



**JEFFERSON COUNTY  
DEPARTMENT OF ADMINISTRATIVE SERVICES**  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
[WWW.JEFFCOMO.ORG](http://WWW.JEFFCOMO.ORG)

**BID #:** [18-0061](#)

**Invitation for Bid: [PERSONAL PROPERTY MAILERS 2019](#) Date Issued: [8-2-2018](#)**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, [SEPTEMBER 11, 2018](#), AT 2:00 P.M. LOCAL TIME.

**Specification  
Contact:**

**ANGIE POPE**  
Department of the County Assessor  
636-797-5547  
[apope@jeffcomo.org](mailto:apope@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:**

**Contract Term:  
UPON APPROVAL OF THE  
COUNTY COUNCIL AND  
COUNTY EXECUTIVE**

**Vendor  
Information:**

**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)***

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.

**Company Name**

**Authorized Agent (Print)**

**Address**

**Signature**

**City/State/Zip Code**

**Title**

**Telephone #**

**Date**

**Tax ID #**

**E-mail**

**Fax #**

## TABLE OF CONTENTS:

<b>Legal Notice and Invitation for Bid</b>	<b>Page 1</b>
<b>Table of Contents</b>	<b>Page 2</b>
<b>Bid Requirements</b>	<b>Page 3</b>
<b>Bid Response and Contract</b>	<b>Page 5</b>
<b>Affidavit</b>	<b>Page 9</b>
<b>Specifications</b>	<b>Page 11</b>

### **\*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, on company letterhead stating that the applicant does not own any real or personal property in Jefferson County, Missouri.**
- 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 MAYBE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY**

## **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](http://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. (X)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. (X)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. (X)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](http://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 \_\_\_\_\_.

**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 \_\_\_\_\_ (Name of Business Entity Authorized Representative) as \_\_\_\_\_ (Position/Title) first being duly sworn on my oath, affirm \_\_\_\_\_ (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 \_\_\_\_\_ (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 \_\_\_\_\_ (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

---

Printed Name

---

Title

---

Date

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

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

\_\_\_\_\_ and my commission expires on \_\_\_\_\_.  
(NAME OF STATE) (DATE)

---

Signature of Notary

---

Date

## **AFFIDAVIT OF WORK AUTHORIZATION**

(Continued)

### **CURRENT BUSINESS ENTITY STATUS**

I certify that \_\_\_\_\_ (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.

---

Authorized Business Entity  
Representative's Name  
(Please Print)

---

Authorized Business Entity  
Representative's Signature

---

Business Entity Name

---

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](mailto: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**

In preparation for the 2019 Personal Property mailer, I am requesting the bid process to begin as soon as possible.

The first week of January 2019, the Department of the County Assessor will mail personal property, mobile home and business assessment lists. We will be mailing approximately 87,000 personal accounts, 10,000 personal accounts with mobile homes printed on them and 7,000 business accounts.

The middle of January 2019, we will have a small batch mailing of new accounts added since the first mailer. This will include approximately 2,800 personal assessment lists and 200 mobile home assessment lists.

In March 2019 a second mailer will be sent with approximately 25,000 personal property assessment lists, 3,000 personal assessment lists with mobile homes printed on the forms and 2,500 business assessment lists.

We request that all three mailers to be itemized out in the bid.

The items needed for the January, Mid-January and March mailer will include the following:

### **January 2019 Mailer**

#### **Personal Forms**

87,000 two-sided forms 8 ½" x 10.7"  
(forms are two colored)  
87,000 letters (one sided print)  
87,000 #10 window envelops  
87,000 #9 return envelopes (white)  
87,000 colored 3 X 8 ½" insert printed on one side

#### **Business Accounts**

7,000 two-sided forms 8 ½" x 14"  
(forms are two colored)  
7,000 letters (one side printed)  
7,000 #10 window envelopes  
7,000 #9 return envelopes (white)  
(return envelopes have Business Division printed)

### **Personal Accounts with Mobile Homes**

10,000 two-sided forms 8 ½" X 10.7" (same form as personal, only "MH" printed on top of the form) (forms are two colored)  
10,000 letters (same as personal letter)  
10,000 colored 3 X 8 ½" insert printed on one side  
10,000 #10 window envelopes  
10,000 #9 return envelopes (white)  
(return envelopes have MH Division printed)

## Mid-January 2019 Mailer

### Personal Forms/Mobile Homes

3,000 two-sided form 8 1/2" x 10.7"  
(forms are two colored)  
3,000 letters (same letter as above)  
3,000 colored 3 X 8 1/2" insert printed on one side  
3,000 #10 window envelopes  
3,000 #9 return envelopes (white)

## March 2019 Mailer

### Personal Accounts

25,000 two-sided forms 8 1/2" X 10.7"  
(The second mailer will require the words "**SECOND NOTICE**" printed on both personal and business forms.)  
(forms are two colored)  
25,000 letters (one side printed)  
(Different letter than first mailer)  
25,000 #10 window envelopes  
25,000 #9 return envelopes (white)  
25,000 colored 3 X 8 1/2" insert printed on one side

### Business Accounts

2,500 two-sided forms 8 1/2" x 14"  
(forms are two colored)  
2,500 letters (one side printed)  
(Different letter than first mailer)  
2,500 #10 window envelopes  
2,500 #9 return envelopes (white)  
(return envelopes have Business Division printed)

### Personal Accounts with Mobile Homes

3,000 two-sided forms (same as personal accounts)  
(Second mailer will require the wording "**Second Notice**" and "**MH**" printed on the form.)  
3,000 same one-sided printed letters as the personal letters  
3,000 colored 3 X 8 1/2" insert printed on one side  
3,000 #10 window envelopes  
3,000 #9 return envelopes (white)  
(return envelopes have MH Division printed)

Personal forms, mobile home forms and business forms are two-sided, two colored forms. The numbers of forms provided in this bid are estimated totals, any and all overruns will be sent to the Department of the County Assessor at no added cost. All delivery charges should be included in bid.

The successful bidder will print taxpayer's name, pin number, address, and account number with bar code, taxation year, tax codes, vehicle, and mobile home information on all personal and mobile home forms. The business forms will also list 2018 assessed business value, name, pin number, address, tax codes, account number with bar code, SIC code on the form and vehicle information. This data will be supplied to the vendor per electronic media provided by the county.

The successful bidder will prepare all USPS documents to support presort, carrier route and automated mailing. All outgoing mail pieces are to be in mail trays and delivered to the Post Office for mailing. Any postal charges or fees for mailing at bidder location must be included in the bid. Carrier route addresses are to be used and all mail must be prepared for pre-sort mailing to provide Jefferson County with the best postage discounts possible.

The successful bidder will process the file's compatible media to add carrier routes and postal bar codes with the addresses. If any part of an address is changed from the original format that is provided to the Vendor to comply with postal requirements, a list must be approved by the Assessor for review. If a change is made, notification must be given to the Assessor and a list of changes must be provided by the Vendor for Assessor approval. The address change supplied to the Assessor must be in an excel format. The list shall contain the before and after change. The account number, name, street address, city, state and zip must be included to the Assessor.

The successful bidder will print all information on the assessment forms that is provided on the media as directed by the Assessor's Office. The successful bidder will fold and insert the forms into a #10 window envelope with a #9 return envelope and the required letter as requested by the Assessor's office. The outgoing mailer will be placed into mail trays and delivered to the Post Office for mailing by the successful bidder.

Bidder must furnish proofs to the Assessor's Office in a timely manner. Live data proof approval is required on all forms before final printing. Proofs will consist of typeset printed on vendor's paper samples of all forms and inserts. Only **original** live proofs will be accepted for final sign off before final printing. Proofs must be delivered to the Assessor in a timely manner in order to complete the 2019 mailer.

The Assessor's Office may terminate the whole or part of the agreement if the supplier fails to deliver within the time specified, or if the supplier fails to perform any other provisions of this agreement, or so fails to make progress as to endanger performance of this agreement and in either of these two circumstances does not cure such failure in a period of ten days after notice from the Assessor specifying such failure.

In the event of termination, the Assessor will have the right to procure items similar to those terminated and to recover from supplier the excess cost of such items, provided the failure of the supplier has not arisen out of causes beyond the control of the supplier.

Payment will be made to bidder only after work has been completed and approved by the Assessor. Two payments will be made. The first payment after the January mailer is successfully completed and the second final payment after the March mailer is successfully completed.

Please find the enclosed samples for each mailing. There will be changes in the layout of the forms including wording. However, the forms will remain the same size. Both the personal and business forms will require a bar code printed on the form, which corresponds with the account number. Samples of the data printed on the forms must be tested by the Assessor's Office before the final forms are printed.

If you have any further questions concerning the 2019 Personal Property mailer, please feel free to contact Angie Pope at 636-797-5547 or e-mail questions to [apope@jeffcomo.org](mailto:apope@jeffcomo.org).

## **Pricing Sheet**

### **January 2019 Mailers**

Personal Forms (87,000)	\$ _____
Business Account (7,000)	\$ _____
Personal Accounts with mobile home (10,000)	\$ _____

### **Mid-January Mailers**

Personal Forms/ Mobile homes (3,000)	\$ _____
--------------------------------------	----------

### **March 2019 Mailers**

Personal Accounts (25,000)	\$ _____
Business Accounts (2,500)	\$ _____
Personal Accounts with mobile home (3,000)	\$ _____

Total Cost of Mailers \$ \_\_\_\_\_

# January

# Personal Property

# Mailer Documents

# Personal Property

## #10 Windowed Envelope

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

RETURN SERVICE REQUESTED



PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
MAIL SERVICES, LLC



# 2018 Personal Property Assessment List

## Robert S. Boyer

### Department of the County Assessor

Avoid Penalty  
Return by  
March 1, 2018

YEAR	ACCOUNT
2018	010114

To determine if you are eligible to e-file your Personal Property Assessment List refer to the enclosed letter.  
TO E-FILE: [www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

**E-Filing PIN: 113150**

NAME AND/OR ADDRESS CHANGE:



BURNS, RICHARD S & TRUDY  
2705 WILD RIDGE DR  
000020 HIGH RIDGE, MO 63049

DATE MOVED:

If you are changing to a PO Box you must provide  
your physical address below:

SCH	FIRE	AMB	ROAD	CITY
SCHR1	FIRHR	AMBNJ	ROAD	

SITE ADDRESS:

#### PART "A"

Note, if you are moving out of Jefferson County it is your  
responsibility to notify your new assessment authority.

Listed below are the items you reported for the **2017** tax year. Draw a line through any items that you did not own on  
**January 1, 2018**. List any items not shown below in the appropriate space on the back of this form. **THIS COMPLETED FORM  
SHOULD REFLECT ALL PERSONAL PROPERTY OWNED AS OF JANUARY 1, 2018. DO NOT LIST LEASED VEHICLES.**

1959 JON BTM16FT BOAT METAL 16FT  
1980 JON BT10FT BOAT 10FT  
1989 PONT AL 20  
1985 YAMAHA SPORT 196CC 196  
1960 UNSPECIFIED MTR40 40  
1989 JOHNSON MOTOR GASOLINE 60HP 60  
1959 BOAT TRL16FT TRAILER 16FT  
1971 UTLTY TRL5FT TRAILER 5FT  
2005 UTLTY TRL10FT TRAILER 10FT  
2002 CHEVROLET TRUCK SILVERADO 1500-V8 EXTENDED CAB 4WD 6CYL  
2005 CHEVROLET TRUCK TRAILBLAZER-I6 UTILITY 4D LT 4WD

2GCEK19T021283512  
1GNDT13S252138489

**LIST ANY PROPERTY NOT SHOWN ABOVE IN THE APPROPRIATE CATEGORY IN PART "B" OR PART "C" ON BACK ➔**

**Please read and sign below before returning ENTIRE form. DO NOT detach this portion.**

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2018. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation.

Signature

Spouse's Signature

Daytime Telephone #

Date

RETURN TO:  
Robert S. Boyer, Assessor  
PO Box 100  
Hillsboro, MO 63050  
(636) 797-5343  
(800) 748-3456 ext 5343



Bidder's Initials \_\_\_\_\_

Invitation for Bid

18 of 58

010114

Part "B"

THIS SIDE IS FOR **ADDITIONS ONLY**. DO NOT LIST ANYTHING HERE THAT IS ALREADY LISTED ON THE FRONT.

ITEM	YEAR	MAKE (Ex: FORD, CHEVY)	MODEL (Ex: FUSION, CRUZE)	Series (Ex: SE, LT)	BODY TYPE (2D, 4D, SW, CV)	CYLINDERS (4, 6, 8)	VEHICLE IDENTIFICATION NUMBER VIN			
AUTO										
HISTORICAL VEH.										
TRUCK, SUV, VAN	YEAR	MAKE (Ex: DODGE)	MODEL/SERIES (Ex: RAM LARAMIE)	DRIVE (2WD, 4WD, AWD)	CAB STYLE (REG, EXT, CREW, QUAD)	CYLINDERS (4, 6, 8)	DIESEL (YES / NO)	VIN		
HEAVY TRUCK OVER 1 TON	YEAR	MAKE (Ex: KENWORTH, VOLVO)	BODY TYPE (Ex: SEMI, DUMP)			GLW	# AXLES	VIN		
TRACTOR TRAILER	YEAR	MAKE (Ex: GREAT DANE, DORSEY)	TYPE (Ex: DRY FREIGHT, REFR)			LENGTH	# AXLES	VIN		
MOTORCYCLE ATV OR UTV	YEAR	MAKE (Ex: HONDA, YAMAHA)	MODEL (Ex: SHADOW, GRIZZLY)		CC'S (750, 350)	M/C	ATV	UTV	VIN	
MOTOR HOME	YEAR	MAKE	SERIES	MODEL	LENGTH		VIN			
CAMPER	FOLD DOWN <input type="checkbox"/> UPRIGHT <input type="checkbox"/> 5TH WHEEL <input type="checkbox"/>									
	BOAT YEAR	MAKE	MODEL/TYPE (Ex: JON, BASS, PONTOON)	LENGTH	MATERIAL (FIBER/ALUM)	BOAT MOTOR YEAR		MOTOR MAKE	MOTOR TYPE (CIRCLE ONE)	HP
BOAT, MOTOR, JET SKI								OB	I/O IB	
								OB	I/O IB	
								OB	I/O IB	
TRAILER	YEAR	TYPE (UTILITY, FLATBED, BOAT, CARGO, HORSE - 2, 4, 6, STOCK)	HITCH TYPE (GOOSENECK / BUMPER)		HOMEMADE (YES / NO)	LENGTH	VIN			
BUS	YEAR	MAKE	BODY TYPE		# OF PASSENGERS		VIN			
AIRPLANE	YEAR	MODEL	SERIES #		N #		MAX CERT GROSS TAKE OFF WEIGHT			
FARM TRACTOR, FARM MACHINERY, HEAVY EQUIPMENT	YEAR	MAKE	DESCRIPTION (TRACTOR, COMBINE, PLOW, BALER, RAKE, BRUSH HOG, BULLDOZER, BACKHOE)						MODEL #	
LIVESTOCK LIST NUMBER OF ANIMALS	TYPE	QTY	TYPE	QTY	TYPE	QTY	TYPE	QTY		
	COWS AND BULLS		PIGS		SLAUGHTER LAMBS		GOATS			
	CALVES, 400 lbs. or less		BOARS AND SOWS		REPLACEMENT EWES		HORSES			
	YEARLING, 400-700 lbs.		GILTS AND BARROWS		FEEDER LAMBS		BEE COLONIES			
CROPS & GRAIN	TYPE	# of BUSHELS	TYPE	# of BUSHELS	TYPE	# of BUSHELS				
<b>PART "C" MOBILE HOMES ONLY</b>										
YEAR	MAKE	WIDTH	LENGTH	SERIAL # OR VIN	MH PARK NAME			LOT #		
NAME OF LANDOWNER IF DIFFERENT FROM MOBILE HOME OWNER					ADDRESS OF MOBILE HOME					



**Robert S. Boyer**  
**Jefferson County Assessor**

**Personal Property**  
Telephone: (636) 797-5343  
Fax: (636) 797-5083  
ppassessor@jeffcomo.org

Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050  
[www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

Dear Taxpayer:

Enclosed you will find your **2018** Personal Property assessment list. Please review the items listed in **Part A** and draw a line through any items that you did not own on January 1, 2018. Items you own, not listed in **Part A**, should be written in the appropriate section on the reverse side of the assessment list. **DO NOT LIST ANY ITEMS ON THE REVERSE SIDE OF THE DECLARATION THAT ARE ALREADY LISTED ON THE FRONT.**

If all the information listed is correct, you may **e-file** your **2018** Personal Property assessment list. You may **e-file** only if you have no changes to make to your name, address, or items listed. The website and **e-filing PIN number** are printed on the top portion of the assessment list. If you need to add or delete items or have any other changes to your filing, you must return your assessment list to our office, by mail or in person. We cannot accept emailed or faxed copies of your list.

You will notice some items listed under Part "A" of the form have Vehicle Identification Numbers (VIN) included. Please verify that these numbers are correct. You may add VIN number(s) to items where they are not provided.

**FREQUENTLY ASKED QUESTIONS**

**When must this declaration be returned?**

Personal property declarations are to be returned to the Department of the County Assessor by March 1<sup>st</sup>. Missouri State Statute 137.345 requires all assessors to apply a **penalty** to any account not filed by March 1<sup>st</sup>.

**Are there any programs available to assist senior citizens?**

The Missouri Property Tax Credit Claim gives qualifying senior citizens and 100 percent disabled individuals a credit for a portion of real estate taxes or rent they have paid for the year. The credit can be up to a maximum of \$750 for renters and \$1,100 for homeowners. The actual credit is based on the amount of real estate taxes or rent paid and total household income (taxable and nontaxable). To find out more about the program, which is administered through Jefferson City, you may call **1-800-243-6060** or visit the Missouri Department of Revenue's website at <http://dor.mo.gov/personal/ptc/>.

If you have questions or need assistance in completing this declaration, please contact the Personal Property Division of the Department of County Assessor at **(636) 797-5343**.

Sincerely,

A handwritten signature in black ink that reads "RS Boyer".

Robert S. Boyer  
Jefferson County Assessor

## SAVE TIME AND POSTAGE -- E-FILE YOUR ASSESSMENT LIST!

If your 2019 filing is **exactly the same** as your previous personal property filing, you may E-File your 2019 Personal Property Assessment List. To E-file go to [www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor). In order to E-file you must have a valid email address, telephone number, and your E-Filing Pin Number which is located on the front of your 2019 Personal Property Assessment List.

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PLACE  
STAMP  
HERE

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100



# Personal Property

# Mobile Homes

## #10 Windowed Envelope

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

RETURN SERVICE REQUESTED



PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
MAIL SERVICES, LLC



# 2018 Personal Property Assessment List

## Robert S. Boyer

### Department of the County Assessor

Avoid Penalty  
Return by  
March 1, 2018

YEAR	ACCOUNT
2018	014157

To determine if you are eligible to e-file your Personal Property Assessment List refer to the enclosed letter.  
TO E-FILE: [www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

**E-Filing PIN: 145611**

NAME AND/OR ADDRESS CHANGE:



SCHLETT, DOROTHY  
4373 MCMILLEN RD  
000041 DESOTO, MO 63020

DATE MOVED:

If you are changing to a PO Box you must provide  
your physical address below:

Note, if you are moving out of Jefferson County it is your  
responsibility to notify your new assessment authority.

SCH	FIRE	AMB	ROAD	CITY
SCHR3	FIRDR	AMBVA	ROAD	

SITE ADDRESS:

#### PART "A"

Listed below are the items you reported for the **2017** tax year. Draw a line through any items that you did not own on **January 1, 2018**. List any items not shown below in the appropriate space on the back of this form. **THIS COMPLETED FORM SHOULD REFLECT ALL PERSONAL PROPERTY OWNED AS OF JANUARY 1, 2018. DO NOT LIST LEASED VEHICLES.**

2005 CADILLAC DEVILLE-V8 SEDAN 4D  
LT 0001 1985 MBL HOME 14/70

**LIST ANY PROPERTY NOT SHOWN ABOVE IN THE APPROPRIATE CATEGORY IN PART "B" OR PART "C" ON BACK** 

**Please read and sign below before returning ENTIRE form. DO NOT detach this portion.**

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2018. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation.

RETURN TO:

Robert S. Boyer, Assessor  
PO Box 100  
Hillsboro, MO 63050  
(636) 797-5343  
(800) 748-3456 ext 5343

Signature

Spouse's Signature

Daytime Telephone #

Date



Part "B"

THIS SIDE IS FOR ADDITIONS ONLY. DO NOT LIST ANYTHING HERE THAT IS ALREADY LISTED ON THE FRONT.

ITEM	YEAR	MAKE (Ex: FORD, CHEVY)	MODEL (Ex: FUSION, CRUZE)	Series (Ex: SE, LT)	BODY TYPE (2D, 4D, SW, CV)	CYLINDERS (4, 6, 8)	VEHICLE IDENTIFICATION NUMBER VIN			
AUTO										
HISTORICAL VEH.										
TRUCK, SUV, VAN	YEAR	MAKE (Ex: DODGE)	MODEL/SERIES (Ex: RAM LARAMIE)	DRIVE (2WD, 4WD, AWD)	CAB STYLE (REG, EXT, CREW, QUAD)	CYLINDERS (4, 6, 8)	DIESEL (YES / NO)	VIN		
HEAVY TRUCK OVER 1 TON	YEAR	MAKE (Ex: KENWORTH, VOLVO)	BODY TYPE (Ex: SEMI, DUMP)			GLW	# AXLES	VIN		
TRACTOR TRAILER	YEAR	MAKE (Ex: GREAT DANE, DORSEY)	TYPE (Ex: DRY FREIGHT, REFR)			LENGTH	# AXLES	VIN		
MOTORCYCLE ATV OR UTV	YEAR	MAKE (Ex: HONDA, YAMAHA)	MODEL (Ex: SHADOW, GRIZZLY)		CC'S (750, 350)	M/C	ATV	UTV	VIN	
MOTOR HOME	YEAR	MAKE	SERIES	MODEL	LENGTH		VIN			
CAMPER										
FOLD DOWN <input type="checkbox"/> UPRIGHT <input type="checkbox"/> 5TH WHEEL <input type="checkbox"/>										
BOAT, MOTOR, JET SKI	BOAT YEAR	MAKE	MODEL/TYPE (Ex: JON, BASS, PONTOON)	LENGTH	MATERIAL (FIBER/ALUM)	BOAT MOTOR YEAR	MOTOR MAKE	MOTOR TYPE (CIRCLE ONE)	HP	
								OB I/O IB		
								OB I/O IB		
								OB I/O IB		
TRAILER	YEAR	TYPE (UTILITY, FLATBED, BOAT, CARGO, HORSE - 2, 4, 6, STOCK)		HITCH TYPE (GOOSENECK / BUMPER)	HOMEMADE (YES / NO)	LENGTH	VIN			
BUS	YEAR	MAKE	BODY TYPE		# OF PASSENGERS		VIN			
AIRPLANE	YEAR	MODEL	SERIES #		N #		MAX CERT GROSS TAKE OFF WEIGHT			
FARM TRACTOR, FARM MACHINERY, HEAVY EQUIPMENT	YEAR	MAKE	DESCRIPTION (TRACTOR, COMBINE, PLOW, BALER, RAKE, BRUSH HOG, BULLDOZER, BACKHOE)						MODEL #	
LIVESTOCK LIST NUMBER OF ANIMALS	TYPE		QTY	TYPE		QTY	TYPE		QTY	
	COWS AND BULLS			PIGS			SLAUGHTER LAMBS			
	CALVES, 400 lbs. or less			BOARS AND SOWS			REPLACEMENT EWES			
	YEARLINGS, 400-700 lbs.			GILTS AND BARROWS			FEEDER LAMBS			
CROPS & GRAIN	TYPE		# of BUSHELS	TYPE		# of BUSHELS	TYPE		# of BUSHELS	
PART "C" MOBILE HOMES ONLY										
YEAR	MAKE	WIDTH	LENGTH	SERIAL # OR VIN		MH PARK NAME			LOT #	
NAME OF LANDOWNER IF DIFFERENT FROM MOBILE HOME OWNER					ADDRESS OF MOBILE HOME					



**Robert S. Boyer**  
**Jefferson County Assessor**

**Personal Property**  
Telephone: (636) 797-5343  
Fax: (636) 797-5083  
ppassessor@jeffcomo.org

Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050  
[www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

Dear Taxpayer:

Enclosed you will find your **2018** Personal Property assessment list. Please review the items listed in **Part A** and draw a line through any items that you did not own on January 1, 2018. Items you own, not listed in **Part A**, should be written in the appropriate section on the reverse side of the assessment list. **DO NOT LIST ANY ITEMS ON THE REVERSE SIDE OF THE DECLARATION THAT ARE ALREADY LISTED ON THE FRONT.**

If all the information listed is correct, you may **e-file** your **2018** Personal Property assessment list. You may **e-file** only if you have no changes to make to your name, address, or items listed. The website and **e-filing PIN number** are printed on the top portion of the assessment list. If you need to add or delete items or have any other changes to your filing, you must return your assessment list to our office, by mail or in person. We cannot accept emailed or faxed copies of your list.

You will notice some items listed under Part "A" of the form have Vehicle Identification Numbers (VIN) included. Please verify that these numbers are correct. You may add VIN number(s) to items where they are not provided.

**FREQUENTLY ASKED QUESTIONS**

**When must this declaration be returned?**

Personal property declarations are to be returned to the Department of the County Assessor by March 1<sup>st</sup>. Missouri State Statute 137.345 requires all assessors to apply a **penalty** to any account not filed by March 1<sup>st</sup>.

**Are there any programs available to assist senior citizens?**

The Missouri Property Tax Credit Claim gives qualifying senior citizens and 100 percent disabled individuals a credit for a portion of real estate taxes or rent they have paid for the year. The credit can be up to a maximum of \$750 for renters and \$1,100 for homeowners. The actual credit is based on the amount of real estate taxes or rent paid and total household income (taxable and nontaxable). To find out more about the program, which is administered through Jefferson City, you may call **1-800-243-6060** or visit the Missouri Department of Revenue's website at <http://dor.mo.gov/personal/ptc/>.

If you have questions or need assistance in completing this declaration, please contact the Personal Property Division of the Department of County Assessor at **(636) 797-5343**.

Sincerely,

A handwritten signature in black ink that reads "RS Boyer".

Robert S. Boyer  
Jefferson County Assessor

## SAVE TIME AND POSTAGE -- E-FILE YOUR ASSESSMENT LIST!

If your 2019 filing is **exactly the same** as your previous personal property filing, you may E-File your 2019 Personal Property Assessment List. To E-file go to [www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor). In order to E-file you must have a valid email address, telephone number, and your E-Filing Pin Number which is located on the front of your 2019 Personal Property Assessment List.

## SAVE TIME AND POSTAGE -- E-FILE YOUR ASSESSMENT LIST!

If your 2019 filing is **exactly the same** as your previous personal property filing, you may E-File your 2019 Personal Property Assessment List. To E-file go to [www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor). In order to E-file you must have a valid email address, telephone number, and your E-Filing Pin Number which is located on the front of your 2019 Personal Property Assessment List.

## SAVE TIME AND POSTAGE -- E-FILE YOUR ASSESSMENT LIST!

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PLACE  
STAMP  
HERE

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

MH DIVISION



# Personal Property Business

## #10 Windowed Envelope

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

RETURN SERVICE REQUESTED



PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
MAIL SERVICES, LLC



# 2018 Business Assessment List

## Robert S. Boyer

### Department of the County Assessor

PO Box 100  
Hillsboro, MO 63050  
(636) 797-5475 or 1-800-748-3456 Ext 5475

Avoid Penalty  
Return by  
March 1, 2018

OFF THE HOOK INC  
12636 STATE ROUTE 21  
DE SOTO, MO 63020-3312

DBA:

Please note any company name, location (site) or mailing changes below.

YEAR	ACCOUNT	SCH	FIRE	AMB	ROAD	CITY
2018	355017	SCH73		AMBVA	ROAD	CITDS

NAME \_\_\_\_\_  
LOCATION (Site) \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_

Site Address: 12636 STATE RT 21  
DE SOTO, MO 63020

DATE BUSINESS OPENED \_\_\_\_\_  
DATE BUSINESS CLOSED \_\_\_\_\_

#### \*\*\* PART A (includes only licensed items, earth moving equipment & farm machinery) \*\*\*

Listed below are the items which you filed on your 2017 assessment list. Draw a line through any items that you did not own on January 1, 2018. List any items not shown below in the appropriate space on the back of this form. All other business assets should be listed on Part B of this form.

#### \*\*\* PART B \*\*\*

This return will be used by the Assessor to determine the taxable value of your business personal property. You are required by Missouri Statutes Section 137.340 to provide the Assessor with an itemized return listing all tangible personal property owned or controlled by said business on January 1 of each year. The depreciation schedules are based upon the Modified Accelerated Cost Recovery System (MACRS).

(IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH LIST)

#### SECTION 1: Office furniture, fixtures, communications equipment & any other property with an undetermined class life.

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST
2017					
2016					
2015					
2014					
2013					
2012					
<b>PRIOR YEARS</b>					

#### SECTION 2: Technological equipment, computer and data processing equipment.

(Personal computers, servers, modems, monitors, printers, networking equipment and non pre-installed canned software.)

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST
2017					
2016					
2015					
2014					
<b>PRIOR YEARS</b>					

#### SECTION 3: Manufacturing equipment, machine shop equipment, electrical/manual hand tools, presses, concrete forms and all processing assets.

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST
2017					
2016					
2015					
2014					
2013					
2012					
<b>PRIOR YEARS</b>					



**PLEASE ATTACH ITEMIZED LIST IF MORE SPACE IS NEEDED**  
**\*\*\* PART B CONTINUED\*\*\***

**SECTION 4: Leased Property**

Description of Leased Equipment	Year	Model	Name and Address From Whom Leased				Lease Contract #		Date of Installation

**Do you lease, rent or loan property to others? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, list below.**

Description of Equipment	Year	Model	Name of Lessee and Address Where Equipment is Located			Year of Acquisition	Cost	Lease Date	Monthly Rental

**\*\*\* PART C\*\*\***

**(LIST ANY ITEMS THAT ARE NOT LISTED IN PART A ON THE FRONT)**

AUTO	YEAR	MAKE	MODEL	BODY TYPE		CYLINDERS	VIN NUMBER				AWD/4WD		
TRUCK VAN & SUV	YEAR	MAKE	MODEL	CAB SIZE	DIESEL (YES/NO)	CYLINDERS	VIN NUMBER				AWD/4WD		
<b>TRUCKS/TRAILERS FILED WITH THE MISSOURI RECIPROCITY COMMISSION MUST SUPPLY US WITH IRP # _____ AND US DOT # _____</b>													
HEAVY TRUCK (OVER 1 TON)	YEAR	MAKE	BODY TYPE			VIN NUMBER				GLW	# AXLES		
BUS	YEAR	MAKE	MODEL	#PASSENGERS		VIN NUMBER				PURCHASE PRICE			
MOTORCYCLE ATV & UTV	YEAR	MAKE	MODEL	M/C	ATV	UTV	VIN NUMBER				# CC'S		
MOTOR HOME & CAMPER	YEAR	MAKE	MODEL/SERIES	UP	FD	5TH WHL	VIN NUMBER				LENGTH		
AIRPLANE & HOT AIR BALLOON	YEAR	MODEL	SERIES #			N #		MAX CERT GROSS TAKE OFF WEIGHT					
TRAILERS (SMALL, LARGE & TRACTOR TRAILERS)	YEAR	MAKE	TYPE & HITCH TYPE	# TONS	# AXLES	# GAL	LENGTH	VIN NUMBER				HOMEMADE	
													YES
													NO
													YES
BOAT	YEAR	MAKE	MODEL/TYPE (JON/BASS/PONTOON)				MATERIAL		LENGTH		INBOARD		
							FIBER		ALUM				YES
							FIBER		ALUM				NO
BOAT MOTOR	YEAR	MAKE	MOTOR TYPE (CIRCLE ONE)	HP	BOAT TRAILER	YEAR	MAKE			HOMEMADE		LENGTH	
													YES
			OB I/O IB										NO
FARM TRACTOR	YEAR	MAKE	MODEL/TYPE			FARM MACHINERY	YEAR	MAKE			MODEL #	TYPE	
MOBILE HOME	YEAR	MAKE	MODEL	LENGTH	WIDTH	VIN NUMBER / SERIAL NUMBER				MOBILE OFFICE			
													YES
HEAVY MACHINERY AND EXCAVATING EQUIPMENT	YEAR	MAKE	TYPE OF MACHINERY (CRAWLER, LOADER, BACKHOE, ETC)							MODEL #	ACQUISITION COST		
LIVESTOCK	TYPE	QTY	TYPE	QTY	BARROWS/GILTS	TYPE	QTY	TYPE	QTY	LAMBS/EWES	QTY		
	CALVES		COWS/BULLS										
	YEARLINGS		SOWS/BOARS			HORSES							
CROPS & GRAIN	TYPE	QTY	TYPE	QTY	HORSES	TYPE	QTY	TYPE	QTY	GOATS	QTY		

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2018. I further certify that I have not sent or taken or caused to be sent or taken any property out of the state to avoid taxation.

SIGNATURE OF OWNER, PARTNER OR INCORPORATED OFFICER

DATE

EMAIL ADDRESS

PHONE #

HOME OFFICE ADDRESS

PHONE #

PREPARED BY

PHONE #



**Robert S. Boyer**  
**Jefferson County Assessor**

Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050  
[www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

**Business Personal Property**  
Telephone: (636) 797-5475  
Fax: (636) 797-5083  
[bppassessor@jeffcomo.org](mailto:bppassessor@jeffcomo.org)

Dear Business Owner or Manager:

Enclosed is your 2018 Business Personal Property assessment list. Please return the completed original form as soon as possible to ensure timely processing. Missouri State Statute 137.345 requires all assessors to apply a penalty to any account not filed by March 1<sup>st</sup>.

We have provided a list of the items that appeared on your 2017 personal property tax bill. This list only includes licensed items, earth moving equipment, and farm machinery. Draw a line through any items you did not own on January 1, 2018. Any items you do own, not listed in Part A, should be written in the appropriate section on the back of the form in Part C. Please provide the Vehicle Identification Numbers (VIN) for any items that are listed on Part A that do not have a VIN preprinted on the form to ensure your vehicles are valued appropriately.

Please list all other business personal property on Part B of the form. These assets are not preprinted on the form and an updated itemized list must be reported each year. This list should include a description of each item, purchase date, and acquisition cost.

If your business closed during 2017, you must provide our office with documentation as to the date the business was closed.

If you have any questions or need assistance in completing this declaration, please contact the Business Personal Property Division at (636) 797-5475.

Sincerely,

A handwritten signature in black ink that reads "RS Boyer".

**Robert S. Boyer**  
**Jefferson County Assessor**



ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

BUSINESS DIVISION



PLACE  
STAMP  
HERE

# March

# Personal Property

# Mailer Documents

# Personal Property

## #10 Windowed Envelope

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

RETURN SERVICE REQUESTED



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PAID  
MAIL SERVICES, LLC



**Robert S. Boyer**  
**Jefferson County Assessor**

**Personal Property**  
Telephone: (636)797-5343  
Fax: (636)797-5083  
ppassessor@jeffcomo.org

Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050  
[www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

**REMINDER**

Dear Taxpayer:

The Department of the County Assessor has **not received** your 2018 Personal Property Assessment List. Enclosed is an assessment list for you to file. If you have already returned the assessment list that was previously mailed to you, contact our office immediately to ensure that it has been received. Your 2018 assessment list must be received by May 1, 2018 to avoid state-mandated late filing penalties.

Review the assessment list and draw a line through any items on the front that you did not own on January 1, 2018. Items you owned on January 1, 2018, which are not printed on the front, should be added in the appropriate sections on the back. Be sure to sign and date the assessment list and return the entire assessment list to our office.

If your 2018 filing is **exactly the same** as your previous personal property filing, you may E-File your 2018 Personal Property Assessment List. To E-file, go to [www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor). In order to E-file, you must have a valid email address, telephone number, and your E-Filing Pin Number, which is located on the front of your 2018 Personal Property Assessment List.

If you have any questions, please call the Personal Property Division at 636-797-5343.

Sincerely,

Robert S. Boyer  
Jefferson County Assessor

Enclosures: 2



# 2018 Personal Property Assessment List

Robert S. Boyer

Department of the County Assessor

REMINDER NOTICE DUE BY MAY 1, 2018

Avoid Penalty  
Return by  
May 1, 2018

YEAR	ACCOUNT
2018	595093

SMALL, DEVIN J  
425 MONTAUK DR  
FESTUS, MO 63028-3975

NAME AND/OR ADDRESS CHANGE:

---

---

SCH	FIRE	AMB	ROAD	CITY
SCH73	FIRHE	AMBJP	ROAD	

DATE MOVED:

---

---

SITE ADDRESS:

## Part "A"

Note, if you are moving out of Jefferson County it is your responsibility to notify your new assessment authority.

Listed below are the items you reported for the **2017** tax year. **Draw a line** through any items that you did not own on **January 1, 2018**. List any items not shown below in the appropriate space on the back of this form. **THIS COMPLETED FORM SHOULD REFLECT ALL PERSONAL PROPERTY OWNED AS OF JANUARY 1, 2018. DO NOT LIST LEASED VEHICLES.**

2015 CHEVROLET SPARK HATCHBACK 5D LT I4  
LT 0060 1984 MBL HOME 14/70

KL8CD6S99FL716606  
2045

**LIST ANY PROPERTY NOT SHOWN ABOVE IN THE APPROPRIATE CATEGORY IN PART "B" OR PART "C" ON BACK →**

**Please read and sign below before returning ENTIRE form. DO NOT detach this portion.**

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2018. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation.

### RETURN TO:

Robert S. Boyer, Assessor  
PO Box 100  
Hillsboro, MO 63050  
(636) 797-5343  
(800) 748-3456 ext 5343

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Daytime Telephone #

\_\_\_\_\_  
Date



595093

PART "B"

THIS SIDE IS FOR **ADDITIONS ONLY**. DO NOT LIST ANYTHING HERE THAT IS ALREADY LISTED ON THE FRONT.

ITEM	YEAR	MAKE (Ex: FORD, CHEVY)	MODEL (Ex: FUSION, CRUZE)	SERIES (Ex: SE, LT)	BODY TYPE (2D, 4D, SW, CV)	CYLINDERS (4, 6, 8)	VEHICLE IDENTIFICATION NUMBER VIN				
AUTO											
HISTORICAL VEH.											
TRUCK, SUV, VAN	YEAR	MAKE (Ex: DODGE)	MODEL/SERIES (Ex: RAM LARAMIE)	DRIVE (2WD, 4WD, AWD)	CAB STYLE (REG, EXT, CREW, QUAD)	CYL (4, 6, 8)	DIESEL (YES/NO)	VIN			
HEAVY TRUCK (OVER 1 TON)	YEAR	MAKE (Ex: KENWORTH, VOLVO)	BODY TYPE (Ex: SEMI, DUMP)			GLW	# AXLES	VIN			
TRACTOR TRAILER	YEAR	MAKE (Ex: GREAT DANE, DORSEY)	TYPE (Ex: DRY FREIGHT, REFR)			LENGTH	# AXLES	VIN			
MOTORCYCLE ATV OR UTV	YEAR	MAKE (Ex: HONDA, YAMAHA)	MODEL (Ex: SHADOW, GRIZZLY)	CC'S (750, 350)	M/C	ATV	UTV	VIN			
MOTOR HOME	YEAR	MAKE	SERIES	MODEL	LENGTH	VIN					
CAMPER	FOLD DOWN <input type="checkbox"/> UPRIGHT <input type="checkbox"/> 5TH WHEEL <input type="checkbox"/>										
BOAT, MOTOR, JET SKI	BOAT YEAR	MAKE	MODEL/TYPE (Ex: JON, BASS, PONTOON)	LENGTH	MATERIAL (FIBER/ALUM)	BOAT MOTOR YEAR	MOTOR MAKE	MOTOR TYPE (CIRCLE ONE)	HP		
								OB I/O IB			
								OB I/O IB			
								OB I/O IB			
TRAILER	YEAR	TYPE (UTILITY, FLATBED, BOAT, CARGO, HORSE - 2, 4, 6, STOCK)	HITCH TYPE (GOOSENECK/BUMPER)	HOMEMADE (YES / NO)	LENGTH	VIN					
BUS	YEAR	MAKE	BODY TYPE	# OF PASSENGERS			VIN				
AIRPLANE	YEAR	MODEL	SERIES #	N #			MAX CERT GROSS TAKE OFF WGT				
FARM TRACTOR, FARM MACHINERY, HEAVY EQUIPMENT	YEAR	MAKE	DESCRIPTION (TRACTOR, COMBINE, PLOW, BALER, RAKE, BRUSH HOG, BULLDOZER, BACKHOE)							MODEL #	
LIVESTOCK	TYPE	QTY	TYPE	QTY	TYPE	QTY	TYPE	QTY	QTY		
	COWS AND BULLS		PIGS		SLAUGHTER LAMBS		GOATS				
	CALVES, 400 lbs or less		BOARS AND SOWS		REPLACEMENT EWES		HORSES				
	YEARLINGS, 400 - 700 lbs		GILTS AND BARROWS		FEEDER LAMBS		BEE COLONIES				
CROPS & GRAIN	TYPE	# of BUSHELS	TYPE	# of BUSHELS	TYPE		TYPE		# of BUSHELS		
PART "C" MOBILE HOMES ONLY											
YEAR	MAKE	WIDTH	LENGTH	SERIAL # OR VIN		MH PARK NAME			LOT #		
NAME OF LANDOWNER IF DIFFERENT FROM MOBILE HOME OWNER					ADDRESS OF MOBILE HOME						
Invitation for Bid					41 of 58	Bidder's Initials _____					

## SAVE TIME AND POSTAGE -- E-FILE YOUR ASSESSMENT LIST!

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PLACE  
STAMP  
HERE

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100



# Personal Property

# Mobile Homes

## #10 Windowed Envelope

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

RETURN SERVICE REQUESTED



PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
MAIL SERVICES, LLC



**Robert S. Boyer**  
**Jefferson County Assessor**

**Personal Property**  
Telephone: (636)797-5343  
Fax: (636)797-5083  
ppassessor@jeffcomo.org

Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050  
[www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

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If you have any questions, please call the Personal Property Division at 636-797-5343.

Sincerely,

Robert S. Boyer  
Jefferson County Assessor

Enclosures: 2



**REMINDED**  
**2018 Personal Property Assessment List**  
**Robert S. Boyer**  
**Department of the County Assessor**

MH

Avoid Penalty  
Return by  
May 1, 2018

YEAR	ACCOUNT
2018	604780

To determine if you are eligible to e-file your Personal Property Assessment List refer to the enclosed letter.  
TO E-FILE: [www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

**E-Filing PIN: 155270**

NAME AND/OR ADDRESS CHANGE:



RICOTTA, ANNA  
4811 BROOKS DR  
001973 HOUSE SPRINGS, MO 63051-2558

DATE MOVED:

If you are changing to a PO Box you must provide  
your physical address below:

Note, if you are moving out of Jefferson County it is your  
responsibility to notify your new assessment authority.

SCH	FIRE	AMB	ROAD	CITY
SCHC6	FIRSA	AMBRA	ROAD	

SITE ADDRESS:

**PART "A"**

Listed below are the items you reported for the **2017** tax year. Draw a line through any items that you did not own on **January 1, 2018**. List any items not shown below in the appropriate space on the back of this form. **THIS COMPLETED FORM SHOULD REFLECT ALL PERSONAL PROPERTY OWNED AS OF JANUARY 1, 2018. DO NOT LIST LEASED VEHICLES.**

LT 0032 1995 MBL HOME 16/80

SHA02630

**LIST ANY PROPERTY NOT SHOWN ABOVE IN THE APPROPRIATE CATEGORY IN PART "B" OR PART "C" ON BACK** ➔

**Please read and sign below before returning ENTIRE form. DO NOT detach this portion.**

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2018. I further certify that I have not sent or taken or caused to be sent or taken any property out of this state to avoid taxation.

RETURN TO:

Robert S. Boyer, Assessor  
PO Box 100  
Hillsboro, MO 63050  
(636) 797-5343  
(800) 748-3456 ext 5343

Signature

Spouse's Signature

Daytime Telephone #

Date

Invitation for Bid

47 of 58



Bidder's Initials \_\_\_\_\_

604780

Part "B"

THIS SIDE IS FOR **ADDITIONS ONLY**. DO NOT LIST ANYTHING HERE THAT IS ALREADY LISTED ON THE FRONT.

ITEM	YEAR	MAKE (Ex: FORD, CHEVY)	MODEL (Ex: FUSION, CRUZE)	Series (Ex: SE, LT)	BODY TYPE (2D, 4D, SW, CV)	CYLINDERS (4, 6, 8)	VEHICLE IDENTIFICATION NUMBER VIN		
AUTO									
HISTORICAL VEH.									
TRUCK, SUV, VAN	YEAR	MAKE (Ex: DODGE)	MODEL/SERIES (Ex: RAM LARAMIE)	DRIVE (2WD, 4WD, AWD)	CAB STYLE (REG, EXT, CREW, QUAD)	CYLINDERS (4, 6, 8)	DIESEL (YES / NO)	VIN	
HEAVY TRUCK OVER 1 TON	YEAR	MAKE (Ex: KENWORTH, VOLVO)	BODY TYPE (Ex: SEMI, DUMP)			GLW	# AXLES	VIN	
TRACTOR TRAILER	YEAR	MAKE (Ex: GREAT DANE, DORSEY)	TYPE (Ex: DRY FREIGHT, REFR)			LENGTH	# AXLES	VIN	
MOTORCYCLE ATV OR UTV	YEAR	MAKE (Ex: HONDA, YAMAHA)	MODEL (Ex: SHADOW, GRIZZLY)		CC'S (750, 350)	M/C	ATV	UTV	VIN
MOTOR HOME	YEAR	MAKE	SERIES	MODEL	LENGTH		VIN		
CAMPER	FOLD DOWN <input type="checkbox"/> UPRIGHT <input type="checkbox"/> 5TH WHEEL <input type="checkbox"/>								
BOAT, MOTOR, JET SKI	BOAT YEAR	MAKE	MODEL/TYPE (Ex: JON, BASS, PONTOON)	LENGTH	MATERIAL (FIBER/ALUM)	BOAT MOTOR YEAR	MOTOR MAKE	MOTOR TYPE (CIRCLE ONE)	HP
								OB I/O IB	
								OB I/O IB	
								OB I/O IB	
TRAILER	YEAR	TYPE (UTILITY, FLATBED, BOAT, CARGO, HORSE - 2, 4, 6, STOCK)		HITCH TYPE (GOOSENECK / BUMPER)	HOMEMADE (YES / NO)	LENGTH	VIN		
BUS	YEAR	MAKE	BODY TYPE		# OF PASSENGERS		VIN		
AIRPLANE	YEAR	MODEL	SERIES #		N #		MAX CERT GROSS TAKE OFF WEIGHT		
FARM TRACTOR, FARM MACHINERY, HEAVY EQUIPMENT	YEAR	MAKE	DESCRIPTION (TRACTOR, COMBINE, PLOW, BALER, RAKE, BRUSH HOG, BULLDOZER, BACKHOE)						MODEL #
LIVESTOCK LIST NUMBER OF ANIMALS	TYPE	QTY	TYPE	QTY	TYPE		QTY	TYPE	QTY
	COWS AND BULLS		PIGS		SLAUGHTER LAMBS			GOATS	
	CALVES, 400 lbs. or less		BOARS AND SOWS		REPLACEMENT EWES			HORSES	
	YEARLINGS, 400-700 lbs.		GILTS AND BARROWS		FEEDER LAMBS			BEE COLONIES	
CROPS & GRAIN	TYPE	# of BUSHELS	TYPE	# of BUSHELS	TYPE		# of BUSHELS		
<b>PART "C" MOBILE HOMES ONLY</b>									
YEAR	MAKE	WIDTH	LENGTH	SERIAL # OR VIN	MH PARK NAME			LOT #	
NAME OF LANDOWNER IF DIFFERENT FROM MOBILE HOME OWNER					ADDRESS OF MOBILE HOME				

## SAVE TIME AND POSTAGE -- E-FILE YOUR ASSESSMENT LIST!

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PLACE  
STAMP  
HERE

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

MH DIVISION



# Personal Property

# Business

## #10 Windowed Envelope

ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

RETURN SERVICE REQUESTED



PRESORTED  
FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
MAIL SERVICES, LLC



**Robert S. Boyer**  
**Jefferson County Assessor**

Department of the County Assessor  
PO Box 100  
Hillsboro, MO 63050  
[www.jeffcomo.org/assessor](http://www.jeffcomo.org/assessor)

PPAssessor@jeffcomo.org  
**Business Personal Property**  
Telephone: (636)797-5475  
Fax: (636)797-5083  
[bppassessor@jeffcomo.org](mailto:bppassessor@jeffcomo.org)

Dear Taxpayer:

The Department of the County Assessor has not received your 2018 Business Personal Property assessment list. Enclosed is an assessment list for you to file. If you have already returned the assessment list that was previously mailed to you, contact our office immediately to ensure that it has been received. Your assessment list must be received by May 1, 2018 to avoid state-mandated late filing penalties.

Review the items listed under **Part A**. Draw a line through any items you did not own January 1, 2018. Any items you do own, not listed in **Part A**, should be written in the appropriate section on the back of the form in **Part C**.

**Part B** of the form is for you to list all other business personal property. Provide an itemized list of all business assets with a description of each item, purchase date, and acquisition cost.

If you closed your business during 2017, you must provide our office with documentation as to the date the business closed.

If you have any questions, please call the Business Personal Property Division at **636-797-5475**.

Sincerely,

A handwritten signature in black ink that reads "RS Boyer".

Robert S. Boyer  
Jefferson County Assessor

Enclosure: 2



9999

**2018 Business Assessment List**  
**Robert S. Boyer**  
**Department of the County Assessor**

PO Box 100  
Hillsboro, MO 63050  
(636) 797-5475 or 1-800-748-3456 Ext 5475

**Avoid Penalty  
Return by  
MAY 1, 2018**

**REMINDER NOTICE  
DUE BY MAY 1, 2018**

TD HALBROOK LLC  
3148 MEYER RD  
FESTUS, MO 63028

DBA: TD HALBROOK COMPANIES

Please note any company name, location (site) or mailing changes below.

NAME \_\_\_\_\_  
LOCATION (Site) \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

Site Address:

DATE BUSINESS OPENED \_\_\_\_\_  
DATE BUSINESS CLOSED \_\_\_\_\_

**\*\*\* PART A (includes only licensed items, earth moving equipment & farm machinery) \*\*\***

Listed below are the items which you filed on your 2017 assessment list. Draw a line through any items that you did not own on January 1, 2018. List any items not shown below in the appropriate space on the back of this form. All other business assets should be listed on Part B of this form.

2007 FORD (F550SD) CAB & CHASSIS 4X4 4X4 18GVW C&C	1FDAF57P97EB26336
1989 CARGO TRL14FTENCSA TRL 14FT ENCLSD SNGL AXLE	40LUB142XKP006924
2002 ULLTY TRLUN TRAILER UNSPECIFIED	
2017 ULLTY TRL20FT TRAILER 20FT	5RTBE1822HD061570

**\*\*\* PART B \*\*\***

This return will be used by the Assessor to determine the taxable value of your business personal property. You are required by Missouri Statutes Section 137.340 to provide the Assessor with an itemized return listing all tangible personal property owned or controlled by said business on January 1 of each year. The depreciation schedules are based upon the Modified Accelerated Cost Recovery System (MACRS).

**(IF ADDITIONAL SPACE IS REQUIRED, PLEASE ATTACH LIST)**

**SECTION 1: Office furniture, fixtures, communications equipment & any other property with an undetermined class life.**

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST
2017					
2016					
2015					
2014					
2013					
2012					
<b>PRIOR YEARS</b>					

**SECTION 2: Technological equipment, computer and data processing equipment.**

(Personal computers, servers, modems, monitors, printers, networking equipment and non pre-installed canned software.)

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST
2017					
2016					
2015					
2014					
<b>PRIOR YEARS</b>					

**SECTION 3: Manufacturing equipment, machine shop equipment, electrical/manual hand tools, presses, concrete forms and all processing assets.**

YEAR OF PURCHASE	ASSET CLASS	MACRS	TYPE OF PROPERTY	PURCHASE PRICE	UPGRADE COST
2017					
2016					
2015					
2014					
2013					
2012					
<b>PRIOR YEARS</b>					



**PLEASE ATTACH ITEMIZED LIST IF MORE SPACE IS NEEDED**  
**\*\*\* PART B CONTINUED\*\*\***

**SECTION 4: Leased Property**

Description of Leased Equipment	Year	Model	Name and Address From Whom Leased				Lease Contract #		Date of Installation

**Do you lease, rent or loan property to others? No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, list below.**

Description of Equipment	Year	Model	Name of Lessee and Address Where Equipment is Located			Year of Acquisition	Cost	Lease Date	Monthly Rental

**\*\*\* PART C\*\*\***

**(LIST ANY ITEMS THAT ARE NOT LISTED IN PART A ON THE FRONT)**

AUTO	YEAR	MAKE	MODEL	BODY TYPE		CYLINDERS	VIN NUMBER				AWD/4WD		
TRUCK VAN & SUV	YEAR	MAKE	MODEL	CAB SIZE	DIESEL (YES/NO)	CYLINDERS	VIN NUMBER				AWD/4WD		
<b>TRUCKS/TRAILERS FILED WITH THE MISSOURI RECIPROCITY COMMISSION MUST SUPPLY US WITH IRP # _____ AND US DOT # _____</b>													
HEAVY TRUCK (OVER 1 TON)	YEAR	MAKE	BODY TYPE			VIN NUMBER				GLW	# AXLES		
BUS	YEAR	MAKE	MODEL	#PASSENGERS		VIN NUMBER				PURCHASE PRICE			
MOTORCYCLE ATV & UTV	YEAR	MAKE	MODEL	M/C	ATV	UTV	VIN NUMBER				# CC'S		
MOTOR HOME & CAMPER	YEAR	MAKE	MODEL/SERIES	UP	FD	5TH WHL	VIN NUMBER				LENGTH		
AIRPLANE & HOT AIR BALLOON	YEAR	MODEL	SERIES #			N #		MAX CERT GROSS TAKE OFF WEIGHT					
TRAILERS (SMALL, LARGE & TRACTOR TRAILERS)	YEAR	MAKE	TYPE & HITCH TYPE	# TONS	# AXLES	# GAL	LENGTH	VIN NUMBER				HOMEMADE	
													YES
													NO
													YES
BOAT	YEAR	MAKE	MODEL/TYPE (JON/BASS/PONTOON)				MATERIAL		LENGTH		INBOARD		
							FIBER		ALUM				YES
							FIBER		ALUM				NO
BOAT MOTOR	YEAR	MAKE	MOTOR TYPE (CIRCLE ONE)	HP	BOAT TRAILER	YEAR	MAKE			HOMEMADE		LENGTH	
													YES
			OB I/O IB										NO
FARM TRACTOR	YEAR	MAKE	MODEL/TYPE			FARM MACHINERY	YEAR	MAKE			MODEL #	TYPE	
MOBILE HOME	YEAR	MAKE	MODEL	LENGTH	WIDTH	VIN NUMBER / SERIAL NUMBER					MOBILE OFFICE		
													YES
HEAVY MACHINERY AND EXCAVATING EQUIPMENT	YEAR	MAKE	TYPE OF MACHINERY (CRAWLER, LOADER, BACKHOE, ETC)							MODEL #	ACQUISITION COST		
LIVESTOCK	TYPE	QTY	TYPE	QTY	BARROWS/GILTS	TYPE	QTY	TYPE	QTY	LAMBS/EWES	QTY		
	CALVES		COWS/BULLS										
	YEARLINGS		SOWS/BOARS			HORSES							
CROPS & GRAIN	TYPE	QTY	TYPE	QTY	HORSES	TYPE	QTY	TYPE	QTY		QTY		

I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property made taxable by the laws of the state of Missouri, which I owned or which I had under my charge or management on the first day of January, 2018. I further certify that I have not sent or taken or caused to be sent or taken any property out of the state to avoid taxation.

SIGNATURE OF OWNER, PARTNER OR INCORPORATED OFFICER

DATE

EMAIL ADDRESS

PHONE #

HOME OFFICE ADDRESS

PHONE #

PREPARED BY

PHONE #



ROBERT S. BOYER, ASSESSOR  
*DEPARTMENT OF THE COUNTY ASSESSOR*  
PO BOX 100  
HILLSBORO MO 63050-0100

BUSINESS DIVISION



PLACE  
STAMP  
HERE

**In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this \_\_\_\_\_ day of \_\_\_\_\_ 2018:**

**County of Jefferson, State of Missouri**

**Company Name**

**Signature**

**Kenneth B. Waller County Executive**

**Print**

**Company Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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:** \_\_\_\_\_

**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**