

INTRODUCED BY: COUNCIL MEMBER(s) Jerry

1           **AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN**  
2           **PRODUCTS AND SERVICES FOR ELECTION SUPPORT 2019, DEPARTMENT**  
3           **OF THE COUNTY CLERK.**

4                   **WHEREAS**, Pursuant to Ordinance 19-0137 Jefferson County, Missouri entered  
5                   into a Contract, known as the Election Support 2019 Contract, with Henry M. Adkins &  
6                   Son, Inc.; and

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

11 BID NAME

12 Election Support 2019

13 AWARDED BIDDER

14 Henry M. Adkins & Son, Inc.

15 ORDINANCE NUMBER

16 19-0137

17           **WHEREAS**, the Department of the County Clerk of Jefferson County, Missouri,  
18    requested renewal from the awarded bidder, Henry M. Adkins & Son, Inc. to renew the  
19    contract for the Election Support 2019 with the County; and

FILED

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JAN 30 2020

**KEN WALLER**  
**COUNTY CLERK, JEFFERSON COUNTY, MD**

1           **WHEREAS**, Jefferson County, Missouri, finds it is in the best interest of the  
2   County to renew the bid award for Election Support 2019 for the term of the date of  
3   approval to 12-31-20 with Henry M. Adkins & Son, Inc. with approval of the County  
4   Council and County Executive up to **\$366,275.00 per term, for total amount not to**  
5   **exceed \$366,275.00 for the term**, 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 Election Support 2019

12 TERM

13 Date of approval to 12-31-2020

14 Upon approval of the County Council and County Executive

15 AMOUNT

Up to \$366,275.00 per term,

17 for total amount not to exceed \$366,275.00 for the term,

18 subject to budgetary limitations

19 AWARDED BIDDER

20 Henry M. Adkins & Son, Inc.

21        Section 2.    The Jefferson County, Missouri, Council hereby authorizes the  
22        County Executive to execute a renewal agreement, attached hereto and incorporated herein

1 by reference and attached as Exhibit A. The County Executive is further authorized to take  
2 any and all actions necessary to carry out the intent of this Ordinance.

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

7           Section 4.      This Ordinance shall be in full force and effect from and after its  
8 date of approval. If any part of this Ordinance is invalid for any reason, such invalidity  
9 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, Brian Haskins	<u>Yes</u>
Council Member District 2, Renee Reuter	<u>Yes</u>
Council Member District 3, Phil Hendrickson	<u>Yes</u>
Council Member District 4, Charles Groeteke	<u>Yes</u>
Council Member District 5, Tracey Perry	<u>Yes</u>
Council Member District 6, Daniel Stallman	<u>Yes</u>
Council Member District 7, James Terry	<u>Yes</u>

THE ABOVE BILL ON THIS 27<sup>th</sup> DAY OF January, 2020:

✓ PASSED        FAILED

  
Phil Hendrickson, County Council Chair

  
Pat Schlette, Council Executive Assistant

THIS BILL WAS  APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 30<sup>th</sup> DAY OF January, 2020.

THIS BILL WAS        VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS        DAY OF       , 2020.

Dennis J. Gannon  
Dennis J. Gannon, Jefferson County, Missouri, Executive

ATTEST:

Ken Waller  
Ken Waller, County Clerk

BY: Katherine C. Missey

First Reading: 01-27-2020

## CHECKLIST FOR BILLS

BILL NAME:	Renewal Election Support 2019	BILL #:
TIME SENSITIVE _____		YES      NO <input checked="" type="checkbox"/> N/A
IN MEMORANDUM		DEPT.: <i>County Clerk</i>
1.	Contract term - The term should read that the contract will be awarded after approval and signature of both Jefferson County Executive and the awarded vendor for a time period specified on the bid.	<input checked="" type="checkbox"/> YES      NO      N/A
2.	Amount of the award to reflect the actual amount previously spent, or an explanation for increases or decreases	<input checked="" type="checkbox"/> YES      NO      N/A
3.	Account string(s) for the purchase	<input checked="" type="checkbox"/> YES      NO      N/A
4.	Funds that were spent in the last year, if applicable \$: <u>98,283.00</u> in 2019 Start date: _____ End date: _____	<input checked="" type="checkbox"/> YES      NO      N/A
IN ADDITIONAL DOCUMENTATION		
5.	Any detailed information regarding the contract submitted by the Department Director or Elected Official overseeing the bid	<input checked="" type="checkbox"/> YES      NO      N/A
6.	Bid tabulations - Award or <u>Renewal</u>	YES      NO      N/A
7.	Exhibit(s), if applicable	<input checked="" type="checkbox"/> YES      NO      N/A
8.	Renewal letter(s), if applicable	<input checked="" type="checkbox"/> YES      NO      N/A
9.	Previous ordinance(s), if applicable	<input checked="" type="checkbox"/> YES      NO      N/A
10.	Certificate of Insurance for potential awarded vendor(s)	<input checked="" type="checkbox"/> YES      NO      N/A
11.	E-Verification for potential awarded vendor(s)	YES      NO <input checked="" type="checkbox"/> N/A
12.	Delinquent Taxes	YES <input checked="" type="checkbox"/> NO      N/A
13.	Letter stating vendor(s) does not own any real or personal property in Jefferson County	<input checked="" type="checkbox"/> YES      NO      N/A



# County of Jefferson

## State of Missouri

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

**Dennis Gannon**  
County Executive

## DEPARTMENT OF ADMINISTRATIVE SERVICES

### David Courtway - Director

Kristy Pedroli  
Human Resources Manager  
(636)797-5071 / Fax (636)797-5596

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

Jackie TalarSKI  
General Services/Contracts & Grants Manager  
(636)797-5380 / Fax (636)797-5067

## PROPOSED BILL MEMORANDUM

To: County Executive, Director of Administration

From: Jackie TalarSKI

Date: 1-10-2020

Subject Matter of Proposed Bill: ELECTION SUPPORT 2019, HENRY M. ADKINS & SON, INC.,

\$366,275.00

Council District(s) Affected: All

County Department(s) Affected: County Clerk

## SUMMARY

The Department of the County Clerk requested a renewal option for Election Support 2019 on January 8, 2020. A renewal request was mailed to Henry M. Adkins & Son, Inc. for the Election Support 2019 contract for an additional one-year term on January 9, 2019

Henry M. Adkins & Son, Inc. signed the renewal letter and it was received on January 9, 2020.

The Department of the County Clerk recommends renewing the contract for Election Support 2019 for the term of date of approval through December 31, 2020 for an estimated expenditure of \$366,275.00, subject to budgetary limitations.

Account string charged: 430-0244-2713-9999-105201, 430-0245-2713-9999-105201, 430-0246-2713-9999-105201 and 430-0248-2713-9999-105201

Funds spent in 2019: \$98,283.00

This Bill proposes to renew the bid based on the recommendation of the Department of the County Clerk.

PLEASE COMPLETE FORM AND RETURN TO CONTRACTS AND GRANTS. FAX 636-797-5067 OR EMAIL:

[vpratt@jeffcomo.org](mailto:vpratt@jeffcomo.org), [msauer@jeffcomo.org](mailto:msauer@jeffcomo.org), and [Purchasing@jeffcomo.org](mailto:Purchasing@jeffcomo.org)

Call with any questions: 636-797-5380

**CHECK ONE OPTION**

**AWARD**  **REJECT**  **CHANGE ORDER**  **RENEW**

If no Bid or Bids have not been awarded by the County Council within forty-five (45) days following the opening of the bids then all bids will be deemed Rejected.

DATE	1-8-2020	DEPARTMENT	County Clerk		
CONTACT NAME	Ken Waller			PHONE NUMBER	636-797-5486
BID NAME	Election Support 2019			BID OPENING DATE	02-05-2019
TIME SENSITIVE	If yes, explain:				
AWARD BID REJECT BID CHANGE ORDER (give detailed information )	Henry M. Adkins & Son, Inc.				
ANNUAL EXPENDITURE	\$366,275.00				
ACCOUNT STRING(S) TO CHARGE	See below.				
TERM OF CONTRACT	1 year				
CONTRACT NAME	Election Support 2				
COMMENTS (give detailed information and attach any documentation if needed)	430-0244-2713-9999-105201; 430-0245-2713-999-105201				
	430-0246-2713-9999-105201; 430-0248-2713-9999-105201				
	430-0246-2713-9999-105201;				

Director/Elected Official Signature:

*Ken Waller*

Date: 01-8-20



# County of Jefferson

State of Missouri

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

Dennis Gannon  
County Executive

## DEPARTMENT OF ADMINISTRATIVE SERVICES

David Courtway - Director

Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

Kristy Pedroli  
Human Resources Manager  
(636)797-5071 / Fax (636)797-5596

Jackie Talarski  
General Services Contracts & Grants Manager  
(636)797-5380 / Fax (636)797-5067

HENRY M. ADKINS & SONS INC  
331 INDEPENDENCE AVE  
CLINTON MO 64735

January 9, 2020

Attn: DUSTIN VANDERBURG

EXHIBIT

A

RECEIVED

JAN 09 2020

Your company was awarded a bid for "ELECTION SUPPORT 2019" for the County of Jefferson, Missouri in February 2019. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri 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 the date of approval to December 31, 2020.

### 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.

Dustin Vanderburg

Printed Name of Authorizing Agent

Signature

01/09/2020

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,

Jackie Talarski

Department of Administrative Services

ORDINANCE

No. 20-0125

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as  
of this 30<sup>th</sup> day of January 2020:

Henry M. Adkins & Son, Inc. \_\_\_\_\_

Company Name



Signature  
Dustin Vanderburg, Vice President

Print

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

331 Independence Ave. \_\_\_\_\_

Clinton, MO 64735

Phone: (800) 633-5503

County of Jefferson, State of Missouri

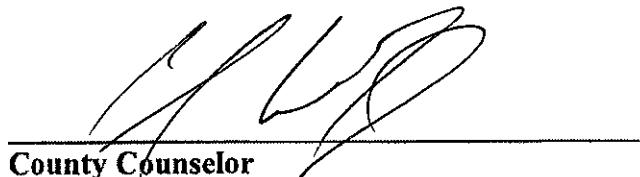


Dennis Gannon, County Executive

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.



APPROVED AS TO FORM



County Counselor



# COUNTY OF JEFFERSON

*Ken Waller*  
*County Clerk.*

COUNTY CLERK'S OFFICE  
ADMINISTRATION CENTER  
729 MAPLE STREET/PO Box 100  
HILLSBORO MO 63050  
636-797-5486 / FAX 636-797-5360  
[COUNTYCLERK@EFFCOMO.ORG](mailto:COUNTYCLERK@EFFCOMO.ORG)

January 8, 2020

Jackie Talarski  
Contracts and Grants - Jefferson County  
729 Maple St  
Hillsboro MO 63050

Dear Jackie:

RE: Bid—Election Support 2019

The county, with the consent of the vendor, shall have the option for a one-year extension under the same terms and conditions.

This letter shall be considered the consent of the Jefferson County Clerk/Election Authority to extend the terms and conditions of the referenced sealed bid for the 2020 election year.

All prices as outlined in the sealed bid for the 2019 election year (Ordinance No.: 19-0137) shall be extended under the same terms and conditions for the 2020 election year, with the exception that the contract between Jefferson County and Henry M. Adkins & Son, Inc.

**Prices estimated as follows:**

February 2020 Election	60 polls @ \$1,112.00 per poll	\$ 66,720.00
March 2020 Election	60 polls @ \$1,112.00 per poll	\$ 66,720.00
April 2020 Election	60 polls @ \$1,112.00 per poll	\$ 66,720.00
August 2020 Election	60 polls @ \$1,112.00 per poll	\$ 66,720.00
November 2020 Election	60 polls @ \$1,112.00 per poll	\$ 66,720.00
<u>Annual Maintenance Cost</u>		<u>\$ 32,675.00</u>

**Total estimated price for 2020:** **\$366,275.00**

If there are any questions or concerns, please contact this office.

Sincerely,

*Ken Waller*

Ken Waller  
Jefferson County Clerk

Enc.

Cc: Henry M. Adkins & Son Inc.



# HENRY M ADKINS & SON, INC

Unisyn Voting Solutions equipment / Tenex Poll Books / Election Services  
County Government Forms, Books & Supplies

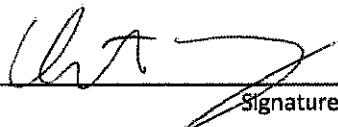
331 Independence Ave. • Clinton, MO 64735 • 800-633-5503 • Fax: 660-885-4019 • [www.adkins-printing.com](http://www.adkins-printing.com)

January 9, 2019

General Services/Contracts & Grants Manager  
Attn: Jackie TalarSKI  
729 Maple St.  
Hillsboro, MO 63050

RE: Real and Personal Property

I, Dustin Vanderburg, representing Henry M. Adkins & Son, Inc.  
(Name) (Company)



Signature

01/09/2020

Date

upon oath depose and state that neither (I / we) nor anyone in (my / our) employment owns any real or personal property in Jefferson County, Missouri.

Henry M. Adkins and Son, Inc. corporate offices are located in Clinton, MO 64735. Our principal place of business is located on the western side of Missouri, between Kansas City and Springfield.

Subscribed and sworn to before me this 9th of January, 2020. I am commissioned

(Day)

(Month)

(Year)

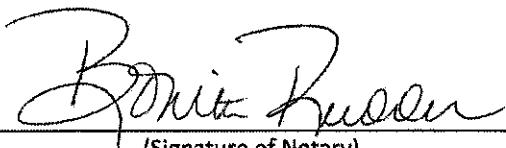
as a notary public with the county of Benton, State of Missouri and my

(Name or County)

(Name of State)

commission expires on 10/11/2023.

(Date)



(Signature of Notary)

01/09/2020

(Date)

Bonita Rudder
Notary Public - Notary Seal
State of Missouri
Benton County
My Commission Expires October 11, 2023
Commission #11449815