



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

DEPARTMENT OF ADMINISTRATION

Mark C. Abel - Director

Telephone 636-797-6487 Fax 636-797-5067
Web Address: 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

November 18, 2008

The County of Jefferson Missouri has renewed the contract for **2008 Office Supplies** for an additional 1 year term at the same terms and conditions as previously bid.

The renewal period is from 01-01-2009 through 12/31/2009.

The CONTRACT PURCHASE ORDER is #: **C08OFFICESUPPLIES**
(This PO # must appear on ALL Invoices)

PURCHASES CAN BE MADE BY ALL COUNTY DEPARTMENTS.
ALL INVOICES MUST BE SUBMITTED TO THE REQUESTING DEPARTMENT.
ALL INVOICES MUST INDICATE THE CONTRACT PURCHASE ORDER NUMBER.

JEFFERSON COUNTY IS TAX EXEMPT: TAX ID NUMBER 12545597.

Vickie S. Pratt
Office of Contracts and Grants
(636) 797-5382



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Quill Corporation
100 Schelter Road
Lincolnshire IL 60069

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