓
✓
✓
✓
✓

Additional Information:

Instructions: The following information will be including in the contract. These items do not require bidding, but are provided for the veterinarian's knowledge when considering their bid.

Bidding Information:

1. The Veterinarian shall apply for and obtain an Animal Care Facilities Act license from the Missouri Department of Agriculture prior to rescuing animals from the County and placing said animals up for adoption or rescue through the Veterinarian's Private Practice.
2. Veterinarian understands that this is not an exclusive contract. The County reserves the right to enter into multiple contracts for veterinary services.
3. The term of this agreement is for one year from the date of its execution. The County may extend the length of the term of this agreement for an additional one year term. Any extension must be approved by the County in writing. This agreement may be terminated by either party by providing thirty (30) days written notice to the other party.
4. Both the County and the Veterinarian agree that the Veterinarian will act as an independent contractor in the performance of its duties under this agreement. Accordingly, the Veterinarian shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the Veterinarian's activities in accordance with this agreement, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.
5. The Veterinarian shall not assign any rights or delegate any duties under this agreement without the express written consent of the County.

Additional information: _____

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 8th day of NOVEMBER 2016:

ARNOLD ANIMAL HOSPITAL PC
Company Name

County of Jefferson, State of Missouri

[Signature]

Signature

KEVIN J KOTARE

Print

[Signature]

Kenneth B. Waller County Executive

Company Address: _____

1324 SEFFCO MO 6

Arnold MO 63010

Phone: 636-296-7060

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: GENERAL VETERINARY SERVICES 2017

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: \$ 5

BY: KEVIN J KOHNE

TITLE: PRESIDENT

COMPANY: ARNOLD ANIMAL HOSPITAL P.C.

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 636-296-7060 E-mail PETFEUERUPPER@AOL.COM

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



CERTIFICATE OF LIABILITY INSURANCE

ARNOL-1

OP ID: PA

DATE (MM/DD/YYYY)

10/06/2016

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
DeWitt - Steve Alonzo
2821 Ofedel Road
St. Louis, MO 63125
Steven J. Alonzo

CONTACT NAME: Steven J. Alonzo

PHONE (A/C, No, Ext): 314-845-9120

FAX (A/C, No): 314-845-9518

E-MAIL ADDRESS: sjalonzo@dewittins.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: The Charter Oak Fire Ins Co

25615

INSURER B: The Phoenix Insurance Company

25623

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED Arnold Animal Hospital
1324 Jeffco Blvd.
Arnold, MO 63010

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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		680-4448B869-16-42	09/15/2016	09/15/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	UB5D531353	09/15/2016	09/15/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Jefferson County is named as Additional Insured in respect to the General Liability only if requested in a written contract and subject to the policy provisions.

CERTIFICATE HOLDER

AAAAAAA

County of Jefferson
State of Missouri
Administration Center
729 Maple St. PO Box 100
Hillsboro, MO 63050

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

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Veterinary Professional Liability Insurance Policy Certificate of Insurance

This policy provides occurrence coverage. Please review the policy carefully.

ITEM 1: Insured by the stock company below and hereinafter called the Company
Zurich American Insurance Company



ZURICH

U-VPL-103-A-CW (07/04)

ITEM 2: Named Certificate Holder, member number, IRC, and address

Kevin James Kohne, DVM
Arnold Animal Hospital, PC
1324 Jeffco Boulevard
Arnold, MO 63010-2157

Master Policy Number:

EOL 5241302 -12

Certificate Number:

VETPRO052700

**FOR INFORMATION OR TO FILE A CLAIM
PLEASE CALL (800) 228-7548**

ITEM 3: Policy Period

From: 01/01/2017

To: 01/01/2018

12:01 am Standard time at the address of the Named Certificate Holder as stated herein

ITEM 4: Limits of Liability

Each claim \$ 1,000,000

Aggregate \$ 3,000,000

<u>Member Name</u>	<u>Member No.</u>	<u>IRC</u>	<u>Class</u>
Kevin Kohne	89417	17	IV

ITEM 5: Premium and coverage summary

Primary Professional Liability	\$238.00
Veterinary License Defense	\$85.00
Professional Extension Endorsement (Animal Bailee)	\$56.00

TOTAL DUE:	\$379.00
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ITEM 6: Forms Attached at Issuance:

U-VPL-100-A CW (07/04); U-VPL-103-A CW (07/04); U-GU-1041-A (03/11); U-VPL-134-A MO (09/04); U-VPL-153-A MO (11/04); U-GU-832-A MO (07/09); U-VPL-154-A MO (11/04); U-VPL-101-A CW (07/04); U-VPL-102-B CW (06/11); U-GU-319-F (01/09)

ITEM 7: Schedule of Plan Numbers and location(s) for Professional Extension Endorsement (Animal Bailee) / Embryo and Semen Storage (if purchased):
For additional locations, please see the attached page

Location Number/Address
Extension Plan Embryo Plan

1: 1324 Jeffco Boulevard
Aronold, MO 63010

Plan 5

ITEM 8: Veterinary Professional Liability Regulatory Action License Defense Coverage endorsement (if purchased):

Limit: \$ 25,000

Authorized Signature

Neil R. Hughes, President
HUB International Midwest Limited

This Certificate of Insurance is issued off the Master Policy held by the American Veterinary Medical Association (AVMA) Professional Liability Insurance Trust. By acceptance of this policy the Named Certificate Holder agrees that the statements in the certificate and the application and any attachments hereto are the Named Certificate Holder's agreements and representations and that this policy embodies all agreements existing between the Named Certificate holder & the Company or any of its representatives relating to this insurance.

Notice to the Company:

Zurich North American-Specialties Claims
Attn: Professional Liability Claim Department
P.O. Box 307010, Jamaica, NY 11430-7010



ONE TOWER SQUARE
HARTFORD, CT 06183

WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

TYPE V INFORMATION PAGE WC 00 00 01 (A)

POLICY NUMBER: (IHUB-5D53135-3-16)

RENEWAL OF (IFUB-5D53135-3-15)

INSURER: THE TRAVELERS INDEMNITY COMPANY OF AMERICA

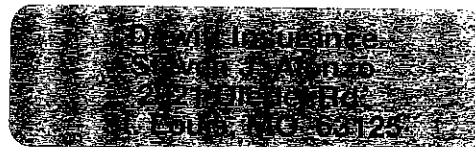
NCCI CO CODE: 13439

1.

INSURED:

ARNOLD ANIMAL HOSPITAL
1324 JEFFCO BLVD
ARNOLD MO 63010

PRODUCER:



Insured is A CORPORATION

Other work places and identification numbers are shown in the schedule(s) attached.

2. The policy period is from 09-15-16 to 09-15-17 12:01 A.M. at the insured's mailing address.

3. A. **WORKERS COMPENSATION INSURANCE:** Part One of the policy applies to the Workers Compensation Law of the state(s) listed here:

MO

B. **EMPLOYERS LIABILITY INSURANCE:** Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident:	\$	100000	Each Accident
Bodily Injury by Disease:	\$	500000	Policy Limit
Bodily Injury by Disease:	\$	100000	Each Employee

C. **OTHER STATES INSURANCE:** Part Three of the policy applies to the states, if any, listed here:

AL AR AZ CA CO CT DC DE FL GA HI IA ID IL IN KS KY LA MA MD ME MI
MN MS MT NC NE NH NJ NM NV NY OK OR PA RI SC SD TN TX UT VA VT WI
WV

D. This policy includes these endorsements and schedules:

SEE LISTING OF ENDORSEMENTS - EXTENSION OF INFO PAGE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All required information is subject to verification and change by audit to be made ANNUALLY.

DATE OF ISSUE: 07-07-16 MH

OFFICE: ST LOUIS

184

PRODUCER: DEWITT INSURANCE INC

DIRECT BILL

FU716

**WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY**

TYPE V INFORMATION PAGE WC 00 00 01 (A)

POLICY NUMBER: (IHUB-5D53135-3-16)

CLASSIFICATION SCHEDULE:

CLASSIFICATIONS	CODE NO	PREMIUM BASIS ESTIMATED TOTAL ANNUAL REMUNERATION	RATES PER \$100 OF REMUNERATION	ESTIMATED ANNUAL PREMIUM
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SEE EXTENSION OF INFORMATION PAGE - SCHEDULE(S)

SIC-CODE: 0741 NAICS: 541940

	STANDARD
TOTAL ESTIMATED ANNUAL STANDARD PREMIUM \$	15584
PREMIUM DISCOUNT	281
0900-24 EXPENSE CONSTANT	225
TERRORISM	96
TOTAL ESTIMATED PREMIUM	15624
TAXES AND SURCHARGES	937
DEPOSIT AMOUNT DUE	16561

Minimum Premium: \$ 608

DATE OF ISSUE: 07-07-16 MH
OFFICE: ST LOUIS 184
PRODUCER: DEWITT INSURANCE INC

FU716

COUNTERSIGNED-AGENT

PAID

----- 2013 REAL ESTATE -----

2013 REAL ESTATE

TW ARA SECT Q BLK PARCEL EXT

01-9.0-29.0-2-001-016.

HENRY LINDWEDEL 2; PT LOT 6
LINDWEDEL VIEW; PT LOTS 2 & 5
(158/141)ACRES TWN 43 RNG 6
DOCUMENT #MARKEV REAL ESTATE LLC
1324 JEFFCO BLVD
ARNOLD, MO 63010

VALUE

0 RESI

0 AGRI

103,800 COMM

103,800 TOTL

TAX RT 7.266500

BOOK 011

PAGE 022

TAX DISTRICT**TAX**

CITY OF ARNOLD	412.40
COUNTY TAX	30.10
FOX SCHOOL	4,826.60
HEALTH UNIT TAX	77.85
JC DEV DISABILITIES	97.47
JEFFERSON COLLEGE	353.13
LIBRARY / C1 & C6	183.10
MENTAL HEALTH TAX	97.47
MERCHANT SUR TAX	249.12
PARK TAX	29.06
ROAD & BRIDGE TAX	219.85
ROCK AMBULANCE	217.98
ROCK COMM FIRE	966.48
STATE TAX	31.14

TOTAL TAXES 7,791.75**TOTAL PAID** 7,791.75

** DATE PAID 12/31/2013 **

BETH MAHN
 COUNTY COLLECTOR
 HILLSBORO, MO 63050

Phone: 797-5406 (LOCAL)

JEFFERSON COUNTY, MISSOURI

PAID

2013 PERSONAL PROPERTY

ACCT # 052358
VALUE 14,350
TAX RT 6.869200

ARNOLD ANIMAL HOSPITAL PC
1324 JEFFCO BLVD
ARNOLD, MO 63010

<u>TAX DISTRICT</u>	<u>TAX</u>
COUNTY TAX	4.16
FOX SCHOOL	667.27
HEALTH UNIT TAX	10.76
JC DEV DISABILITIES	13.47
JEFFERSON COLLEGE	48.82
LIBRARY / C1 & C6	25.31
MENTAL HEALTH TAX	13.47
PARK TAX	4.02
ROAD & BRIDGE TAX	30.39
ROCK AMBULANCE	30.14
ROCK COMM FIRE	133.61
STATE TAX	4.31
TOTAL TAXES	985.73
TOTAL PAID	985.73

** DATE PAID 12/11/2013 **

BUSINESS VALUE 1 14,350
Total Value: 14,350

BETH MAHN
COUNTY COLLECTOR
HILLSBORO, MO 63050

Phone: 797-5406 (LOCAL)

JEFFERSON COUNTY, MISSOURI

PAID

----- 2014 REAL ESTATE -----
TWARA SECT Q BLK PARCEL EXT
01-9.0-29.0-2-001-016.

HENRY LINDWEDEL 2; PT LOT 6
LINDWEDEL VIEW; PT LOTS 2 & 5
(158/141)

ACRES TWN 43 RNG 6
DOCUMENT #

MARKEV REAL ESTATE LLC
1324 JEFFCO BLVD
ARNOLD, MO 63010

VALUE
0 RESI
0 AGRI
103,800 COMM
103,800 TOTL
TAX RT 7.078800
BOOK 011
PAGE 022

2014 REAL ESTATE

<u>TAX DISTRICT</u>	<u>TAX</u>
CITY OF ARNOLD	416.45
COUNTY TAX	24.70
FOX SCHOOL	4,756.95
HEALTH UNIT TAX	78.68
JC DEV DISABILITIES	98.40
JEFFERSON COLLEGE	356.66
LIBRARY / C1 & C6	184.25
MENTAL HEALTH TAX	98.40
MERCHANT SUR TAX	249.12
PARK TAX	29.38
ROAD & BRIDGE TAX	221.72
ROCK AMBULANCE	217.98
ROCK COMM FIRE	833.10
STATE TAX	31.14
TOTAL TAXES	7,596.93
TOTAL PAID	7,596.93

** DATE PAID 12/31/2014 **

BETH MAHN
COUNTY COLLECTOR
HILLSBORO, MO 63050

Phone: 797-5406 (LOCAL)

JEFFERSON COUNTY, MISSOURI

PAID

2014 PERSONAL PROPERTY

<u>TAX DISTRICT</u>	<u>TAX</u>
COUNTY TAX	4.24
FOX SCHOOL	816.21
HEALTH UNIT TAX	13.50
JC DEV DISABILITIES	16.88
JEFFERSON COLLEGE	61.20
LIBRARY / C1 & C6	31.61
MENTAL HEALTH TAX	16.88
PARK TAX	5.04
ROAD & BRIDGE TAX	38.04
ROCK AMBULANCE	37.40
ROCK COMM FIRE	142.94
STATE TAX	5.34
TOTAL TAXES	1,189.28
TOTAL PAID	1,189.28

ACCT # 052358
VALUE 17,810
TAX RT 6.677600

ARNOLD ANIMAL HOSPITAL PC
1324 JEFFCO BLVD
ARNOLD, MO 63010

** DATE PAID 12/12/2014 **

BUSINESS VALUE 1 17,810
Total Value: 17,810

BETH MAHN
COUNTY COLLECTOR
HILLSBORO, MO 63050

Phone: 797-5406 (LOCAL)

JEFFERSON COUNTY, MISSOURI

PAID

----- 2015 REAL ESTATE -----

TW ARA SECT Q BLK PARCEL EXT

01-9.0-29.0-2-001-016.

HENRY LINDWEDEL 2; PT LOT 6
LINDWEDEL VIEW; PT LOTS 2 & 5
(158/141)

ACRES TWN 43 RNG 6

DOCUMENT #

MARKEV REAL ESTATE LLC
1324 JEFFCO BLVD
ARNOLD, MO 63010

VALUE

0 RESI

0 AGRI

103,800 COMM

103,800 TOTL

TAX RT 7.112400

BOOK 011

PAGE 022

2015 REAL ESTATE

TAX DISTRICT

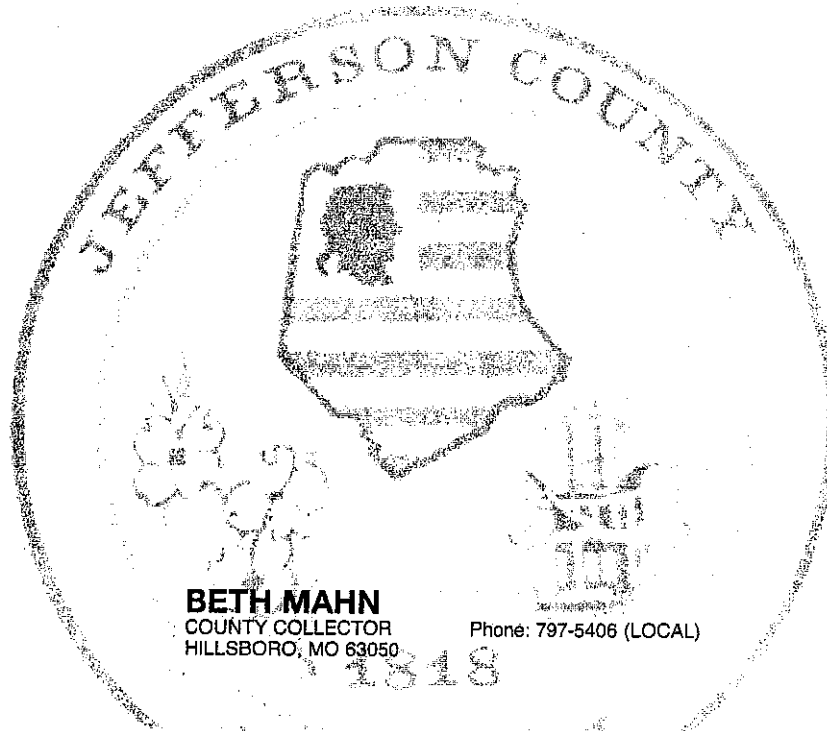
TAX

CITY OF ARNOLD	416.34
COUNTY TAX	0.93
FOX SCHOOL	4,854.41
HEALTH UNIT TAX	77.95
JC DEV DISABILITIES	97.47
JEFFERSON COLLEGE	353.13
LIBRARY / C1 & C6	183.10
MENTAL HEALTH TAX	97.47
MERCHANT SUR TAX	249.12
PARK TAX	29.06
ROAD & BRIDGE TAX	219.54
ROCK AMBULANCE	216.63
ROCK COMM FIRE	805.49
STATE TAX	31.14

TOTAL TAXES 7,631.78

TOTAL PAID 7,631.78

** DATE PAID 12/31/2015 **



PAID

2015 PERSONAL PROPERTY

ACCT # 052358
VALUE 15,660
TAX RT 6.711300

ARNOLD ANIMAL HOSPITAL PC
1324 JEFFCO BLVD
ARNOLD, MO 63010

<u>TAX DISTRICT</u>	<u>TAX</u>
COUNTY TAX	0.14
FOX SCHOOL	732.39
HEALTH UNIT TAX	11.76
JC DEV DISABILITIES	14.70
JEFFERSON COLLEGE	53.28
LIBRARY / C1 & C6	27.62
MENTAL HEALTH TAX	14.70
PARK TAX	4.38
ROAD & BRIDGE TAX	33.12
ROCK AMBULANCE	32.68
ROCK COMM FIRE	121.52
STATE TAX	4.70

** DATE PAID 12/17/2015 **

TOTAL TAXES 1,050.99

TOTAL PAID 1,050.99

Z - Business Value 1 15,660
Total Value: 15,660

BETH MAHN
COUNTY COLLECTOR
HILLSBORO, MO 63050

Phone: 797-5406 (LOCAL)



Company ID Number: 550691

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Arnold Animal Hospital, PC	
Kevin Kohne	
Name (Please Type or Print)	Title
Electronically Signed	04/30/2012
Signature	Date
Department of Homeland Security – Verification Division	
USCIS Verification Division	
Name (Please Type or Print)	Title
Electronically Signed	04/30/2012
Signature	Date
Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name:	Arnold Animal Hospital, PC
Company Facility Address:	1324 Jeffco Blvd
	Arnold, MO 63010
Company Alternate Address:	
County or Parish:	JEFFERSON
Employer Identification Number:	431090937



Company ID Number: 550691

North American Industry Classification Systems Code:	541
Administrator:	
Number of Employees:	20 to 99
Number of Sites Verified for:	1
<p>Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:</p> <ul style="list-style-type: none"> MISSOURI 1 site(s) 	

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	Kevin J Kohne	Fax Number:	(636) 296 - 8528
Telephone Number:	(636) 296 - 7060		
E-mail Address:	KKohne1324@aol.com		
Name:	Mary C Kohne	Fax Number:	(636) 296 - 4289
Telephone Number:	(636) 296 - 7060		
E-mail Address:	Marybelle1324@aol.com		
Name:	Diane J Buck	Fax Number:	(636) 296 - 4289
Telephone Number:	(636) 296 - 7060		
E-mail Address:	dbuckaah@aol.com		



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

EXHIBIT

A3

Invitation for Bid: GENERAL VETERINARIAN SERVICES Date Issued: 10-3-2016
2017

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 8, 2016, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

JAMES "J.T." TAYLOR
 Department of Animal Control
 636-797-5023
 jtaylor@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:**

Ivan Animal Hospital Layla Ivan
 Company Name Authorized Agent (Print)
21 Walters Place [Signature]
 Address Signature
Horse Springs Mo 63051 DVM / owner
 City/State/Zip Code Title
636 671 0700 11/7/16 20-6442400
 Telephone # Date Tax ID #
ivananimalhospital@gmail.com 636 671 3391
 E-mail Fax #

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Bid Response and Contract	Page 5
Affidavit	Page 9
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**

1.0 BID REQUIREMENTS

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

1.1 BID SUBMISSION:

Submit bid form in 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) 797-5380, 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 statues 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 Laura Wan (Name of Business Entity Authorized Representative) as DM/owner (Position/Title) first being duly sworn on my oath, affirm Wanvet LLC (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Wanvet LLC (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to General Jet Services (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

Laura Wan
Printed Name

DM/owner
Title

11/7/16
Date

Subscribed and sworn to before me this 7 (DAY) of November (MONTH, YEAR). I am

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

Missouri (NAME OF STATE) and my commission expires on 9-9-17 (DATE).

[Signature]
Signature of Notary

11-7-16
Date



JENNIFER WRIGHT
My Commission Expires
September 9, 2017
Jefferson County
Commission #13402114

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

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

[Signature]
Authorized Business Entity
Representative's Name
(Please Print)

Laura Wan
Authorized Business Entity
Representative's Signature

Wanvet LLC
Business Entity Name

11/7/14
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) 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).

SPECIFICATIONS

General Veterinarian Services Bid Specifications

Name of Veterinarian:	Laura Wan
Business address:	21 Walters Place House Springs MO 63051
Business phone and fax numbers:	636 671 0700 Fax 636 671 3391
State of Missouri Veterinarian License No.	DR5317

Sterilization of Animals

Dogs over 4 months of age

\$70.00 per dog

Cats over 4 months of age

\$70.00 per cat

Instructions: This fee is all inclusive for sterilization service fees. When abnormal or unusual medical circumstances exist, which would result in more intense levels of care or service, additional fees may be charged only with the prior approval of the Animal Control Manager.

Bidding Information: The Veterinarian shall provide spay or neuter sterilizations of dogs and cats from the County at the rate indicated above per dog and per cat sterilization performed. The County will contact the Veterinarian for a sterilization appointment and shall deliver the animal to the Veterinarian's private practice office on the morning of the animal's scheduled surgery. The animal's owner will take possession of the animal from the Veterinarian's private practice office, following the procedure.

General Health Examination

DHLPP+ CVK, if needed

\$14.00 per puppy

FVRCP-C, if needed

\$14.00 per kitten

Intra-Nasal Bordatella

\$14.00 per dose

Rabies vaccinations, if needed

\$12.00 per animal

Heartworm Test

\$21.00 per animal

Fecal Examination

\$ 7.00 per animal

Feline Leukemia Test

\$30.00 per cat

Microchip, if requested by Animal Control

\$ 5.00 per animal

Instructions: When animals are brought to the veterinarian's office from the Animal Control Center as part of an adoption, examination and treatment which exceed those indicated above must be approved by the animal's adoptive owner and will be paid by the adoptive owner. Services provided to animals delivered to the veterinarian's office by rescue groups will not be paid by the Animal Control Center.

Bidding Information:

- A. The Veterinarian shall provide General Health Examinations and Vaccinations, as needed, at the rates indicated above.
- B. The Veterinarian may provide any additional vaccinations as recommended to and/or requested by the animal's new owner, at rates determined by the Veterinarian and billed to the new owner.
- C. The County shall, whenever possible, microchip, de-worm, and administer initial DHLPP+CVK or FVRCP+C, and rabies vaccinations, to all animals prior to delivering the animal to the Veterinarian. The County will provide all available medical records to the Veterinarian when the animal is transported for sterilization or examination.

Office Visit, Examinations, Treatments and Euthanasia Services

Office Visit at Veterinarian's Private Practice

\$35.00 per office visit

Euthanasia services

\$15.00 per animal

Instructions: This "office-visit" fee will be charged once per office visit, per animal delivered for examination and treatment, and once per animal or group of animals delivered for euthanasia. Fees for examination and treatment will vary based on the animal's condition and needs. Examinations and treatment estimated to exceed \$500.00 must be approved by the Animal Control Manager prior to beginning the treatments. The euthanasia fee should be a flat fee that will reflect the combined costs of euthanasia solution, supplies and administration of the solution per animal euthanized.

Bidding Information:

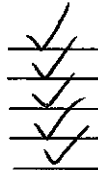
A. Sick or injured animals brought into the Veterinarian's private practice office will be examined at the "office-visit" rate indicated above. The Veterinarian shall provide emergency medical examinations and treatments not to exceed the amount of \$500.00, report the findings to the Animal Control Manager and offer a recommended course of action. The Animal Control Manager will make the decision on a course of action based on the recommendation of the Veterinarian and County budgetary considerations, to provide treatments in excess of \$500.00.

B. An animal or group of animals delivered to the Veterinarian's private practice for euthanasia services shall be constitute one "office-visit."

C. The Veterinarian shall provide euthanasia of animals for the County. The County shall deliver the animal(s) to the Veterinarian's Private Practice, when scheduled and the Veterinarian shall euthanize the animal(s) at the per-animal euthanized rate indicated above. This rate shall include the cost of any man-hours, sedatives and controlled substances necessary to perform euthanasia.

Please check which euthanasia services can be provided:

Humane euthanasia of sick or injured animals:
Humane euthanasia due to public safety threat:
Humane euthanasia of feral cats (animals):
Humane euthanasia of wild, rabies suspect animals
Humane euthanasia for shelter population control



Additional Information:

Instructions: The following information will be including in the contract. These items do not require bidding, but are provided for the veterinarian's knowledge when considering their bid.

Bidding Information:

1. The Veterinarian shall apply for and obtain an Animal Care Facilities Act license from the Missouri Department of Agriculture prior to rescuing animals from the County and placing said animals up for adoption or rescue through the Veterinarian's Private Practice.
2. Veterinarian understands that this is not an exclusive contract. The County reserves the right to enter into multiple contracts for veterinary services.
3. The term of this agreement is for one year from the date of its execution. The County may extend the length of the term of this agreement for an additional one year term. Any extension must be approved by the County in writing. This agreement may be terminated by either party by providing thirty (30) days written notice to the other party.
4. Both the County and the Veterinarian agree that the Veterinarian will act as an independent contractor in the performance of its duties under this agreement. Accordingly, the Veterinarian shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the Veterinarian's activities in accordance with this agreement, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.
5. The Veterinarian shall not assign any rights or delegate any duties under this agreement without the express written consent of the County.

Additional information: _____

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 7th day of November 2016:

Ivan Animal Hospital
Company Name

County of Jefferson, State of Missouri

[Signature]
Signature

Kenneth B. Waller
Kenneth B. Waller County Executive

Laura Ivan
Print

Company Address: 21 Walters Place
House Springs MO 63051

Phone: 636 671 6700

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: General Veterinarian services

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**



Company ID Number: 1141192

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Ivan Vet LLC
Company Facility Address	21 Walters Place House Springs, MO 63051
Company Alternate Address	
County or Parish	JEFFERSON
Employer Identification Number	208442600
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	10 to 19
Number of Sites Verified for	1



Company ID Number: 1141192

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Laura N Ivan
Phone Number (636) 671 - 0700
Fax Number (636) 671 - 3391
Email Address lvananimalhospital@gmail.com

JEFFERSON COUNTY TAX RECEIPT
2015 PERSONAL PROPERTY

1/7/2016 2:23 PM

ACCOUNT #: 410994

RECEIPT#: 2015135558

TOTAL VALUATION:

910

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

IVAN ANIMAL HOSPITAL
21 WALTERS PL
HOUSE SPRINGS, MO 63051

PROPERTY DESCRIPTION

Z - Business Value

1 910
Total Value: 910

TAX DISTRICT

	TAX
BIG RIVER AMBULANCE	2.77
COUNTY TAX	0.01
HEALTH UNIT TAX	0.68
HIGH RIDGE FIRE	7.37
JC DEV DISABILITIES	0.85
JEFFERSON COLLEGE	3.10
LIBRARY / R1	1.73
MENTAL HEALTH TAX	0.85
NORTHWEST SCHOOL	41.90
PARK TAX	0.25
ROAD & BRIDGE TAX	1.92
STATE TAX	0.27

TOTAL TAXES 61.70

PENALTY/FEE

PEN/FEE

Personal Property Filing Penalty Paid 10.00

TOTAL PENALTY/FEES 10.00

TOTAL PAID 71.70

PAID

Validated By

Beth Mahn, Jefferson County Collector
Richard Carter III, Jefferson County Auditor

DATE: 12/31/2015 STATEMENT TOTAL: 71.70 TOTAL PAID: 71.70 RECEIPT#: 2015135558

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.

2015 Jefferson County Personal Property Tax Receipt
I, BETH MAHN, Collector of Jefferson County, MO
do hereby certify that 410994

IVAN ANIMAL HOSPITAL
21 WALTERS PL
HOUSE SPRINGS, MO 63051

Has Paid Personal Taxes For The Year 2015 On The
Following Vehicles Described Below:

JEFFERSON COUNTY TAX RECEIPT
2015 PERSONAL PROPERTY

1/7/2016 2:23 PM

ACCOUNT #: 502900

RECEIPT#: 2015135558

TOTAL VALUATION: 5,820

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

IVAN, LAURA N
21 WALTERS PLACE
HOUSE SPRINGS, MO 63051

PROPERTY DESCRIPTION

435230	2010 BMW 328XI AWD	1	5,070
001117	2001 FORD 1 TON PU	1	750
Total Value:			5,820

TAX DISTRICT	TAX
COUNTY TAX	0.05
HEALTH UNIT TAX	4.37
JC DEV DISABILITIES	5.46
JEFFERSON COLLEGE	19.80
LIBRARY / C1 & C6	10.27
MENTAL HEALTH TAX	5.46
PARK TAX	1.63
ROAD & BRIDGE TAX	12.31
ROCK AMBULANCE	12.15
ROCK COMM FIRE	45.16
STATE TAX	1.75
WINDSOR SCHOOL	281.86
TOTAL TAXES	400.27
TOTAL PAID	400.27

PAID

Validated By
Beth Mahn, Jefferson County Collector
Richard Carter III, Jefferson County Auditor

DATE: 12/31/2015 STATEMENT TOTAL: 400.27 TOTAL PAID: 400.27 RECEIPT#: 2015135558

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.

2015 Jefferson County Personal Property Tax Receipt
I, BETH MAHN, Collector of Jefferson County, MO
do hereby certify that 502900

IVAN, LAURA N
21 WALTERS PLACE
HOUSE SPRINGS, MO 63051

Has Paid Personal Taxes For The Year 2015 On The
Following Vehicles Described Below:

2010 BMW 328XI AWD

2001 FORD 1 TON PU

JEFFERSON COUNTY TAX RECEIPT
2015 REAL ESTATE

1/7/2016 2:23 PM

PARCEL NUMBER: 07-2.0-04.0-2-001-001.

RECEIPT#: 2015135558

TOTAL VALUATION: 160,600
ACRES 0.47

IVAN, LAURA
23 RIDGE PLACE
IMPERIAL, MO 63052

PROPERTY DESCRIPTION

HOUSE SPRINGS PLAZA 5
LOT G

SITUS 30 WALTERS PL

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

<u>TAX DISTRICT</u>	<u>TAX</u>
BIG RIVER AMBULANCE	488.38
COUNTY TAX	1.45
HEALTH UNIT TAX	120.61
HIGH RIDGE FIRE	1,301.02
JC DEV DISABILITIES	150.80
JEFFERSON COLLEGE	546.36
LIBRARY / R1	305.62
MENTAL HEALTH TAX	150.80
MERCHANT SUR TAX	385.44
NORTHWEST SCHOOL	7,391.78
PARK TAX	44.97
ROAD & BRIDGE TAX	339.67
STATE TAX	48.18
TOTAL TAXES	11,275.08
TOTAL PAID	11,275.08

PAID

Validated By

Beth Mahn, Jefferson County Collector
Richard Carter III, Jefferson County Auditor

DATE: 12/31/2015 STATEMENT TOTAL: 11,275.08 TOTAL PAID: 11,275.08 RECEIPT#: 2015135558

REAL ESTATE TAX RECEIPTS CANNOT BE USED
TO LICENSE VEHICLES



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/10/2016

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 GlobalGreen Insurance Agency 3027 High Ridge Blvd High Ridge, MO 63049	CONTACT NAME: James Lewis PHONE (A/C, No, Ext): 314-677-3970 E-MAIL ADDRESS: jlewis@ggiausa.com FAX (A/C, No): 314-732-1381														
INSURED Ivan Animal Hospital 21 Walter Place House Springs, MO 63051	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : The Hartford</td><td></td></tr><tr><td>INSURER B : The Hartford</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></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : The Hartford		INSURER B : The Hartford		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : The Hartford															
INSURER B : The Hartford															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

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
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			84SBAUH0305	12/05/2015	12/05/2016	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
			GENERAL AGGREGATE \$ 2,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COM/PIOP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			84WBCBW9599	12/05/2015	12/05/2016	WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
			E.L. EACH ACCIDENT \$ 100,000				
			E.L. DISEASE - EA EMPLOYEE \$ 500,000				
			E.L. DISEASE - POLICY LIMIT \$ 100,000				

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

CERTIFICATE HOLDER

CANCELLATION

	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE James Lewis</p>
--	--



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

EXHIBIT
A4

Invitation for Bid: GENERAL VETERINARIAN SERVICES **Date Issued:** 10-3-2016
2017

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, NOVEMBER 8, 2016, AT 2:00 P.M. LOCAL TIME.

Specification
Contact: **JAMES "J.T." TAYLOR**
 Department of Animal Control
 636-797-5023
 jtaylor@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:

Animal House Veterinary Hospital Sherry Torregrossa
 Company Name Authorized Agent (Print)

4202 Jeffco Blvd
 Address

[Signature]
 Signature

Arnold MO, 63010
 City/State/Zip Code

Veterinarian
 Title

636-464-1038
 Telephone #

EIN- 20-3375202
 Date

MO TAX ID- 19,258500
 Tax ID #

animalhousevetstl@gmail.com
 E-mail

Fax #

ST

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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**



1.0

BID REQUIREMENTS

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

1.1

BID SUBMISSION:

Submit bid form in 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) 797-5380, 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.

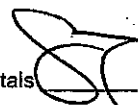
2.24 INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

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.

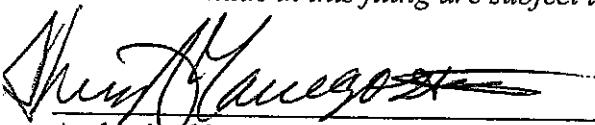


AFFIDAVIT OF WORK AUTHORIZATION

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 Sherry Torregrossa (Name of Business Entity Authorized Representative) as Veterinarian (Position/Title) first being duly sworn on my oath, affirm Animal House Veterinary Hosp. (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 Veterinary (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 Animal House Veterinary Hosp. (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 Veterinary (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.)


Authorized Representative's Signature

Sherry Torregrossa
Printed Name

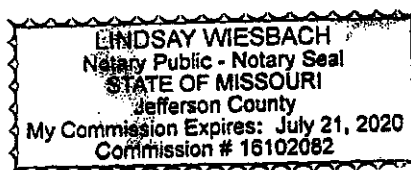
Veterinarian 10/21/16
Title Date

Subscribed and sworn to before me this Friday of October 2016. I am
(DAY) (MONTH, YEAR)

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

Missouri and my commission expires on July 21, 2020
(NAME OF STATE) (DATE)

Lindsay Wiesbach 10/24/16
Signature of Notary Date



AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that Animal House Veterinary Hosp. (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.

Sherry Torregrossa
Authorized Business Entity
Representative's Name
(Please Print)

[Signature]
Authorized Business Entity
Representative's Signature

Animal House Veterinary Hosp.
Business Entity Name

10/21/16
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).

ST

SPECIFICATIONS

General Veterinarian Services Bid Specifications

Name of Veterinarian:	Sherry Torregrossa
Business address:	4202 Jeffco Blvd Arnold MO 63010
Business phone and fax numbers:	636-464-1038
State of Missouri Veterinarian License No.	005535

Sterilization of Animals

Dogs over 4 months of age

\$70.00 per dog

Cats over 4 months of age

\$70.00 per cat

Instructions: This fee is all inclusive for sterilization service fees. When abnormal or unusual medical circumstances exist, which would result in more intense levels of care or service, additional fees may be charged only with the prior approval of the Animal Control Manager.

Bidding Information: The Veterinarian shall provide spay or neuter sterilizations of dogs and cats from the County at the rate indicated above per dog and per cat sterilization performed. The County will contact the Veterinarian for a sterilization appointment and shall deliver the animal to the Veterinarian's private practice office on the morning of the animal's scheduled surgery. The animal's owner will take possession of the animal from the Veterinarian's private practice office, following the procedure.

General Health Examination

DHLPP+ CVK, if needed

\$14.00 per puppy

FVRCP-C, if needed

\$14.00 per kitten

Intra-Nasal Bordatella

\$14.00 per dose

Rabies vaccinations, if needed

\$12.00 per animal

Heartworm Test

\$21.00 per animal

Fecal Examination

\$ 7.00 per animal

Feline Leukemia Test

\$30.00 per cat

Microchip, if requested by Animal Control

\$ 5.00 per animal

Instructions: When animals are brought to the veterinarian's office from the Animal Control Center as part of an adoption, examination and treatment which exceed those indicated above must be approved by the animal's adoptive owner and will be paid by the adoptive owner. Services provided to animals delivered to the veterinarian's office by rescue groups will not be paid by the Animal Control Center.

Bidding Information:

- A. The Veterinarian shall provide General Health Examinations and Vaccinations, as needed, at the rates indicated above.
- B. The Veterinarian may provide any additional vaccinations as recommended to and/or requested by the animal's new owner, at rates determined by the Veterinarian and billed to the new owner.
- C. The County shall, whenever possible, microchip, de-worm, and administer initial DHLPP+CVK or FVRCP+C, and rabies vaccinations, to all animals prior to delivering the animal to the Veterinarian. The County will provide all available medical records to the Veterinarian when the animal is transported for sterilization or examination.

Office Visit, Examinations, Treatments and Euthanasia Services

Office Visit at Veterinarian's Private Practice

\$35.00 per office visit

Euthanasia services

\$15.00 per animal

Instructions: This "office-visit" fee will be charged once per office visit, per animal delivered for examination and treatment, and once per animal or group of animals delivered for euthanasia. Fees for examination and treatment will vary based on the animal's condition and needs. Examinations and treatment estimated to exceed \$500.00 must be approved by the Animal Control Manager prior to beginning the treatments. The euthanasia fee should be a flat fee that will reflect the combined costs of euthanasia solution, supplies and administration of the solution per animal euthanized.

ST

Bidding Information:

A. Sick or injured animals brought into the Veterinarian's private practice office will be examined at the "office-visit" rate indicated above. The Veterinarian shall provide emergency medical examinations and treatments not to exceed the amount of \$500.00, report the findings to the Animal Control Manager and offer a recommended course of action. The Animal Control Manager will make the decision on a course of action based on the recommendation of the Veterinarian and County budgetary considerations, to provide treatments in excess of \$500.00.

B. An animal or group of animals delivered to the Veterinarian's private practice for euthanasia services shall be constitute one "office-visit."

C. The Veterinarian shall provide euthanasia of animals for the County. The County shall deliver the animal(s) to the Veterinarian's Private Practice, when scheduled and the Veterinarian shall euthanize the animal(s) at the per-animal euthanized rate indicated above. This rate shall include the cost of any man-hours, sedatives and controlled substances necessary to perform euthanasia.

Please check which euthanasia services can be provided:

Humane euthanasia of sick or injured animals:

Humane euthanasia due to public safety threat:

Humane euthanasia of feral cats (animals):

Humane euthanasia of wild, rabies suspect animals

Humane euthanasia for shelter population control

✓
✓
✓
✓

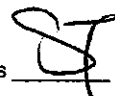
Additional Information:

Instructions: The following information will be including in the contract. These items do not require bidding, but are provided for the veterinarian's knowledge when considering their bid.

Bidding Information:

1. The Veterinarian shall apply for and obtain an Animal Care Facilities Act license from the Missouri Department of Agriculture prior to rescuing animals from the County and placing said animals up for adoption or rescue through the Veterinarian's Private Practice.
2. Veterinarian understands that this is not an exclusive contract. The County reserves the right to enter into multiple contracts for veterinary services.
3. The term of this agreement is for one year from the date of its execution. The County may extend the length of the term of this agreement for an additional one year term. Any extension must be approved by the County in writing. This agreement may be terminated by either party by providing thirty (30) days written notice to the other party.
4. Both the County and the Veterinarian agree that the Veterinarian will act as an independent contractor in the performance of its duties under this agreement. Accordingly, the Veterinarian shall be responsible for payment of all taxes including Federal, State and local taxes arising out of the Veterinarian's activities in accordance with this agreement, including by way of illustration but not limitation, Federal and State income tax, Social Security tax, Unemployment Insurance taxes, and any other taxes or business license fees as required.
5. The Veterinarian shall not assign any rights or delegate any duties under this agreement without the express written consent of the County.

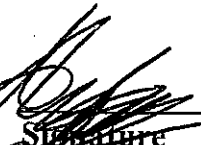
Additional information: _____



In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 21 Friday day of October 2016:

Animal House Veterinary Hospital
Company Name

County of Jefferson, State of Missouri


Signature
Sherry Torregrossa
Print

Kenneth B. Waller
Kenneth B. Waller County Executive

Company Address: 4202 Jeffco

Blv. Arnold MO 63010

Phone: 636-464-1038

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


County Auditor

APPROVED AS TO FORM


County Counselor

COOPERATIVE BID FORM

Bid Name: General Vet Services 2017

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

COOPERATIVE PROCUREMENT CONTRACT

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

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

Yes ☒ 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: \$ Open To Review

BY: Dr. Sherry Torregrossa

TITLE: Owner

COMPANY: Happy Tails Animal Hosp IBA Animal House
Veterinary Hosp

CONTACT INFORMATION FOR COOPERATIVE AGREEMENT

Phone 636-464-1038 E-mail animalhousevet@gmail.com

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

ST

COOPERATIVE BID FORM

Bid Name: _____

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**

ST

Veterinary Professional Liability Insurance Policy Certificate of Insurance



ZURICH

This policy provides occurrence coverage. Please review the policy carefully.

ITEM 1: Insured by the stock company below and hereinafter called the Company

Zurich American Insurance Company

U-VPL-103-A-CW (07/04)

ITEM 2: Named Certificate Holder, member number, IRC, and address

Sherry Ann Torregrossa, DVM
4202 Jeffco Boulevard
Arnold, MO 63010

Master Policy Number:

EOL 5241302 -12

Certificate Number:

VETPRO036013

**FOR INFORMATION OR TO FILE A CLAIM
PLEASE CALL (800) 228-7548**

ITEM 3: Policy Period

From: 01/01/2017

To: 01/01/2018

12:01 am Standard time at the address of the Named Certificate Holder as stated herein

ITEM 4: Limits of Liability

Each claim \$ 100,000

Aggregate \$ 300,000

<u>Member Name</u>	<u>Member No.</u>	<u>IRC</u>	<u>Class</u>
Sherry Torregrossa	89964	17	IV

ITEM 5: Premium and coverage summary

Primary Professional Liability	\$185.00
Veterinary License Defense	\$85.00
Professional Extension Endorsement (Animal Bailee)	\$16.00

TOTAL DUE: \$286.00

ITEM 6: Forms Attached at Issuance:

U-VPL-100-A CW (07/04); U-VPL-103-A CW (07/04); U-GU-1041-A (03/11); U-VPL-134-A MO (09/04); U-VPL-153-A MO (11/04); U-GU-832-A MO (07/09); U-VPL-154-A MO (11/04); U-VPL-101-A CW (07/04); U-VPL-102-B CW (06/11); U-GU-319-F (01/09)

ITEM 7: Schedule of Plan Numbers and location(s) for Professional Extension Endorsement (Animal Bailee) / Embryo and Semen Storage (if purchased):
For additional locations, please see the attached page

Location Number/Address

Extension Plan Embryo Plan

1: 4202 Jeffco Boulevard
Arnold, MO 63128

Plan 1

ITEM 8: Veterinary Professional Liability Regulatory Action License Defense Coverage endorsement (if purchased):

Limit: \$ 25,000

Authorized Signature

Neil R. Hughes

Neil R. Hughes, President
HUB International Midwest Limited

This Certificate of Insurance is issued off the Master Policy held by the American Veterinary Medical Association (AVMA) Professional Liability Insurance Trust. By acceptance of this policy the Named Certificate Holder agrees that the statements in the certificate and the application and any attachments hereto are the Named Certificate Holder's agreements and representations and that this policy embodies all agreements existing between the Named Certificate holder & the Company or any of its representatives relating to this insurance.

Notice to the Company:

Zurich North American-Specialties Claims
Attn: Professional Liability Claim Department
P.O. Box 307010, Jamaica, NY 11430-7010

Endorsement #

Missouri Amendatory Endorsement – Cancellations, Nonrenewal and Conditional Renewal



Certificate No.	Eff. Date of Cert	Exp. Date of Cert.	Eff. Date of End.	Add'l Prem.	Return Prem.
VETPRO036013	01/01/2017	01/01/2018		\$286.00	\$0.00

Named Certificate Holder and Mailing Address:

Sherry Ann Torregrossa, DVM
4202 Jeffco Boulevard
Arnold, MO 63010

Producer:

HUB International Midwest Limited
55 East Jackson Boulevard
Chicago, IL 60604-4187

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the:

Veterinary Professional Liability Insurance Policy

It is agreed that Section IV – CONDITIONS, Paragraph D is deleted in its entirety and replaced with the following:

1. CANCELLATION

- a. This policy may be canceled by the **Named Certificate Holder** by surrender of the policy to the Company or by mailing written notice to the Company stating when such cancellation shall take effect. If canceled by the **Named Certificate Holder**, the Company shall retain the customary short-rate proportion of the premium. In no event may the requested date of cancellation be greater than ten (10) days prior to the date the request is received by the Company.
- b. The Company may cancel this policy by mailing or delivering written notice to the **Named Certificate Holder** at the address shown in the **Certificate of Insurance**. Such cancellation shall be mailed or delivered no fewer than sixty (60) days prior to the effective date of the cancellation, except where the cancellation is based on one or more of the following reasons:
 - (1) Nonpayment of premium;
 - (2) Fraud or material misrepresentation affecting the policy or in the presentation of a **Claim** thereunder or a violation of any of the terms or conditions of a policy;
 - (3) Changes in conditions after the effective date of the policy which have materially increased the hazards originally insured;
 - (4) Insolvency of the Company; or
 - (5) The Company involuntarily loses reinsurance for the policy;

In the event the Company cancels for the reasons stated in Subsection b(1) through b(5) above, such cancellation shall be mailed by certified mail to the **Named Certificate Holder** at the address shown in the **Certificate of Insurance** no fewer than ten (10) days prior to the effective date.

- c. If the Company cancels this policy, the earned premium shall be computed pro-rata. Premium adjustment may be made at the time cancellation is effected or as soon as practicable thereafter. Failure to pay any premium adjustment at, on, or around the time of the effective date of cancellation shall not alter the effectiveness of cancellation.
- d. Any notice of cancellation will state the specific reason for such cancellation.
- e. If notice is mailed, proof of mailing will be sufficient proof of notice.
- f. An assignment or transfer of this policy among affiliated Companies within an insurance holding company system is not considered a cancellation in the state of Missouri.

2. NONRENEWAL

- a. If the Company elects not to renew this policy, the Company will mail or deliver to the **Named Certificate Holder**, written notice of nonrenewal. The Company will mail or deliver this notice to the address shown on the **Certificate of Insurance** at least sixty (60) days prior to the effective date of the nonrenewal.

- b. Any notice of nonrenewal will state the specific reason for such nonrenewal.
- c. If notice is mailed, proof of mailing will be sufficient proof of notice.
- d. An assignment or transfer of this policy among affiliated Companies within an insurance holding company system is not considered a nonrenewal in the state of Missouri.

3. **Conditional Renewal**

- a. If the Company elects to renew this policy and the renewal is subject to an increase in premium by twenty-five percent (25%) or more, then the Company shall mail by certified mail, a "premium alteration requiring notification" to the **Named Certificate Holder** at the address shown in the **Certificate of Insurance** and to the producer of record, if any, at least sixty (60) days prior to the expiration date of the policy.
- b. If the Company fails to meet this notice requirement, the **Named Certificate Holder** shall have the option of continuing the policy for the remainder of the notice period plus an additional thirty (30) days at the premium rate of the existing policy. This provision does not apply if the Company has offered to renew the policy without such an increase in premium or if the **Named Certificate Holder** fails to pay a premium due or any advance premium required by the Company for nonrenewal.
- c. For purposes of this section, "premium alteration requiring notification" means an annual increase in premium of twenty-five percent (25%) or more, exclusive of premium increases due to a change in the operations of the **Named Certificate Holder** which increases either the hazard insured against or the individual loss characteristics, or due to a change in the magnitude of the exposure basis, including, without limitation, increases in payroll or sales.

All other terms, conditions and exclusion of this policy remain unchanged.

Signed by:

Neil R. Hughes

Authorized Representative

10/2/2016

Date

E-Verify Employment Eligibility Verification

[Exit](#)

E-Verify Enrollment: You're Finished

We couldn't immediately approve your enrollment because we were unable to verify the information you entered. The E-Verify Customer Support team will contact you by telephone or e-mail within three federal government workdays and ask you to confirm the information you provided during enrollment. If you'd prefer not to wait for us to contact you, you may call us instead. Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be further delayed.

Once your enrollment is approved, your E-Verify program administrators will receive their user IDs and passwords by e-mail. You should check your e-mail inbox as well as your spam or junk mail folders because sometimes our e-mails are mistakenly marked as spam.

Before you go, click on 'View Memorandum of Understanding' and print a copy of the memorandum of understanding (MOU) you electronically signed. Be sure to share it with your human resources manager, legal counsel and other appropriate staff.

If you have trouble viewing your MOU, make sure you have disabled any pop-up blockers and are using the latest version of your [Portable Document Format \(PDF\) viewer](#) software.

Thanks for signing up. Your participation is vital in ensuring a legal U.S. workforce. If you ever have any questions, we're here to help—just give us a call at 888-464-4218 or e-mail us at E-Verify@dhs.gov.

[View Memorandum of Understanding](#)

[U.S. Department of Homeland Security](#) | [U.S. Citizenship and Immigration Services](#)

[Enable Permanent Tooltips](#) [Accessibility](#) [Download Viewers](#)

JEFFERSON COUNTY, MISSOURI

PAID

2015 PERSONAL PROPERTY

ACCT # 041878
VALUE 2,930
TAX RT 6.711300

HAPPY TAILS VETERINARY HOSPITAL
4202 JEFFCO BLVD
ARNOLD, MO 63010

<u>TAX DISTRICT</u>	<u>TAX</u>
COUNTY TAX	0.03
FOX SCHOOL	137.02
HEALTH UNIT TAX	2.20
JC DEV DISABILITIES	2.75
JEFFERSON COLLEGE	9.97
LIBRARY / C1 & C6	5.17
MENTAL HEALTH TAX	2.75
PARK TAX	0.82
ROAD & BRIDGE TAX	6.20
ROCK AMBULANCE	6.11
ROCK COMM FIRE	22.74
STATE TAX	0.88

** DATE PAID 12/17/2015 **

TOTAL TAXES	196.64
TOTAL PAID	196.64

JEFFERSON COUNTY, MISSOURI

PAID

2014 PERSONAL PROPERTY

ACCT # 041878

VALUE 2,930

TAX RT 6.677800

HAPPY TAILS VETERINARY HOSPITAL

4202 JEFFCO BLVD

ARNOLD, MO 63010

TAX DISTRICT**TAX**

COUNTY TAX	0.70
FOX SCHOOL	134.26
HEALTH UNIT TAX	2.22
JC DEV DISABILITIES	2.78
JEFFERSON COLLEGE	10.07
LIBRARY / C1 & C6	5.20
MENTAL HEALTH TAX	2.78
PARK TAX	0.83
ROAD & BRIDGE TAX	6.26
ROCK AMBULANCE	6.16
ROCK COMM FIRE	23.52
STATE TAX	0.88

** DATE PAID 12/31/2014 **

TOTAL TAXES 195.66**TOTAL PAID 195.66**

BUSINESS VALUE	1	2,930
Total Value:		2,930

BETH MAHN
COUNTY COLLECTOR
HILLSBORO, MO 63050

Phone: 797-5406 (LOCAL)

Account Information			
Account Number	041878	Tax Code	C6RFRA
Tax Year	2016	Account Type	BUSINESS
Return Status	Completed	Tax Rate	6.694400
Date Returned	1/13/2016	Total Tax	\$196.15
City	Entire County		
Owner Name	HAPPY TAILS VETERINARY HOSPITAL 4202 FFCO BLVD ARNOLD, MO, 63010		

Items			
Item	Quantity	Assessed Value	Tax Amount
Z - Business Value	1	2,930	\$196.15
Total		2,930	\$196.15

Billing Details	
Tax Billed	\$196.15
Penalty Billed	\$0.00
Cost Billed	\$0.00
Total Billed	\$196.15
Amount Paid	\$0.00
Total Unpaid	\$196.15

T	
If paid in...	Amount due is...
No mber 2016	\$196.15
De mber 2016	\$196.15
Tax Due amount are for all unpaid or	
See Payment History for further detail	

Payment History				
Tax Year	Total Due	Total Paid	Amount Unpaid	Date Paid
2016	\$196.15	\$0.00	\$196.15	
2015	\$196.64	\$196.64	\$0.00	12/17/2015
2014	\$195.65	\$195.65	\$0.00	12/31/2014
2013	\$2,590.28	\$2,590.28	\$0.00	6/10/2014
2012	\$1,983.72	\$1,983.72	\$0.00	12/31/2012
2011	\$1,956.88	\$1,956.88	\$0.00	12/30/2011
2010	\$0.00	\$0.00	\$0.00	
2009	\$4,471.26	\$4,471.26	\$0.00	10/29/2010
2008	\$3,974.73	\$3,974.73	\$0.00	3/27/2009



IRS DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
PHILADELPHIA PA 19255-0023

Date of this notice: 09-09-2005

Employer Identification Number:
20-3375202

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB OF THIS NOTICE.

005593.199492.0022.001 2 MB 0.534.1162

[illegible]

HAPPY TAILS ANIMAL HOSPITAL PC
5334 HAGEMANN XING DR
ST LOUIS MO 63128

15593

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an EIN. We assigned you EIN 20-3375202. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, please use the label IRS provided. If that isn't possible you should use your EIN and complete name and address shown above on all federal tax forms, payments and related correspondence. If this information isn't correct, please correct it using the tear off stub from this notice. Return it to us so we can correct your account. If you use any variation of your name or EIN, doing so could cause a delay in processing and may result in incorrect information in your account. Doing so could result in our assigning you more than one EIN.

Based on the information from you or your representative, you must file the following form(s) by the date shown next to it.

Form 941	10/31/2005
Form 1120	03/15/2006
Form 940	01/31/2006

If you have questions about the form(s) or the due date(s) shown, you can call us at 1-800-829-4933 or write to us at the address at the top of the first page of this letter. If you need help in determining what your tax year is, you can get Publication 538, Accounting Periods and Methods, at your local IRS office or from our web site at www.irs.gov.

We assigned you a tax classification (S-Corporation, Partnership, etc.) based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a determination of your tax classification, you may seek a private letter ruling from the IRS under the procedures set forth in Revenue Procedure 98-01, 1998-1 I.R.B.7 (or superceding revenue procedure for the year at issue.)



MISSOURI DEPARTMENT OF REVENUE
DIVISION OF TAXATION AND COLLECTION
P.O. BOX 3300
JEFFERSON CITY, MO 65105-3300

FORM 4842 (REV 8-03)	DATE SEPTEMBER 19, 2005
---------------------------------------	-----------------------------------

WITHHOLDING REGISTRATION

HAPPY TAILS ANIMAL HOSPITAL PC
HAPPY TAILS ANIMAL HOSPIT
5334 HAGEMANN CROSSING DR
ST LOUIS COUNTY MO 63128

E-mail us at:

Businessstaxregister@dor.mo.gov

MO Tax ID Number: **19258500**

Phone: (573) 751-5860

Fax: (573) 522-1722

Dear Employer:

Your Missouri Withholding Tax number is 19258500. This number is not transferable and should be referred to when filing your withholding tax return or communicating with us concerning your employer withholding tax account.

Your account has been placed on a QUARTERLY filing frequency. A coupon booklet containing employer withholding tax returns will be mailed to you in the near future. In order to avoid penalty and interest charges, please file and remit in a timely fashion. If a change in filing frequency is necessary, contact us at the address or phone number listed at the top of this letter.

The Employer Withholding Tax Guide, and additional blank returns can be downloaded from the department's website at <http://www.dor.mo.gov>. Blank returns (form 941) can also be requested by calling 1-800-877-6881.

If you have any questions concerning your registration, please contact the Missouri Department of Revenue, Central Registration Section, P.O. Box 3300, Jefferson City, Mo 65105-3300 or telephone (573) 751-5860.

Sincerely,

Kenneth M. Pearson
ADMINISTRATOR



Company ID Number: 788822

Approved by:

Employer Happy Tails Animal Hospital	
Name (Please Type or Print) Sherry Torregrossa	Title
Signature Electronically Signed	Date 06/09/2014
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 06/09/2014

JEFFERSON COUNTY TAX RECEIPT
2013 PERSONAL PROPERTY

6/10/2014 10:48 AM

ACCOUNT #: 041878

RECEIPT#: 2013172329

TOTAL VALUATION:

30,010

BETH MAHN, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

HAPPY TAILS VETERINARY HOSPITAL
4202 JEFFCO BLVD
ARNOLD, MO 63010

PROPERTY DESCRIPTION

BUSINESS VALUE

Total Value: 30,010

TAX DISTRICT

	TAX
COUNTY TAX	8.70
FOX SCHOOL	1,395.45
HEALTH UNIT TAX	22.51
JC DEV DISABILITIES	28.18
JEFFERSON COLLEGE	102.09
LIBRARY / C1 & C6	52.94
MENTAL HEALTH TAX	28.18
PARK TAX	8.40
ROAD & BRIDGE TAX	63.56
ROCK AMBULANCE	63.02
ROCK COMM FIRE	279.42
STATE TAX	9.00

TOTAL TAXES 2,061.45

PENALTY/FEE

PEN/FEE

PENALTY FEES	169.46
PENALTY INTEREST PAID	259.37
Personal Property Filing Penalty Paid	100.00
TOTAL PENALTY/FEES	528.83

TOTAL PAID 2,590.28

PAID

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

DATE: 06/10/2014 STATEMENT TOTAL: 2,590.28 TOTAL PAID: 2,590.28 RECEIPT#: 2013172329

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 041878

HAPPY TAILS VETERINARY HOSPITAL
4202 JEFFCO BLVD
ARNOLD, MO 63010

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