

FILED

MAR 13 2024

JEANNIE GOFF *JG*
COUNTY CLERK, JEFFERSON COUNTY, MO

BILL NO.: 24-0317

ORDINANCE NO.: 24- 0162

INTRODUCED BY: COUNCIL MEMBER (s) Grosette

1 **AN ORDINANCE AWARDING BIDS FOR CERTAIN PRODUCTS AND**
2 **SERVICES TO THE LOWEST AND BEST BIDDERS AS REFLECTED IN THE**
3 **RESPONSES TO CERTAIN INVITATIONS FOR BID AND REQUESTS FOR**
4 **PROPOSALS FOR LEGAL SERVICES – OFFICE OF THE CIRCUIT CLERK**
5 **2024; AND AUTHORIZATION FOR THE COUNTY EXECUTIVE TO EXECUTE**
6 **ANY NECESSARY AGREEMENTS OR CONTRACTS TO EFFECTUATE THE**
7 **AWARD OF THE BIDS AND PROPOSALS.**

8 **WHEREAS**, Jefferson County, Missouri, (hereafter, the “County”) in response to
9 certain Invitations for Bids and Requests for Proposals issued by the County, received bids
10 and proposals for the following items or services:

BID NAME

Legal Services – Office of the Circuit Clerk 2024

NUMBER OF BIDS RECEIVED

2

DATE OF BID OPENING

2-13-24

17 **WHEREAS**, after reviewing the bids and proposals set forth above, the
18 Department of the Circuit Clerk – 23rd Judicial Circuit Court has determined that certain

1 bids and proposals represent the lowest and best bid for the respective items or services
2 and met the bid or proposal specifications issued by the County; and

3 **WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best interest
4 of the County to award the bids and proposals to Wegmann, Eden, Mikale & Bishop, PC
5 for a term from date of approval to 3-10-25 upon approval for **up to \$24,000.00 per term,**
6 **for total amount not to exceed \$24,000.00 for the term**, subject to budgetary limitations.

7 **BE IT ENACTED BY THE JEFFERSON COUNTY, MISSOURI, COUNCIL,**
8 **AS FOLLOWS:**

9 Section 1. The County awards the following bids and proposals which are
10 incorporated by this reference as if fully set out herein, to the lowest and best vendor(s)
11 bidding for each respective item or service as follows:

12 BID NAME

13 Legal Services – Office of the Circuit Clerk 2024

14 TERM

15 Date of approval to 3-10-24

16 AMOUNT

17 **Up to \$24,000.00 per term,**

18 **for total amount not to exceed \$24,000.00 for the term,**

19 subject to budgetary limitations

20 AWARDED BIDDER

21 Wegmann, Eden, Mikale & bishop, PC

1 Section 2. The Jefferson County, Missouri, Council hereby authorizes the
2 County Executive to execute the agreement attached hereto and incorporated herein by
3 Reference as Exhibit "A" and any agreements or contracts necessary to effectuate the
4 award of the bids and proposals set forth in this Ordinance. The County Executive is
5 further authorized to take any and all actions necessary to carry out the intent of this
6 Ordinance.

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

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

[THIS SPACE INTENTIONALLY LEFT BLANK]

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

Council Member District 1, Brian Haskins	<u>absent</u>
Council Member District 2, Gene F. Barbagallo	<u>yes</u>
Council Member District 3, Lori Arons	<u>yes</u>
Council Member District 4, Charles Groeteke	<u>yes</u>
Council Member District 5, Scott Seek	<u>yes</u>
Council Member District 6, Daniel Stallman	<u>absent</u>
Council Member District 7, Bob Tullock	<u>yes</u>

THE ABOVE BILL ON THIS 11 DAY OF March, 2024:

PASSED **FAILED**


Charles Groeteke, County Council Chair


Cherlynn Boyer, Council Executive Assistant

THIS BILL WAS APPROVED BY THE JEFFERSON COUNTY EXECUTIVE AND ENACTED AS AN ORDINANCE OF JEFFERSON COUNTY, MISSOURI, THIS 13 DAY OF March, 2024.

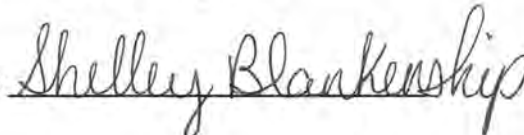
THIS BILL WAS VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, THIS _____ DAY OF _____, 2024.



Dennis J. Gannon, Jefferson County, Missouri, Executive

ATTEST:


Jeannie Goff, County Clerk

BY: 

First Reading: 03-11-2024



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG



ORDINANCE NO.
24-0162

BID #: 24-0009

**Request for Proposal: LEGAL SERVICES – OFFICE OF THE
 CIRCUIT CLERK 2024**

Date Issued: 01/16/2024

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, FEBRUARY 13, 2024, AT 2:00 P.M. LOCAL TIME.

**Specification
 Contact:**

MICHAEL REUTER
 Circuit Clerk – 23rd Judicial Circuit Court
 636-797-6480
 Mike.reuter@courts.mo.gov

**Contract
 Contact:**

JACKIE DOYLE
 Department of Administrative Services
 636-797-5380



**Mail (3) Three
 Complete Copies
 With Vendor And
 Proposal
 Information As
 Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
SEALED PROPOSAL: (PROPOSAL NAME)	

Contract Term:
 ONE YEAR CONTRACT
 WITH ONE (1)
 ADDITIONAL ONE YEAR
 RENEWAL OPTION
 UPON APPROVAL OF THE
 COUNTY COUNCIL AND
 COUNTY EXECUTIVE

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 Proposal, 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 (1) 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.

**Vendor
 Information:**

Wegmann, Eden, Mikale & Bishop, PC	Mark T. Bishop
Company Name	Authorized Agent (Print)
455 Maple Street, PO Box 740	
Address	Signature
Hillsboro, MO 63050	Attorney/Secretary
City/State/Zip Code	Title
636-797-2665	43-1085217
Telephone #	Date
mbishop@wegmannlaw.com	636-797-3505
E-mail	Fax #

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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 MAY BE REJECTED IF REQUIRED DOCUMENTATION IS NOT INCLUDED OR COMPLETED AT DISCRETION OF THE COUNTY**

PROPOSAL REQUIREMENTS

Bidder shall initial all pages and return where the Bid Document denotes

"BIDDER'S INITIALS: _____"

A. DEFINITIONS:

1. The term "County" means the Jefferson County, Missouri and its designated representatives.
2. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
3. The term "RFP" means Request for Proposal.
4. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

B. PROPOSAL SUBMISSION:

Submit bid form in original (one original) and two (two copies) with all specification pages, if applicable. No facsimile or electronic proposals shall be accepted and shall be rejected. A fully executed Affidavit is required by Section 285.530 RSMo., and shall be submitted with the proposal form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the proposal being rejected. Vendor shall comply with the requirements of Sections 285.525 to 285.555 of the Revised Statutes of the State of Missouri. If any part of the work is subcontracted, each subcontractor shall comply with the same requirements of this specification. No contractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Vendor and any of its subcontractors, shall, by sworn affidavit and provision of documentation, affirm their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Vendor and its subcontractors shall also sign an affidavit affirming that they do not knowingly employ any person who is an unauthorized alien.

Prevailing Wage Vendor and its subcontractors shall pay not less than the prevailing hourly rates of wages, as determined by the Labor and Industrial Relations Commission of Missouri. Vendor shall abide by the most current Annual Wage Order published by the Missouri Department of Labor and Industrial Relations or other similar resources and publications. 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.

C. BASIS OF PROPOSAL AWARD:

Award may be made on an item-by-item basis to the lowest and best proposals or award may be made to the lowest and best proposal total, whichever is in the best interest of the County. County may reject any or all proposals for any reason and may waive any informality. Proposals submitted from a Missouri State Contract shall include a copy of the State Contract with the proposal.

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 proposal or proposals have been awarded by the County Council within forty-five (45) days following the opening of the proposal then all proposals will be deemed rejected.

D. PROPOSAL PREPARATION:

1. Vendors are responsible for examination of drawings, specifications, schedules and instructions.
2. Each Vendor shall furnish the information required by the invitation. The vendor shall sign all required documents. All deletions and erasures shall be initialed.
3. Alternate proposals for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Vendor shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the Request for Proposal.
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.

E. MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Proposals may be modified or withdrawn prior to the exact hour and date specified for receipt of proposals, provided the modification or withdrawal is in writing and is delivered in the same manner as a proposal submission.

F. LATE PROPOSALS:

It is the responsibility of the vendor to deliver his proposal or proposal modification on or before the date and time of the proposal closing to the Department of the County Clerk of Jefferson County. Proposals received late will be rejected and returned unopened to the vendor.

G. 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.

RTB

H. MATERIAL AVAILABILITY:

Vendors must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the vendor 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.

I. ALTERNATE PROPOSALS:

Where required, vendors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be clearly noted on the proposal form. The County may accept or reject alternate proposals; whatever is most advantageous to the County.

J. INCORPORATION OF DOCUMENTS:

The terms of the proposal invitation, proposal specifications, proposal form are and shall be incorporated into the contract as if fully setout therein. The Proposal, 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.

K. ADDENDA:

Addenda to proposal 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 proposal forms. Verification is made by contacting the Department of Administrative Services or by reviewing the County Web Site. (www.jeffcomo.org).

L. 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 it's 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. 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. 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. 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.

M. PROPOSAL OPENINGS:

Proposals will be publicly opened and read aloud at the time indicated on page 1. The vendors and the public are invited but not required to attend the formal opening of the proposals. No decisions relating to the award of a contract or agreement will be made at the opening.

N. PROPOSAL TABULATIONS:

Proposal Tabulations will be available 5 to 7 business days following the proposal opening. Proposal submissions are open for public review at the time of the proposal opening. Proposal tabulations are posted on the County's web-site address, www.jeffcomo.org, under the services tab, Invitation for Bid/Request for Proposal link. **NO COPIES** of proposal tabulations are sent to vendors.

PROPOSAL FORM AND CONTRACT

A. PROPOSAL REPRESENTATIONS:

The vendor, by executing the proposal form certifies that:

1. The proposal complies with Request for Proposal, Form and Proposal Specifications.
2. The vendor is not debarred or suspended from participation in Federal Assistance programs.

B. 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 may be 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.

C. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. The prices in the proposal shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Vendor or other person.
2. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Vendor prior to opening; or
3. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal.

D. PRICE:

The price(s) specified in this proposal shall be firm and not subject to contingency or reservation. The vendor represents prices specified in the proposal 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 vendor'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. **Proposal 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.**

E. MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Vendor 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. Vendor shall include proof of compliance with the Act with the proposal.

- F. 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.
- H. 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.
- I. 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.
- J. PAYMENT:**
County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.
- K. 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.
- L. DELIVERIES:**
Deliveries shall be made in strict accordance with any delivery schedule contained in the proposal 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.
- M. 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.
- N. 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.
- O. CHOICE OF LAW:**
This proposal 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.

P. TERMINATION:

1. **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. Termination shall be affected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. If such notice does not state termination is pursuant to subparagraph 2, 3, or 4 of this paragraph, County shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer periods as is mutually agreed to by the parties, the original Notice of Termination shall be deemed to be issued pursuant to subparagraph 1 of this paragraph.
2. **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.
3. **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.**
4. **Default:** County may terminate the whole Contract or any part in either of the following circumstances:
 - a. If supplier fails to deliver the items required by the contract within the time specified; or
 - b. 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.
 - c. 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.

Q. 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 proposal form.

R. CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Request for Proposal, Proposal Specifications, Proposal 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.

S. 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.

T. 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.

U. 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.

- V. **APPROVAL:**
It is agreed the acceptance of a proposal shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council and County Counselor.
- W. **INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:**
Indicate: [] Individual: [] Partnership: [] Corporation.
Incorporated in the State of Missouri.
- X. **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.
- Y. **LANGUAGE:** Bids and all related documents will only be accepted in the English Language.

THE INVITATION FOR BID / REQUEST FOR PROPOSAL NOTICES ARE POSTED ON THE JEFFERSON COUNTY, MISSOURI WEBSITE AT WWW.JEFFCOMO.ORG LOCATED UNDER THE SERVICES TAB, INVITATION FOR BID / REQUEST FOR PROPOSAL LINK.

SPECIFICATION
CONTACT

MICHAEL REUTER – CIRCUIT CLERK
23RD JUDICIAL CIRCUIT COURT
(636) 797-6480

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 Mark T. Bishop (Name of Business Entity Authorized Representative) as Attorney/Secretary (Position/Title) first being duly sworn on my oath, affirm Wegmann, Eden, Mikale & Bishop, PC (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 #24-0009 (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 Wegmann, Eden, Mikale & Bishop, PC (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 #24-0009 (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.)

[Signature] _____ Mark T. Bishop
Authorized Representative's Signature Printed Name

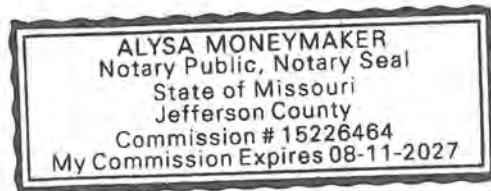
Attorney/Secretary _____ 2/2/24
Title Date

Subscribed and sworn to before me this 2nd of February, 2024. I am
(DAY) (MONTH) (YEAR)

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

Missouri, and my commission expires on 08-11-2027.
(NAME OF STATE) (DATE)

[Signature] _____ 2/2/24
Signature of Notary Date




AFFIDAVIT OF WORK AUTHORIZATION
(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that Wegmann, Eden, Mikale & Bishop, PC (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.

Mark T. Bishop
Authorized Business Entity
Representative's Name
(Please Print)


Authorized Business Entity
Representative's Signature

Wegmann, Eden, Mikale & Bishop, PC
Business Entity Name

2/2/24
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) 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).


**Certification Regarding
Debarment, Suspension, Ineligibility,
And Voluntary Exclusion**

Contractor Covered Transactions

- (1) The prospective contractor of the Recipient, Wegmann, Eden, Mikale & Bishop, PC, certifies, by submission of this document, that neither it nor its representatives is presently disbarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the Recipient's contractor is unable to certify to the above statement, the prospective contractor shall attach and explanation to this form.

CONTRACTOR: Wegmann, Eden, Mikale & Bishop, PC

By: 
Signature Recipient's Name

Mark T. Bishop Attorney/Secretary
Name and Title Division Contract Number

455 Maple Street/PO Box 740
Street Address

Hillsboro, MO 63050
City, State, Zip

2/2/24
Date

DUNS number

Cage Code

LEGAL NOTICE

**REQUEST FOR PROPOSAL
SEALED PROPOSAL**

For

LEGAL SERVICES – OFFICE OF THE CIRCUIT CLERK

For

**JEFFERSON COUNTY, MISSOURI GOVERNMENT
HILLSBORO, MO**

Jefferson County and specifically the Office of the Circuit Clerk for Jefferson County, Missouri, is seeking proposals for Legal Services for the Circuit Clerk Only. The County reserves the right to terminate the contract for any violation, by the successful vendor, of any term or condition of the contract by giving (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

PROPOSAL SPECIFICATIONS AND SCOPE

One (1) original signed and two (2) additional signed copies of the proposal must be received in a sealed envelope plainly marked “**Legal Services- Circuit Clerk 2024**” with the date and time the proposal is due in the lower left corner of the envelope.

An authorized representative of the individual firm submitting the proposal must sign the proposal in blue ink.

Proposals must be submitted to:

Department of the County Clerk of Jefferson County
729 Maple Street
Hillsboro, MO 63050

Proposals must be received by the County Clerk’s office prior to February 13, 2024 at 2:00 pm local time.

For this RFP, all proposals received by the County shall remain valid for ninety (90) days following the date of submittal. All proposals received in response to this RFP will become the property of the County.

Jefferson County reserves the right to accept and/ or reject any and all proposals.

PROPOSAL INQUIRIES

Inquiries regarding specifications contained in this request should be submitted in writing via E-mail (preferred) or mail to:

Jackie Doyle
Contracts and Grants Manager
Department of Administrative Services
729 Maple St.
P.O. Box 100
Hillsboro, MO 63050
636-797-6411
jdoyle@jeffcomo.org

Michael Reuter
Circuit Clerk – 23rd Judicial Circuit Court
Office (636) 797-6480
mike.reuter@courts.mo.gov

All Questions must be received no later than 3:00 PM on 2/2/2024. Any question received after this deadline may not be answered.

ADDITIONAL TERMS AND REQUIREMENTS

- Jefferson County Reserves the right to reject any and all proposals or parts of a proposal and waive technicalities, and to adjust quantities.
- All proposals will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time the proposals are due.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to Jefferson County and must be excluded.
- The initial contract shall be effective for the approximate (12) month period from the date of the notice of award.
- The electronic version of this RFP is available upon request. The document was entered into WORD for Microsoft Windows. The County does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of the RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- Vendors must submit three (3) signed copies of their proposals; one (1) is to be an original and so marked.
- All pages of the RFP must be initialed by an officer of the Company.
- An authorized officer of the company submitting the proposal must sign all proposals, in blue ink.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the proposal.
- Jefferson County will not award any proposal to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as "Void" and will not be opened.
- The successful consultant is specifically denied the right of using in any form or medium the names of Jefferson County or any other public entity within the Jefferson County Government for public advertising unless express written permission is granted.
- All vendors must possess the necessary and appropriate business and/or professional licenses in their field.
- Award will be made to the low responsive, responsible consultant, or the consultant whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.

- County reserves the right to accept any item or group of items offered, unless the consultant qualifies his proposal by specific limitations. The proposal can be on an “all or none” basis if wording in the proposal so states and if all items solicited are included in the proposal.
- When applicable, the consultants shall provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

PROPOSAL TERMS AND CONDITIONS

1. PROPOSAL TERMS AND CONDITIONS: The following terms and conditions apply to submitting proposals in response to the Request for Proposal:

- 1.1 **Independent Firm:** The Attorney Firm shall be and operate as an independent Firm in the performance of this Agreement. The Firm shall have complete charge of the personnel engaged in the performance of the service and all persons employed by the Firm shall be employees of said Firm and not employees of the County in any respect.
- 1.2 **Incurred Expenses:** The County and the Circuit Clerk is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in the request for Proposals.
- 1.3 **Interviews:** The County and the Circuit Clerk reserve the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 1.4 **Proposer’s Certification:** By submitting a proposal, the proposer certifies that he has fully read and understands the proposal method and has full knowledge of the scope and nature and quality of work to be performed. The proposer further certifies that no employee of the County has any direct or indirect financial interest in any resultant contract, and that no gratuities will be offered or provided to County of Jefferson employees or their family members.
- 1.5 **Information required to be submitted by Offeror:** Each Vendor shall submit the information outlined in the Proposal Requirements, Proposal Form and Contract, and the Specifications and Scope of Work Sections in order for its proposal to be adequately evaluated and considered.

SCOPE OF SERVICES

1. The County of Jefferson, Missouri (the “County”) and specifically the Office of the Circuit Clerk is seeking the services of an experienced professional qualified firm or individual capable of providing certain legal services to the Circuit Clerk of Jefferson County. Said firm or individual shall at all times remain a contractor to the County, but must, at certain times, work in consultation with the Office of the County Counselor and keep said Office of the County Counselor apprised of all activities performed under this Agreement.

Definition: “**Attorney**”

The professional services will include, but not be limited to: Representing the best interests of the Circuit Clerk of Jefferson County as determined by the Circuit Clerk in regards to certain legal issues that may arise daily in the Office of the Circuit Clerk.

2. GENERAL INFORMATION

This Request for Proposal (RFP) has been issued for the sole purpose of establishing a one (1) year contract with a firm capable of providing legal services with an option to renew for an additional year thereafter. However, this contract will not automatically renew and the County Counselor will review all renewals prior to Council approval and as Ordained by the County Council.

All proposers must certify that personnel performing services for the County shall be properly licensed with the State of Missouri and in good standing with the Missouri Supreme Court. A Letter of Good Standing from the Missouri Supreme Court must be provided with this contract and on a yearly basis. Furthermore, the Attorney or firm herein shall further comply with all applicable Federal, State, City and Local laws which govern conflict of interests, financial reporting or other similar requirements. Without limiting the foregoing, the successful vendor shall file in a complete and timely manner registrations and reports required by Missouri conflict of interest laws, if applicable.

The Proposer will perform all services hereunder as an independent contractor and **not** as an employee of the County. The successful vendor shall supply their own office equipment, materials, etc., as needed, and shall have sole responsibility for determining the manner in which they perform services hereunder. The County understands and agrees that the successful vendor shall not be subject to supervision by County in the performance of such services, but the vendor agrees that the attorney or representative from the firm selected will, at all times, keep the Circuit Clerk and the County Counselor apprised of all activities being performed under the terms of this Agreement. The County shall not set work schedules, nor shall the Attorney or Attorneys Firm be eligible for coverage under any County benefit plan as a result of this agreement.

The professional legal services provided to the Circuit Clerk and Office of the Circuit Clerk will include, but not be limited to:

- 2.1 Participate in daily face to face contact with the Circuit Clerk on many varied issues about employment, procedures, statute interpretation and meet with and give opinions on legal issues as they arise on a daily basis.
- 2.2 Prepare for and attend monthly *En Banc* sessions with the Circuit Court Judges and Associate Circuit Court Judges – minimum of 1.5 hours per month advising the Court on issues that affect the working relationship with the Circuit Clerk and said judges.
- 2.3 Handle litigation not covered by the Missouri Attorney General's Office - such as employment appeals to the Circuit Court of Cole County, Missouri.
- 2.4 Answer on a daily basis Circuit Clerk's procedural questions and respond to emails and inquiries as they arise.
- 2.5 Conduct advisory services for employment grievance and discipline actions.
- 2.6 Attend Circuit Court Budget Committee meetings in Jefferson City when the Circuit Clerk is asked to attend.
- 2.7 Perform legal research with internet research tools to verify opinions and to answer questions of the Circuit Clerk.
- 2.8 Grant "walk-in" status for the Circuit Clerk – for example if the Clerk has an immediate issue which requires attention, then the responsive firm or its attorney or attorneys will be made immediately available to the Clerk for the Clerk to discuss said issues. Additionally, if so requested by the Clerk the responsive firm, or its attorney or attorneys will attend to the same immediately and in the office of the Clerk.
- 2.9 Review, research and give legal advice on Court Operating "Rule 7" relating to the conduct of the Office of the Circuit Clerk, its procedures and its employees on employment classification, grievance, discipline and retention.

- 2.10 Review all policies and procedures and be able to, through sound and ethical advice, minimize liability to the greatest extent possible to aid the Circuit Clerk as said clerk may require.
- 2.11 Demonstrate experience representing government agencies, offices, office-holders, elected officials, appointed officials and be willing to actively update educational or training opportunities to aid in the same.

PROPOSER'S QUALIFICATIONS

- 2.12 All proposers must be primarily engaged in providing legal services as outlined in the Scope of Services.
- 2.13 All proposers must have a demonstrated comprehensive understanding in areas listed in this proposal. Understanding and previous experience is a very essential criterion in the qualifying process.
- 2.14 The proposer's personnel and management to be utilized in this service requirement shall be knowledgeable in the general law and the unique representation of law enforcement agencies. The County or the Circuit Clerk reserves the right to perform investigations as may be deemed necessary to insure that competent persons will be utilized in the performance of the contract.

3. SUBMISSION OF PROPOSALS

- 3.1 Qualified individuals, or firms, interested in providing the services described are required to submit a complete Proposal for consideration. The Proposal shall address the items listed within this Request for Proposal. Failure to provide all requested items might be sufficient cause for non-acceptance of the Proposal and/or subtraction of points in the area(s) where required information is missing.
- 3.2 The proposer may provide information in addition to the information requested; however, the additional information shall be placed at the end of the proposer's submittal in a section separated from the remainder of the proposal.

4. REQUIRED SUBMITTALS

- 4.1 Proposer shall include a resume of each Attorney under the terms of this Agreement, a description of the proposer's business history and number of years in operation. Include the name, telephone number and email address of the contact person(s) with the authority to respond to questions.
- 4.2 Provide a narrative describing the role of and introducing each key individual in your firm's organization that will be assigned to the County. Include resumes for all individuals assigned to the County. Provide an organizational chart showing functional relationships between the proposer individuals assigned to the County and the County. Show the lines of communication, authority and assigned responsibility.
- 4.3 Proposer shall provide information, which documents successful results on legal cases, especially those assignments related to the requirements of this Request for Proposal. Related project experience shall be restricted to those assignments undertaken within the last five (5) years. Include references for at least five (5) recent contracts with public entities which provide the best indication of your firm's ability to undertake successful legal services for the Circuit Clerk, including contact names, titles, telephone numbers, email, fax and mailing addresses.
- 4.4 Provide the specific location from which the firm(s) will undertake the legal services. If the office is not located in Jefferson County, then indicate how the firm will assure on-going access and responsiveness throughout the contract as set forth above.

- 4.5 Show evidence of the firm's ability to manage projects simultaneously and expeditiously; approach to problem/task resolution; and methodology/data gathering techniques and procedures; and teamwork.
- 4.6 Cost Proposal within the budgetary guidelines set forth above.

5. SUPPLEMENTAL INFORMATION

- 5.1 Provide a statement of litigation that firm or staff of firm is currently involved in or has been involved in over the past five (5) years.
- 5.2 Proposers Qualification Form,
- 5.3 Insurance Requirements Certification.
- 5.4 Proposers Checklist.
- 5.5 Proposer Declaration Statement.
- 5.6 Conflict of Interest Form.

6. EVALUATION OF PROPOSALS AND REQUIRED SUBMITTALS

- 6.1 The County may deem a proposal nonresponsive when critical information is lacking, or the submission represents a major deviation from the requirements of this RFP. Minor omissions or informalities may be waived at the sole discretion of the County. The County also reserves the right to reject any and all proposals, make no award or multiple awards as result of this solicitation. Responsive proposals will be evaluated in the following manner.
- 6.2 An evaluation committee will review and rank all proposals individually on their technical merits and according to the criteria established in this RFP. The committee may contact respondents if any clarification is needed on the proposal. The evaluation committee shall be comprised of at least: The Jefferson County Circuit Clerk, County Counselor and the Contracts and Grants Manager.
- 6.3 The firm that provides the County with the most reliable and cost-effective services based on the established evaluation criteria will be recommended to the Circuit Clerk and ultimately the County Council for approval.
- 6.4 All proposals will be reviewed independently by the selection committee and ranked on the basis if the criteria below.

GRADING CRITERIA	POINTS
Firm's Credentials	20
Qualifications and previous Legal Services	20
Documented Results on Similar Jobs as Verified by References	30
Firm's capacity to effectively meet scope	10
Responsiveness to RFP	10
Cost Proposal	10

7. CONFLICT OF INTEREST

- 7.1 The Attorney and/or firm agrees that during its representation of the Circuit Clerk Office said attorney or firm, including any attorney with said firm, shall not undertake any action against the County or any of its departments, divisions, employees or agents in a representative capacity and shall not appear in opposition to any County action in any court or before any board, commission, or other tribunal. Any such representation or appearance will be deemed an automatic conflict, and be deemed a material breach of this agreement, and the agreement will be subject to immediate termination.

8. COMPENSATION

- 8.1 The vendor shall provide a not-to-exceed annual fee for the services described herein. Any increases for subsequent renewal periods must be reflected in the cost proposal. The contractor must receive approval from County prior to performing any services outside of the Scope of Services in order to receive payment for the services.

REVIEW AND SELECTION CRITERIA

All proposals submitted before deadline will be reviewed to determine compliance with the requirements of the RFP. Primary factors in the evaluation include, but will not necessarily be limited to:

1. Demonstrated understanding of the scope of work as set forth in the RFP including Consultant's strategy for carrying out the needed work tasks to meet the goals.
2. Firm and staff's demonstrated qualifications and expertise regarding relevant experience with municipal clients.
3. The firm's present workload and demonstrated capacity to provide services in a professional manner and within approved timeline.
4. The firm's past record of performance, if any, with respect to quality of work and ability to deliver on goals, timelines and budget.
5. The quality, conciseness and completeness of the proposal.
6. Project timeline.
7. Proposed fees.

Proposals will be evaluated based on criteria outlined in the RFP, interviews, and reference checks. An agreement will be negotiated with the Consultant whose qualifications would be most advantageous to the county, all factors considered. If an agreement cannot be reached with the top ranked Consultant, the county will then negotiate with the second ranked consultant.

ESTIMATED SCHEDULE

The schedule is as follows:

County releases RFP	January 19, 2024
Responses due	February 13, 2024
Consultant Interviews (begin)	TBD (To Be Determined)
Contract awarded	TBD
Project start date, no later than	TBD
Draft Study due, no later than	TBD
Final Report due	TBD
Acceptance of Final Report	TBD

EXCEPTION SHEET

If the item(s) and/or service(s) proposed in the response to this proposal is in any way different from that contained in this proposal, the proposer is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the proposer's offer is in total compliance with all aspects of the proposal.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Wegmann Law Firm reserves the right to represent individuals charged with municipal ordinance violations in the Jefferson County Municipal Court as an exception to the Scope of Services, Paragraph 7.

WJ

PRICING PAGE
LEGAL SERVICES
PROPOSAL DUE DATE: February 13, 2024 AT 2:00 PM

Funding limitations may require Jefferson County Government to perform part of the work outlined in the SCOPE OF SERVICES. An itemized estimated break-down of the cost for each of the components of the scope is requested.

FEE PROPOSAL

TASKS

Hourly Rate \$ 1,800.00

Indicate Hourly Monthly

TOTAL \$ 21,600.00

see attached for hourly rate

AUTHORIZED SIGNATURE

Must be signed by a person having the authority to contractually bind the business.



Signature

2/2/24

Date

Mark T. Bishop, Attorney/Secretary

Print Name and Title

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 13 day of March 2024:

Wegmann, Eden, Mikale & Bishop, PC

County of Jefferson, State of Missouri

Company Name


Signature


Dennis Gannon J. County Executive

Print

Company Address: _____

455 Maple Street / PO Box 740

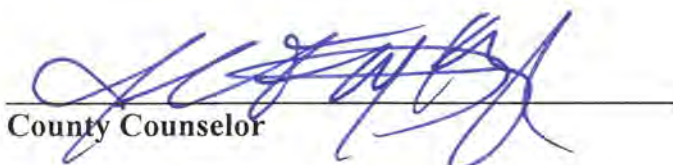
Hillsboro, MO 63050

Phone: 636-797-2665

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: LEGAL SERVICES - OFFICE OF THE CIRCUIT CLERK 2024

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.S., 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**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Family Insurance - Business Insurance PO Box 5316 Binghamton, NY 13902	CONTACT NAME: American Family Insurance - Business Insurance	
	PHONE (A/C, No, Ext): 866-908-0626	FAX (A/C, No):
	E-MAIL ADDRESS: service@amfambusinessinsurance.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Midvale Indemnity Company		27138
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: 3377830510491572 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Y	N	BPP1027895	11/16/2023	11/16/2024	EACH OCCURRENCE	\$2,000,000
								DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000
								MED EXP (Any one person)	\$5,000
								PERSONAL & ADV INJURY	
								GENERAL AGGREGATE	\$4,000,000
								PRODUCTS - COMP/OP AGG	\$4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:								
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY							COMBINED SINGLE LIMIT (Ea accident)	
								BODILY INJURY (Per person)	
								BODILY INJURY (Per accident)	
								PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE							EACH OCCURRENCE	
								AGGREGATE	
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>								
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A					PER STATUTE	OTHER
								E.L. EACH ACCIDENT	
								E.L. DISEASE - EA EMPLOYEE	
								E.L. DISEASE - POLICY LIMIT	
	PROFESSIONAL LIABILITY							OCCURRENCE	
								AGGREGATE	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Law Offices

CERTIFICATE HOLDER WEGMANN, EDEN, MIKALE & BISHOP, PC DBA WEGMANN LAW FIRM	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/06/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lawyers Choice, LLC 191 University Blvd., #656 Denver, CO 80206	CONTACT NAME: Renee Krause	
	PHONE (A/C, No, Ext): 720-226-9435 FAX (A/C, No): 720-293-3757 E-MAIL ADDRESS: rkrause@thelawyerschoice.com	
INSURED Wegmann, Eden, Mikale & Bishop, PC dba Wegmann Law Firm 455 Maple Street, PO Box 740 Hillsboro, MO 63050	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Aspen American Insurance Company	43460
	INSURER B : Coalition Insurance Solutions	29530
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/IOF AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Lawyers Professional Liability			LPP004028-04	12/15/2023	12/15/2024	Per Claim \$3,000,000 Aggregate \$3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

B Cyber Liability C-4LPY-030449-CYBER-2023 12/15/2023 12/15/2024 \$1,000,000 / \$1,000,000

CERTIFICATE HOLDER CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Renee Krause <i>Renee M. Krause</i>

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/06/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

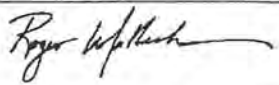
PRODUCER 2053-379 American Family Brokerage, Inc. C/O Warren Stuckmeyer - 229160 Madison, WI 53783	CONTACT NAME: PHONE (AC, No, Ext): 636-942-9100 E-MAIL ADDRESS:	FAX (AC, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Wegmann, Eden, Mikale, & Bishop, P.C. PO BOX 740 HILLSBORO, MO 63050-0740	INSURER A: Missouri Employers Mutual Insurance Company	NAIC # 10191
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR GEN L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL B&D INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP/PAGE \$ \$
	AUTOMOBILE LIABILITY ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N <input type="checkbox"/> A	MEM 1013927-17	05/27/2023	05/27/2024	X PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 111, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Alysa Moneymaker PO Box 740 Hillsboro, MO 63050	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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JEFFERSON COUNTY TAX RECEIPT
2023 PERSONAL PROPERTY

02/05/2024 08:44 AM

ACCOUNT #: 020958

RECEIPT#: 2023013535

MICHELLE WORTH, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

TOTAL VALUATION: 9280

WEGMANN LAW FIRM PC
PO BOX 740
HILLSBORO, MO 63050-0740

TAX DISTRICT

TAX

CITY OF HILLSBORO	45.61
HEALTH UNIT TAX	9.31
HILLSBORO FIRE	76.21
HILLSBORO SCHOOL	361.38
HILLSBORO SPECIAL	17.14
JC DEV DISABILITIES	7.95
JEFFERSON COLLEGE	28.88
MENTAL HEALTH TAX	7.95
PARK TAX	2.38
STATE TAX	2.78
VALLE AMBULANCE	24.31
TOTAL TAXES	583.90
TOTAL PAID	583.90

PROPERTY DESCRIPTION

998024	Z - Business Value	1	9,280
	Total Value:		9,280

PAID

Validated By

MICHELLE WORTH, Jefferson County Collector

Kristy Apprill, Jefferson County Auditor

DATE: 11/29/2023 STATEMENT TOTAL: 583.90 TOTAL PAID: 583.90 RECEIPT#: 2023013535

2023 Jefferson County Personal Property Tax Receipt
I, MICHELLE WORTH, Collector of Jefferson County, MO
do hereby certify that 020958

WEGMANN LAW FIRM PC
PO BOX 740
HILLSBORO, MO 63050-0740

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

Has Paid Personal Taxes For The Year 2023 On The Following Vehicles Described Below:

JEFFERSON COUNTY TAX RECEIPT
2022 PERSONAL PROPERTY

02/05/2024 08:45 AM

ACCOUNT #: 020958

RECEIPT#: 2022090474

MICHELLE WORTH, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

TOTAL VALUATION: 12750

WEGMANN LAW FIRM PC
PO BOX 740
HILLSBORO, MO 63050-0740

TAX DISTRICT	TAX
CITY OF HILLSBORO	62.69
HEALTH UNIT TAX	12.79
HILLSBORO FIRE	60.21
HILLSBORO SCHOOL	527.74
HILLSBORO SPECIAL	23.55
JC DEV DISABILITIES	10.93
JEFFERSON COLLEGE	39.68
MENTAL HEALTH TAX	10.93
PARK TAX	3.26
STATE TAX	3.83
VALLE AMBULANCE	34.04
TOTAL TAXES	789.65
TOTAL PAID	789.65

PROPERTY DESCRIPTION

998024	Z - Business Value	1	12,750
	Total Value:		12,750

PAID

Validated By

MICHELLE WORTH, Jefferson County Collector

Kristy Apprill, Jefferson County Auditor

DATE: 12/15/2022 STATEMENT TOTAL: 789.65 TOTAL PAID: 789.65 RECEIPT#: 2022090474

2022 Jefferson County Personal Property Tax Receipt
I, MICHELLE WORTH, Collector of Jefferson County, MO
do hereby certify that 020958

WEGMANN LAW FIRM PC
PO BOX 740
HILLSBORO, MO 63050-0740

Has Paid Personal Taxes For The Year 2022 On The Following
Vehicles Described Below:

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

JEFFERSON COUNTY TAX RECEIPT
2021 PERSONAL PROPERTY

02/05/2024 08:45 AM

ACCOUNT #: 020958

RECEIPT#: 2021061592

MICHELLE WORTH, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

TOTAL VALUATION: 12750

WEGMANN LAW FIRM PC
PO BOX 740
HILLSBORO, MO 63050-0740

TAX DISTRICT	TAX
CITY OF HILLSBORO	62.69
HEALTH UNIT TAX	12.79
HILLSBORO FIRE	61.72
HILLSBORO SCHOOL	582.40
HILLSBORO SPECIAL	23.55
JC DEV DISABILITIES	10.93
JEFFERSON COLLEGE	39.68
MENTAL HEALTH TAX	10.93
PARK TAX	3.26
STATE TAX	3.83
VALLE AMBULANCE	35.19
TOTAL TAXES	846.97
TOTAL PAID	846.97

PROPERTY DESCRIPTION

998024	Z - Business Value	1	12,750
	Total Value:		12,750

PAID

Validated By

MICHELLE WORTH, Jefferson County Collector

Kristy Apprill, Jefferson County Auditor

DATE: 12/17/2021 STATEMENT TOTAL: 846.97 TOTAL PAID: 846.97 RECEIPT#: 2021061592

2021 Jefferson County Personal Property Tax Receipt
I, MICHELLE WORTH, Collector of Jefferson County, MO
do hereby certify that 020958

WEGMANN LAW FIRM PC
PO BOX 740
HILLSBORO, MO 63050-0740

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

Has Paid Personal Taxes For The Year 2021 On The Following Vehicles Described Below:



SITE ADDRESS 455 MAPLE ST
HILLSBORO, MO 63050

LEGAL DESCRIPTION

Parcel # 17-2.0-03.0-2-001-027.
OWN OF HILLSBORO; LOT 17 & PT
LOTS 18,19,20 & KELLOGS; LOTS
& 2 (WD 19/517)

Section: 03 Township: 40 Range: 4 Acres 0.38

JEFFERSON CO PROFESSIONAL CENT
PO BOX 740
HILLSBORO, MO 63050-0740

Lending Code:

2023 REAL ESTATE
COUNTY OF JEFFERSON

VALUATION

0 RESI
0 AGRI
97,200 COMM
97,200 TOTAL

TAX RATE

6.5320

TAX AMOUNT

STATE TAX	\$29.16
HEALTH UNIT TAX	\$97.49
VALLE AMBULANCE	\$254.66
JEFFERSON COLLEGE	\$302.49
HILLSBORO SCHOOL	\$3,785.07
HILLSBORO FIRE	\$798.21
JC DEV DISABILITIES	\$83.30
PARK TAX	\$24.88
MERCHANT SUR TAX	\$233.28
MENTAL HEALTH TAX	\$83.30
CITY OF HILLSBORO	\$477.74
HILLSBORO SPECIAL	\$179.53

TOTAL TAX	6,349.11
INTEREST / PENALTY	0.00
FEES	0.00
AMOUNT PAID	Paid on 6,349.11
TOTAL DUE IF PAID BY	11/30/2023 0.00
	02/05/2024

MICHELLE WORTH

JEFFERSON COUNTY COLLECTOR
PO BOX 100, 729 MAPLE STREET
HILLSBORO, MO 63050

Phone: 636-797-5406

Email: collector@jeffcomo.org

WAYS TO PAY and ACCEPTED FORMS OF PAYMENT

In Person (M-F 8am - 5pm) or Drop Box (24/7) > Administration Center, 729 Maple Street, Hillsboro, MO 63050
U.S. Mail > Michelle Worth, Collector, PO BOX 100, Hillsboro, MO 63050 IVR (Phone) > 1-877-289-0099
Online > www.jeffcomo.org Department: Collector Mobile Phone > Scan QR Code



New Features >



Go Paperless



Schedule a payment



Sign-up for Auto Pay

Online and IVR payments are made through a 3rd Party provider. Service fees will apply, and a paid receipt is not immediately available. A paid receipt will be mailed the next business day to the address on file. If your payment is unfunded additional return check fees will apply.

PLEASE BE AWARE: If using an online-banking payment system through a bank, please initiate payment at least five working days prior to Dec. 31/Month End. The payment date for these transactions are registered as the date payment is received by the Collector of Revenue office, not the date a taxpayer initiates the transaction through their bank.

DO NOT SEND THE UPPER HALF OF THE BILL. RETURN ONLY THE LOWER STUB WITH PAYMENT.



17-2.0-03.0-2-001-027.

CHANGE OF ADDRESS

If delinquent taxes are due,
the oldest year must be paid
first. If not paying in a month
specified please call for a
corrected amount.

AMOUNT OF 2023
BILL IF PAID IN 2024

JAN	0.00
FEB	0.00
MAR	0.00
APR	0.00
MAY	0.00
JUN	0.00
JUL	0.00
AUG	0.00
SEP	0.00
OCT	0.00
NOV	0.00
DEC	0.00

Taxes Due

JEFFERSON CO PROFESSIONAL CENT
PO BOX 740
HILLSBORO, MO 63050-0740

**MAKE CHECKS
PAYABLE TO:**

MICHELLE WORTH, COLLECTOR
PO BOX 100
HILLSBORO, MO 63050



SITE ADDRESS 455 MAPLE ST
HILLSBORO, MO 63050

Lending Code:

VALUATION

0 RESI
0 AGRI
97,200 COMM
97,200 TOTAL

TAX RATE

6.4333

TAX AMOUNT

STATE TAX	\$29.16
HEALTH UNIT TAX	\$97.49
VALLE AMBULANCE	\$259.52
JEFFERSON COLLEGE	\$302.49
HILLSBORO SCHOOL	\$4,023.30
HILLSBORO FIRE	\$458.98
JC DEV DISABILITIES	\$83.30
PARK TAX	\$24.88
MERCHANT SUR TAX	\$233.28
MENTAL HEALTH TAX	\$83.30
CITY OF HILLSBORO	\$477.93
HILLSBORO SPECIAL	\$179.53

LEGAL DESCRIPTION

Parcel # 17-2.0-03.0-2-001-027.

OWN OF HILLSBORO; LOT 17 & PT
OTS 18,19,20 & KELLOGS; LOTS
& 2 (WD 19/517)

Section: 03 Township: 40 Range: 4 Acres 0.38

JEFFERSON CO PROFESSIONAL CENT
PO BOX 740
HILLSBORO, MO 63050-0740

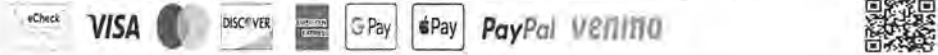
TOTAL TAX	6,253.16
INTEREST / PENALTY	0.00
FEES	0.00
AMOUNT PAID	Paid on 6,253.16
TOTAL DUE IF PAID BY	12/15/2022 0.00
	02/05/2024

MICHELLE WORTH
JEFFERSON COUNTY COLLECTOR
PO BOX 100, 729 MAPLE STREET
HILLSBORO, MO 63050

Phone: 636-797-5406
Email: collector@jeffcomo.org

WAYS TO PAY and ACCEPTED FORMS OF PAYMENT

In Person (M-F 8am - 5pm) or Drop Box (24/7) > Administration Center, 729 Maple Street, Hillsboro, MO 63050
U.S. Mail > Michelle Worth, Collector, PO BOX 100, Hillsboro, MO 63050 IVR (Phone) > 1-877-289-0099
Online > www.jeffcomo.org Department: Collector Mobile Phone > Scan QR Code



New Features >



Go Paperless



Schedule a payment



Sign-up for Auto Pay

Online and IVR payments are made through a 3rd Party provider. Service fees will apply, and a paid receipt is not immediately available. A paid receipt will be mailed the next business day to the address on file. If your payment is unfunded additional return check fees will apply.

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DO NOT SEND THE UPPER HALF OF THE BILL. RETURN ONLY THE LOWER STUB WITH PAYMENT.



17-2.0-03.0-2-001-027.

CHANGE OF ADDRESS

If delinquent taxes are due,
the oldest year must be paid
first. If not paying in a month
specified please call for a
corrected amount.

Taxes Due

AMOUNT OF 2022
BILL IF PAID IN 2024

JAN	0.00
FEB	0.00
MAR	0.00
APR	0.00
MAY	0.00
JUN	0.00
JUL	0.00
AUG	0.00
SEP	0.00
OCT	0.00
NOV	0.00
DEC	0.00

JEFFERSON CO PROFESSIONAL CENT
PO BOX 740
HILLSBORO, MO 63050-0740

**MAKE CHECKS
PAYABLE TO:**

MICHELLE WORTH, COLLECTOR
PO BOX 100
HILLSBORO, MO 63050



SITE ADDRESS 455 MAPLE ST
HILLSBORO, MO 63050

Lending Code:

VALUATION

0 RESI
0 AGRI
97,200 COMM
97,200 TOTAL

TAX RATE

6.8829

LEGAL DESCRIPTION

Parcel # 17-2.0-03.0-2-001-027.

OWN OF HILLSBORO; LOT 17 & PT
OTS 18,19,20 & KELLOGS; LOTS
& 2 (WD 19/517)

Section: 03 Township: 40 Range: 4 Acres 0.38

JEFFERSON CO PROFESSIONAL CENT
PO BOX 740
HILLSBORO, MO 63050-0740

TAX AMOUNT

STATE TAX	\$29.16
HEALTH UNIT TAX	\$97.49
VALLE AMBULANCE	\$268.27
JEFFERSON COLLEGE	\$302.49
HILLSBORO SCHOOL	\$4,440.00
HILLSBORO FIRE	\$470.55
JC DEV DISABILITIES	\$83.30
PARK TAX	\$24.88
MERCHANT SUR TAX	\$233.28
MENTAL HEALTH TAX	\$83.30
CITY OF HILLSBORO	\$477.93
HILLSBORO SPECIAL	\$179.53

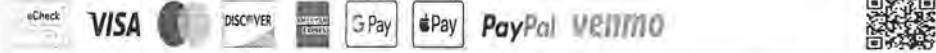
TOTAL TAX	6,690.18
INTEREST / PENALTY	0.00
FEES	0.00
AMOUNT PAID	Paid on 6,690.18
TOTAL DUE IF PAID BY	12/20/2021 0.00
	02/05/2024

MICHELLE WORTH
JEFFERSON COUNTY COLLECTOR
PO BOX 100, 729 MAPLE STREET
HILLSBORO, MO 63050

Phone: 636-797-5406
Email: collector@jeffcomo.org

WAYS TO PAY and ACCEPTED FORMS OF PAYMENT

In Person (M-F 8am - 5pm) or Drop Box (24/7) > Administration Center, 729 Maple Street, Hillsboro, MO 63050
U.S. Mail > Michelle Worth, Collector, PO BOX 100, Hillsboro, MO 63050 IVR (Phone) > 1-877-289-0099
Online > www.jeffcomo.org Department: Collector Mobile Phone > Scan QR Code



New Features >



Go Paperless



Schedule a payment



Sign-up for Auto Pay

Online and IVR payments are made through a 3rd Party provider. Service fees will apply, and a paid receipt is not immediately available. A paid receipt will be mailed the next business day to the address on file. If your payment is unfunded additional return check fees will apply.

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DO NOT SEND THE UPPER HALF OF THE BILL. RETURN ONLY THE LOWER STUB WITH PAYMENT.



17-2.0-03.0-2-001-027.

CHANGE OF ADDRESS

If delinquent taxes are due, the oldest year must be paid first. If not paying in a month specified please call for a corrected amount.

AMOUNT OF 2021 BILL IF PAID IN 2024

JAN	0.00
FEB	0.00
MAR	0.00
APR	0.00
MAY	0.00
JUN	0.00
JUL	0.00
AUG	0.00
SEP	0.00
OCT	0.00
NOV	0.00
DEC	0.00

Taxes Due

JEFFERSON CO PROFESSIONAL CENT
PO BOX 740
HILLSBORO, MO 63050-0740

MAKE CHECKS PAYABLE TO:

MICHELLE WORTH, COLLECTOR
PO BOX 100
HILLSBORO, MO 63050

JEFFERSON COUNTY TAX RECEIPT
2023 PERSONAL PROPERTY

02/05/2024 08:41 AM

ACCOUNT #: 044853

RECEIPT#: 2023016825

MICHELLE WORTH, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

TOTAL VALUATION: 100

COURTHOUSE SP PRO CENTER
PO BOX 740
HILLSBORO, MO 63050-0740

TAX DISTRICT

TAX

CITY OF HILLSBORO	0.49
HEALTH UNIT TAX	0.10
HILLSBORO FIRE	0.82
HILLSBORO SCHOOL	3.89
HILLSBORO SPECIAL	0.18
JC DEV DISABILITIES	0.09
JEFFERSON COLLEGE	0.31
MENTAL HEALTH TAX	0.09
PARK TAX	0.03
STATE TAX	0.03
VALLE AMBULANCE	0.26
TOTAL TAXES	6.29
TOTAL PAID	6.29

PROPERTY DESCRIPTION

998024	Z - Business Value	1	100
	Total Value:		100

PAID

Validated By

MICHELLE WORTH, Jefferson County Collector

Kristy Apprill, Jefferson County Auditor

DATE: 11/30/2023 STATEMENT TOTAL: 6.29 TOTAL PAID: 6.29 RECEIPT#: 2023016825

2023 Jefferson County Personal Property Tax Receipt
I, MICHELLE WORTH, Collector of Jefferson County, MO
do hereby certify that 044853

COURTHOUSE SP PRO CENTER
PO BOX 740
HILLSBORO, MO 63050-0740

Has Paid Personal Taxes For The Year 2023 On The Following
Vehicles Described Below:

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

JEFFERSON COUNTY TAX RECEIPT
2022 PERSONAL PROPERTY

02/05/2024 08:39 AM

ACCOUNT #: 044853

RECEIPT#: 2022092397

MICHELLE WORTH, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

TOTAL VALUATION: 100

COURTHOUSE SP PRO CENTER
PO BOX 740
HILLSBORO, MO 63050-0740

PROPERTY DESCRIPTION

998024 Z - Business Value 1 100
Total Value: 100

TAX DISTRICT

TAX

CITY OF HILLSBORO	0.49
HEALTH UNIT TAX	0.10
HILLSBORO FIRE	0.47
HILLSBORO SCHOOL	4.13
HILLSBORO SPECIAL	0.18
JC DEV DISABILITIES	0.09
JEFFERSON COLLEGE	0.31
MENTAL HEALTH TAX	0.09
PARK TAX	0.03
STATE TAX	0.03
VALLE AMBULANCE	0.27
TOTAL TAXES	6.19
TOTAL PAID	6.19

PAID

Validated By

MICHELLE WORTH, Jefferson County Collector

Kristy Apprill, Jefferson County Auditor

DATE: 12/15/2022 STATEMENT TOTAL: 6.19 TOTAL PAID: 6.19 RECEIPT#: 2022092397

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

2022 Jefferson County Personal Property Tax Receipt
I, MICHELLE WORTH, Collector of Jefferson County, MO
do hereby certify that 044853

COURTHOUSE SP PRO CENTER
PO BOX 740
HILLSBORO, MO 63050-0740

Has Paid Personal Taxes For The Year 2022 On The Following
Vehicles Described Below:

JEFFERSON COUNTY TAX RECEIPT
2021 PERSONAL PROPERTY

02/05/2024 08:39 AM

ACCOUNT #: 044853

RECEIPT#: 2021061587

MICHELLE WORTH, COLLECTOR

729 MAPLE ST., STE 36

HILLSBORO, MO 63050

PHONE: (636) 797-5406

Email: bmahn@jeffcomo.org

TOTAL VALUATION: 100

COURTHOUSE SP PRO CENTER
PO BOX 740
HILLSBORO, MO 63050-0740

PROPERTY DESCRIPTION

998024	Z - Business Value	1	100
Total Value:			100

TAX DISTRICT	TAX
CITY OF HILLSBORO	0.49
HEALTH UNIT TAX	0.10
HILLSBORO FIRE	0.48
HILLSBORO SCHOOL	4.56
HILLSBORO SPECIAL	0.18
JC DEV DISABILITIES	0.09
JEFFERSON COLLEGE	0.31
MENTAL HEALTH TAX	0.09
PARK TAX	0.03
STATE TAX	0.03
VALLE AMBULANCE	0.28
TOTAL TAXES	6.64
TOTAL PAID	6.64

PAID

Validated By

MICHELLE WORTH, Jefferson County Collector

Kristy Apprill, Jefferson County Auditor

DATE: 12/17/2021 STATEMENT TOTAL: 6.64 TOTAL PAID: 6.64 RECEIPT#: 2021061587

2021 Jefferson County Personal Property Tax Receipt
I, MICHELLE WORTH, Collector of Jefferson County, MO
do hereby certify that 044853

PERSONAL PROPERTY

This card is for your convenience in licensing your vehicles. Please cut or tear it out, place it in your wallet, and take it with you to the License Bureau.

COURTHOUSE SP PRO CENTER
PO BOX 740
HILLSBORO, MO 63050-0740

Has Paid Personal Taxes For The Year 2021 On The Following
Vehicles Described Below:



Company ID Number: 1161276

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and Wegmann Eder Mikale & Bishop PC (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.



E-VERIFY IS A SERVICE OF DHS AND SSA

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note:** Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the anti-discrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

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(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@uscis.dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon



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reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see M-795 (Web)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.



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b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin

E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with



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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and



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- b. Photo verification checks (when available) on employees.
- 2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
- 3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
- 4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
- 5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
- 6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
- 7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
- 8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
- 9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

- 1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case.

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The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the



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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
 - a. Scanning and uploading the document, or
 - b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.



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B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.



Company ID Number: 1161276

E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.



Company ID Number: 1161276

Approved by:

Employer Wegmann Eden Mikale & Bishop PC	
Name (Please Type or Print) Mark T Bishop	Title
Signature Electronically Signed	Date 01/19/2017
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 01/19/2017



Company ID Number: 1161276

Information Required for the E-Verify Program

Information relating to your Company:

Company Name	Wegmann Eden Mikale & Bishop PC
Company Facility Address	455 Maple Street Hillsboro, MO 63050
Company Alternate Address	PO Box 740 Hillsboro, MO 63050
County or Parish	JEFFERSON
Employer Identification Number	431085217
North American Industry Classification Systems Code	541
Parent Company	
Number of Employees	5 to 9
Number of Sites Verified for	1 site(s)



Company ID Number: 1161276

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

MO 1



Company ID Number: 1161276

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name Norma Avis
Phone Number 6367972665
Fax 6367973505
Email navis@weamannlaw.com

Name Mark T Bishop
Phone Number 6367972665
Fax 6367973505
Email mbishop@weamannlaw.com



Company ID Number: 1161276



This list represents the first 20 Program Administrators listed for this company.

**RESPONSE TO REQUEST FOR PROPOSAL
LEGAL SERVICES – OFFICE OF THE CIRCUIT CLERK 2024
BID #24-0009**

February 1, 2024

1. Respondent

The respondent is Wegmann, Eden, Mikale & Bishop, P.C.
455 Maple Street, P.O. Box 740, Hillsboro, MO 63050
Phone: (636) 797-2665
Facsimile: (636) 797-3505
Website: www.wegmannlawfirm.com

Our proposed Jefferson County Circuit Clerk team includes:

Mark Bishop, MBE #45009, E-mail: mbishop@wegmannlaw.com
Jessica Mikale, MBE #52839, E-mail: jmikale@wegmannlaw.com
Bianca Eden, MBE #50301, E-mail: beden@wegmannlaw.com

2. General Qualifications

The Wegmann Law Firm, as it is commonly known, was established in 1947 by Will B. Dearing and M. C. Matthes. Our firm is the oldest law firm in Jefferson County. Mr. Matthes later became a Judge on the St. Louis Court of Appeals and then served on the 8th Circuit of the United States Court of Appeals. Some attorneys who began the practice of law with our firm have become elected judges with the Jefferson County Circuit Court.

The firm presently consists of three lawyers with extensive legal experience. We represent numerous public entities including the Cities of DeSoto, Herculaneum, Hillsboro, Ste. Genevieve and Bloomsdale, as well as Rock Township Ambulance District, Joachim-Plattin Ambulance District, Valle Ambulance District, Jefferson County Library District, C-1 Water District and Rock Creek Sewer District, and other public entities located in Jefferson County.

The Wegmann Law Firm currently represents the Office of the Circuit Clerk of Jefferson County and has done so since January of 2022.

The Wegmann Law Firm has decades of experience advising Municipal Judges and Municipal Court Clerks with legal issues affecting the administration of justice, which makes our firm uniquely qualified to advise the Jefferson County Circuit Clerk. In addition, we have extensive experience representing public entities and have assisted them, and numerous individual and business clients, with varied legal issues including contracts, employment law, organized labor, estate planning, probate, real estate, criminal law, personal injury, domestic relations and the Sunshine Law.

When necessary, our firm can also defend the Circuit Clerk if any litigation arises. Our trial attorneys are some of the most experienced litigators in the region. We have experience in both jury trials as well as those decided by a Judge. The Wegmann Law Firm has extensive experience litigating issues involving condemnation, contracts, personal injury, wrongful termination, criminal law and virtually any other area of law that may affect our clients.

2. Lead Attorney

It is intended that Mark T. Bishop from our firm would be the primary attorney representing the Jefferson County Circuit Clerk for general matters. He has been a practicing attorney since 1996 and has extensive experience representing and advising governmental entities in various legal issues. Mark Bishop is currently the City Attorney for the Cities of DeSoto, Ste. Genevieve and Bloomsdale and is the Municipal Prosecuting Attorney for the Cities of DeSoto and Herculaneum. He is also the primary attorney representing the Rock Township Ambulance District and the Joachim-Plattin Ambulance District. Mr. Bishop represents numerous other individuals and corporations that require legal assistance.

Mark Bishop is currently the lead attorney representing the Office of the Circuit Clerk of Jefferson County. In that capacity, he has advised the Circuit Clerk with regard to numerous legal issues, including personnel matters, disciplinary issues, as well as responses to Sunshine requests. The fact that the Wegmann Law Firm's office is directly across the street from the Office of Circuit Clerk allows our firm to facilitate immediate communication with personnel of the Office of the Circuit Clerk. Our firm prides itself on timely responses to requests for legal assistance from our public entity clients. We intend to continue to provide excellent services to the Circuit Clerk as we are currently providing to that office.

3. Rate Proposal

The Wegmann Law Firm's current hourly rate is Two Hundred Seventy-Fifty Dollars (\$275.00) for each hour of services performed. However, our firm is willing to provide legal services at a flat monthly billing rate of One Thousand Eight Hundred Dollars (\$1,800.00) for the first year of the contractual agreement. If the Jefferson County Circuit Clerk were to exercise its option for a second yearly term, the rate would be Two Thousand Dollars (\$2,000.00) per month.

WEGMANN LAW FIRM

By: _____

Mark T. Bishop



MARK T. BISHOP

WEGMANN, EDEN, MIKALE, & BISHOP P.C.

70 S. Third Street, Ste. Genevieve, MO 63670

636-880-7488 *mbishop@wegmannlaw.com*

PERSONAL CELL NUMBER: 636-208-1126

EXPERIENCE

Attorney/Shareholder

February 2007 - Present

Wegmann, Eden, Mikale, & Bishop P.C.,
Hillsboro, MO

- The Wegmann Law Firm is the oldest law firm in Jefferson County, Missouri. In my capacity as an owner/attorney of the firm I represent individuals, corporations, and public entities with various legal issues.
- General Practice of law including contracts, litigation, real estate, probate, estate planning, employment law, workers compensation, personal injury, and municipal law
- City Attorney: Cities of Hillsboro, De Soto, Bloomsdale and Ste. Genevieve
- Municipal Prosecuting Attorney for Cities; De Soto and Herculaneum
- General Counsel for Rock Township Ambulance District and Joachim Platin Ambulance District
- Lead counsel in more than thirty jury trials

Adjunct Instructor

January 2023 - Present

St. Louis County Community College

Real Estate Law and Contract Law

- I teach students in the paralegal program one evening a week while classes are in session

Assistant Prosecuting Attorney

November 1997 – January 2007

St. Louis County Prosecuting Attorney's Office, Clayton, Missouri

- Prosecuted criminal offenses ranging from traffic tickets to murder
- Lead counsel in thirty-two jury trials

Assistant Public Defender

October 2006 – November 1997

Office of the Public Defender, Hillsboro, Missouri

- Represented those accused of crimes in Jefferson County
- Lead counsel in one jury trial

EDUCATION

Southern Illinois University School of Law, Carbondale, Illinois

1993 – 1996

Juris Doctor

University of Missouri St. Louis

1988 – 1992

Bachelor of Arts Philosophy

Bachelor of Arts Political Science

COMMUNITY SERVICE

- Board Member of Lancer Endowment at St. Pius (LEAP)
- Member of Rotary, Kiwanis, Knights of Columbus and Elks
- Past President of Festus-Crystal City Rotary Club
- Past President of Festus-Crystal City Kiwanis Club
- Member of Missouri Municipal League
- Member of the Missouri Municipal Attorney's Association
- Past Member of City of Festus Library Board
- Past Member of Jefferson County Library Board
- Past Member of Board of Directors of Twin City Chamber of Commerce

BIANCA L. EDEN

WEGMANN, EDEN, MIKALE & BISHOP, P.C.
P. O. Box 740, 455 MAPLE STREET, HILLSBORO, MO 63050
FIRM PHONE NUMBER: 636-797-2665
FIRM FAX NUMBER: 636-797-3505
WORK E-MAIL: beden@wegmannlaw.com

EMPLOYMENT

SHAREHOLDER AND ATTORNEY AT LAW WEGMANN, EDEN, MIKALE & BISHOP, P.C.	2000-PRESENT P.O. Box 740, 455 Maple Street Hillsboro, Missouri 63050 Office Fax: 636-797-3505
--	--

Office Phone: 636-797-2665

EXPERIENCE

- Attorney at Law, Jefferson County, Missouri (2000-Present);
- Extensive experience in Municipal Law, including Attorney for the City of Hillsboro (2000 to present);
- Attorney for the Consolidated Public Water Supply District No. C-1 of Jefferson County, Missouri (2004 to present)
- Attorney for the Rock Creek Public Sewer District of Jefferson County, Missouri (2015 to present)
- Attorney for Jefferson County Library District (2001 to present)
- Extensive experience in real estate, probate, estate planning and all types of civil litigation and appellate practice
- Reported cases include: Staff of the Public Service Comm. v. Cons. Public Water Supply Dist. C-1, 474 S.W.3d 643 (Mo. App. W.D. 2015); Green v. Lake Montowese Ass'n, 387 S.W.3d 413 (Mo. App. E.D. 2012); Shapiro Brothers, Inc. v. Jones-Festus Properties, LLC, 205 S.W.3d 270 (Mo. App. E.D. 2006); Juvenile Office v. Schmidt, 77 S.W.3d 655 (Mo. App. E.D. 2002); State ex rel Stubblefield v. Bader, 66 S.W.3d 741 (Mo. 2002)

EDUCATION

JURIS DOCTORATE University of Missouri-Columbia	2000 Columbia, MO
BACHELOR OF ARTS, Magna Cum Laude University of Missouri-Columbia	1997 Columbia, MO
BACHELOR OF SCIENCE IN EDUCATION, Summa Cum Laude University of Missouri-Columbia	1996 Columbia, MO

ADMITTED LICENSES

- Missouri Bar (2000)
-

COMMUNITY INVOLVEMENT

- Hillsboro Rotary Club (President 2015-2017)
National Society Daughters of the American Revolution Louisiana Purchase Chapter
Good Shepherd Home and School Association (President 2016-2017)
Good Shepherd Girls Volleyball and Basketball Coach (2015-present)
Good Shepherd Catholic School Athletic Association (Treasurer 2017-present)
Jefferson County Women's Bar Association (Treasurer 2009-present)
Jefferson County Bar Association (President 2005-2006)
-

Jessica A. Mikale

Wegmann Law Firm

455 Maple St., P.O. Box 740

Hillsboro, MO 63050

(636) 797-2665

jmikale@wegmannlaw.com

EXPERIENCE

Wegmann Law Firm, Hillsboro, MO

Member, January 2009 – Present

Associate, September 2003 – December 2008

Summer Intern, Summer 2002 and 2003

Practice Areas: Family Law; Paternity; Divorce; Post Divorce Modification; Juvenile Law; Name Changes; Guardianship and Conservatorship; Wills; Living Wills; Powers of Attorney; Trademark Registration; Local Government Law; Municipal Law.

Reported Cases: *In re T.R.J.*, 214 S.W.3d 408 (Mo. App. E.D. 2007); *Okie Moore Diving & Salvage v. Watkins*, 239 S.W.3d 631 (Mo. App. E.D. 2007); *Gumpanberger v. Jakob*, 241 S.W.3d 843 (Mo. App. E.D. 2007); *Gateway Foam Insulators, Inc. v. Jokerst Paving & Contracting, Inc.*, 279 S.W.3d 179 (Mo. 2009).

State of Missouri: Court of Appeals – Western District, Kansas City, MO

Summer Intern for the Honorable Patricia Breckenridge, Summer 2001

Researched case law and prepared memorandums summarizing research to assist with preparation of appellate decisions.

EDUCATION

May 2003

J.D., University of Missouri – Columbia, Columbia, MO

Certificate: Electronic Commercial and Intellectual Property Law

Activities: Member Board of Advocates

Dec. 1999

B.A., Biology, Truman State University, Kirksville, MO

Honors: Magna Cum Laude

Minors: Spanish and Political Science

PROFESSIONAL AFFILIATIONS AND AWARDS

Jefferson County Bar Association (President, 2015-2016)

Women's Law Association of Jefferson County (President, 2011-2012)

Young Lawyer's Association of Jefferson County (Secretary, 2003-2004)

The Missouri Bar – Local Government Law Committee (Communications Chair, 2011-2014)

Jefferson County Port Authority Board of Directors (2013-2016)

Jefferson County Pro Bono Committee

Jefferson County Law Library Committee

Martindale-Hubbell featured BV Peer Review Rated Lawyer

DeSoto Chamber of Commerce

The Missouri Bar Leadership Academy (2010-2011)

City Prosecutor, DeSoto, 2004 – 2011

Hainline Heritage Charitable Foundation Board of Directors

Hillsboro Community Civic Club

Mark T. Bishop
Secretary
26 Years of Service as an Attorney
(16 Years of Service to the Wegmann Law Firm)



Bianca L. Eden
President
(23 Years of Service to the Wegmann Law Firm)

Jessica A. Mikale
Treasurer
(21 Years of Service to the Wegmann Law Firm)



Alysa Moneymaker
Office Manager
Legal Assistant to Mark T. Bishop
(9 Years of Service to the Wegmann Law Firm)

Sydney Nahlik
Legal Assistant to Bianca Eden
(3 Years of Service to the Wegmann Law Firm)

Krystal Reichel
Legal Assistant to Jessica Mikale
(2 Years of Service to the Wegmann Law Firm)

ORIGINAL

WEGMANN LAW FIRM

-SINCE 1947-



Hillsboro Location
455 Maple St.
P.O. Box 740
Hillsboro, MO 63050
Ph: (636) 797-2665
Fx: (636) 797-3505

Ste. Genevieve Location
70 S. Third St.
Ste. Genevieve, MO 63670
Ph: (573) 880-7488
Fx: (636) 797-3505

E-mail:
mbishop@wegmannlaw.com

February 7, 2024

Ms. Jackie Doyle
Contracts and Grants Manager
Department of Administrative Services
729 Maple Street
P.O. Box 100
Hillsboro, MO 63050

**Re: Request for Proposal: Legal Services – Office of the Circuit Clerk 2024
Bid #24-0009**

Dear Ms. Doyle:

Our firm received a copy of the Request for Proposal for legal services for the Office of the Circuit Clerk. Our firm would very much like to continue to provide legal services to the Circuit Clerk of Jefferson County. Therefore, our bid packet, including an original and two copies, is enclosed with this correspondence.

Supporting documentation is also enclosed in this response to the Request for Proposal, including evidence of comprehensive General Liability Insurance, Professional Liability Insurance, Workers' Compensation Insurance, personal property tax receipts for the years 2021, 2022 and 2023, and documentation confirming our participation in the E-Verification system.

If our firm is hired as the Attorney for the Circuit Clerk's Office, I would be the primary contact within our firm. However, we have other attorneys that would be able to assist when there is a need. All of the current attorneys have extensive experience representing public entities. Therefore, if I were not available in an emergency situation, the other attorneys could assist the Circuit Clerk.

We understand that Jefferson County wants to have the best possible legal services, while at the same time ensuring that the cost to the County is not excessive. Therefore, we are proposing to provide legal services at a flat fee rate of One Thousand Eight Hundred Dollars (\$1,800.00) per month for the initial contract term.

I look forward to our firm continuing to serve as the attorney for the Jefferson County Circuit Clerk's Office. Please let me know if you need any additional information or documentation from our firm to complete this process.

Sincerely,


Mark T. Bishop

MTB/amm
Enclosure(s)

Jackie Doyle

From: Stan Schnaare <schnaarelaw@sbcglobal.net>
Sent: Tuesday, March 5, 2024 11:44 AM
To: Jackie Doyle
Subject: Re: hourly rate

\$250.00/hour

Tim Nickless
The Schnaare Law Firm, P.C.
321 Main Street
P.O. Box 440
Hillsboro, MO 63050

P:636-789-3355

F: 636-789-3354

www.jeffcomolaw.com/

On Tuesday, March 5, 2024 at 11:12:13 AM CST, Jackie Doyle <jdoyle@jeffcomo.org> wrote:

Tim,

Can you please send me your hourly rate for the legal services bid?

Thanks,

Jackie Doyle

General Services/ Contracts & Grants Manager

Jefferson County

729 Maple St.

Hillsboro MO 63050

Phone: (636) 797-6411

Fax: (636) 797-5067

Email: jdoyle@jeffcomo.org

Jackie Doyle

From: Mark Bishop <mbishop@wegmannlaw.com>
Sent: Tuesday, March 5, 2024 11:28 AM
To: Jackie Doyle
Subject: RE: hourly rate

Sorry, it should say below "*it is* \$180/hour". That would be the rate for the Circuit Clerk if it were hourly.

Mark

From: Mark Bishop
Sent: Tuesday, March 5, 2024 11:23 AM
To: 'Jackie Doyle' <JDoyle@jeffcomo.org>
Subject: RE: hourly rate

Our standard hourly is \$275/hour. However, for political subdivisions is it \$180/hour and our contracts have that increasing \$5.00/hour every January 1st.

Mark Bishop
Wegmann Law Firm

Hillsboro Location	Ste. Genevieve Location
P.O. Box 740	70 S. Third St.
455 Maple Street	Ste. Genevieve, MO 63670
Hillsboro, MO 63050	Ph: (573) 880-7488
(636) 797-2665	
Fax (636) 797-3505	

NOTE: The Missouri Bar Counsel requires all Missouri lawyers to notify all recipients of e-mail that (1) e-mail communication is not a secure method of communication; (2) any e-mail that is sent to you or by you may be copied and held by various computers it passes through as it goes from me to you or vice versa; and (3) persons not participating in our communication may intercept our communications by improperly accessing your computer or my computer or even some computer unconnected to either of us which the e-mail passed through. I am communicating to you via e-mail because you have consented to receive communications via this medium. If you change your mind and want future communications to be sent in a different fashion, please let me know AT ONCE.

From: Jackie Doyle <JDoyle@jeffcomo.org>
Sent: Tuesday, March 5, 2024 11:11 AM
To: Mark Bishop <mbishop@wegmannlaw.com>
Subject: hourly rate

Mark,

Can you please send me your hourly rate for the legal services?

Jackie Doyle

*General Services/ Contracts & Grants Manager
Jefferson County
729 Maple St.
Hillsboro MO 63050
Phone: (636) 797-6411
Fax: (636) 797-5067
Email: jdoyle@jeffcomo.org*