

03912

INTRODUCED BY: COUNCIL MEMBER(s) Kreiter

1 **AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN**
2 **PRODUCTS AND SERVICES FOR MICROFILM PRESERVATION,**
3 **DEPARTMENT OF COUNTY RECORDER.**

4 **WHEREAS**, Jefferson County, Missouri, (hereafter, the "County") recommends
5 the renewal of the following bid awards at the same terms and conditions as previously bid,
6 as authorized by the original Invitation for Bid awarded by the County, for an additional
7 one-year term:

8 **BID NAME**

9 Microfilm Preservation

10 AWARDED BIDDER

11 Optitek, Inc.

12 ORDINANCE NUMBER

13 15-0387

14 **WHEREAS**, the Department of the County Recorder of Jefferson County,
15 Missouri, requested renewal from the bidder, Optitek, Inc. to renewing their contract for
16 the Microfilm Preservation with the County; and

17 **WHEREAS**, Optitek, Inc. requests the cost for filming of records will increase to
18 .033/image effective October 1st, 2017, and the Department of the County Recorder has
19 agreed to the requested increase; and

FILED

AUG 18 2017

1 **WHEREAS**, the Department of the County Recorder of Jefferson County,
2 Missouri, finds it is in the best interest of the County to renew the bid award for Microfilm
3 Preservation for the term of 10-1-17 to 09-30-18 with Optitek, Inc. with approval of the
4 County Council and County Executive up to **\$15,000.00 per year, for total amount not**
5 **to exceed \$15,000.00 annually**, subject to budgetary limitations.

6 BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,

7 AS FOLLOWS:

8 Section 1. The County authorizes the renewal of the bid awards for an
9 additional one-year term as follows:

10 BID NAME

11 Microfilm Preservation

12 TERM

13 10-1-17 to 09-30-18

14 for one (1) additional renewal option

15 Upon approval of the County Council and County Executive

16 AMOUNT

17 Up to \$15,000.00 per year,

18 for total amount, not to exceed \$15,000.00 annually,

19 subject to budgetary limitations

20 AWARDED BIDDER

21 Optitek, Inc.

1 Section 2. The Jefferson County, Missouri, Council hereby authorizes the
2 County Executive to execute a renewal agreement, incorporated herein by reference and
3 attached as Exhibit A. The County Executive is further authorized to take any and all
4 actions necessary to carry out the intent of this Ordinance.

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

9 Section 4. This Ordinance shall be in full force and effect from and after its
10 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity
11 shall not affect the remainder of this Ordinance.

THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:

Council Member District 1, Don Bickowski	<u>Yes</u>
Council Member District 2, Renee Reuter	<u>Yes</u>
Council Member District 3, Robert Boyer	<u>Yes</u>
Council Member District 4, Charles Groeteke	<u>Yes</u>
Council Member District 5, Oscar J. "Jim" Kasten	<u>Abstain</u>
Council Member District 6, Daniel Stallman	<u>Yes</u>
Council Member District 7, James Terry	<u>Yes</u>

THE ABOVE BILL ON THIS 14th DAY OF August, 2017:

✓ PASSED FAILED

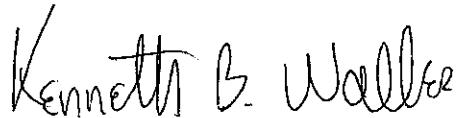


Renee Reuter, County Council Chair

Pat Schlette
Pat Schlette, Council Administrative Assistant

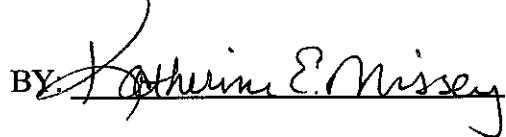
THIS BILL WAS ✓ APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 15th DAY OF AUGUST, 2017.

THIS BILL WAS VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS DAY OF , 2017.



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

ATTEST:


Randy B. Holman, County Clerk
BY: Katherine E. Missey

Reading Date: 08-14-2017



County of Jefferson

State of Missouri

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

PENGAD 800-631-6999

EXHIBIT

A

Ken Waller
County Executive

DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: www.jeffcomo.org

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

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

OPTITEK INC
PO BOX 440277
BRENTWOOD MO 63144

RECEIVED

JUL 24 2017

June 5, 2017

Attn: ~~CHRIS HAIR~~ Ricki McGuire

Your company was awarded a bid for "MICROFILM PRESERVATION" for the County of Jefferson, Missouri in **September 2015**. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder. *Oct 1 2017 / image - see addendum*

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions subject to approval by the County Council and County Executive. The new award dates shall be from **October 1, 2017 through September 30, 2018**.

PLEASE INCLUDE THE FOLLOWING ITEMS:

- 1) This executed renewal letter
- 2) Updated insurance certificates
- 3) Current paid tax receipts for any real or personal property owned in Jefferson County
OR a notarized letter on company letterhead stating that your company does not own any real or personal property in Jefferson County.
- 4) Company Name, Signature, Print, Company Address and Phone completed on next page.

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

Ricki McGuire
Printed Name of Authorizing Agent

B. M. Henne
Signature

6/15/17

Date

If your company does not wish to renew this agreement, please advise as soon as possible. Any questions please contact me at (636) 797-5380.

Respectfully,

Vickie S. Pratt

Vickie S. Pratt

Department of Administrative Services

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this
day of 2017:

Optitek, Inc.
Company Name

County of Jefferson, State of Missouri

Ricki McQuire
Signature
Ricki McQuire
Print

Kenneth B. Waller
Kenneth B. Waller County Executive

Company Address: _____

P.O. Box 440277

Brentwood, MO 63144

Phone: 314-644-2880

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



An Information Technology Company

Addendum to Contract "Microfilm Preservation"

7/19/2017

County of Jefferson
729 Maple Street
Hillsboro, MO 63050
Attn: Vickie Pratt

Dear Vickie,

Please note per our email conversation that the cost for filming of records will increase to .033/image effective October 1st, 2017.

Thank you and please call with any questions.

Ricki McGuire
314-308-6880 cell