



# County of Jefferson

State of Missouri

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

Chuck Banks  
Presiding Commissioner

Edward L. Kemp  
1st District Commissioner

Patrick J. Lamping  
2nd District Commissioner

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## DEPARTMENT OF ADMINISTRATION

Mark C. Abel - Director

Telephone 636-797-6487 Fax 636-797-5067  
Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

Barbara Redecker  
Human Resources Manager

797-5071 / Fax 797-5596

Vickie Pratt  
General Services/Contracts & Grants  
Manager

797-5380 / Fax 797-5067

Metro Office Supply  
102 E. Main Street  
Festus, MO 63028

October 1, 2008

Attn: Linda Hagan

Your company was awarded a bid for **“2008 Office Supplies”** for the County of Jefferson, Missouri in **December 2007**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri desires to renew this bid award for an additional one year with the same terms and conditions. The new award dates shall be from **January 01, 2009 through December 31, 2009**.

Please include your updated insurance certificates required with this bid.

Please sign and return as soon as possible if your company agrees to renew this contract.

\_\_\_\_\_  
Printed Name of Authorizing Agent

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5382.

Respectfully,

Vickie S. Pratt  
Department of Administration



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Manager  
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Quill Corporation  
100 Schelter Rd.  
Lincolnshire, IL 60069

October 1, 2008

Attn: Brian Armstrong

Your company was awarded a bid for **“2008 Office Supplies”** for the County of Jefferson, Missouri in **December 2007**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri desires to renew this bid award for an additional one year with the same terms and conditions. The new award dates shall be from **January 01, 2009 through December 31, 2009**.

Please include your updated insurance certificates required with this bid.

Please sign and return as soon as possible if your company agrees to renew this contract.

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Printed Name of Authorizing Agent

\_\_\_\_\_  
Signature

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Respectfully,

Vickie S. Pratt  
Department of Administration