

BILL NO.: 24-0804

ORDINANCE NO.: 24-0804

INTRODUCED BY COUNCIL MEMBER(S) Croette

**AN ORDINANCE RENEWING THE BID AWARDS FOR CERTAIN PRODUCTS AND SERVICES FOR ELECTION MANAGEMENT SOFTWARE 2023, DEPARTMENT OF THE COUNTY CLERK/ELECTION AUTHORITY.**

**WHEREAS**, Pursuant to Ordinance 23-0206 Jefferson County, Missouri entered into a Contract, known as the Election Management Software 2023 Contract, with InTech Software Solutions, Inc.; and

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

Bid Name

Election Management Software 2023

Awarded Bidder

InTech Software Solutions, Inc.

Ordinance Number

23-0206

**WHEREAS**, the Department of the County Clerk/Election Authority of Jefferson County, Missouri, requested renewal from the awarded bidders, InTech Software

Solutions, Inc., to renew the contract for the Election Management Software 2023 Contract with the County; and

**WHEREAS**, the Jefferson County, Missouri, Council finds it is in the best interest of the County to renew the bid award for Election Management Software 2023 Contract for the term from the date of approval to 4-8-25 with InTech Software Solutions, Inc. up to **\$30,000.00 per term, for total amount not to exceed \$30,000.00 for the term**, subject to budgetary limitations.

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

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

BID NAME

Election Management Software 2023

TERM

Date of approval to 4-8-25

AMOUNT

**Up to \$30,000.00 per term,**

**for total amount not to exceed \$30,000.00 for the term,**

subject to budgetary limitations

AWARDED BIDDER

InTech Software Solutions, Inc.

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

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

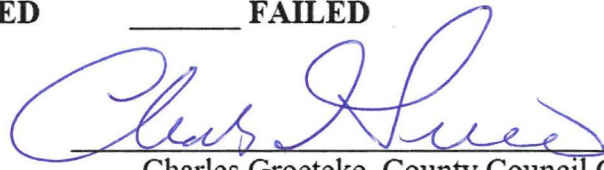
Section 4. This Ordinance shall be in full force and effect from and after its date of approval. If any part of this Ordinance is invalid for any reason, such invalidity shall not affect the remainder of this Ordinance.

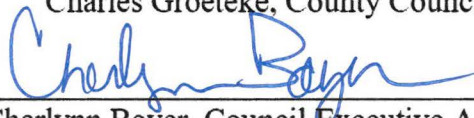
**THIS BILL BEING DULY INTRODUCED, THE MEMBERS OF THE  
JEFFERSON COUNTY, MISSOURI, COUNCIL VOTED AS FOLLOWS:**

Council Member District 1, Brian Haskins	<u><del>absent</del></u>	yes
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>absent</u>	
Council Member District 6, Daniel Stallman	<u>yes</u>	
Council Member District 7, Bob Tullock	<u>yes</u>	

**THE ABOVE BILL ON AUGUST 12, 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, ON AUGUST ~~12~~<sup>15</sup>, 2024.

THIS BILL WAS \_\_\_\_\_ VETOED AND RETURNED TO THE JEFFERSON COUNTY, MISSOURI, COUNCIL WITH WRITTEN OBJECTIONS BY THE JEFFERSON COUNTY EXECUTIVE, ON \_\_\_\_\_.



Dennis J. Gannon, Jefferson County, Missouri, Executive

**ATTEST:**

  
Jeannie Goff, County Clerk

BY: Shelley Blankenship

First Reading: 8/12/2024



# County of Jefferson

## State of Missouri

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

Dennis Gannon

County Executive

### DEPARTMENT OF ADMINISTRATIVE SERVICES

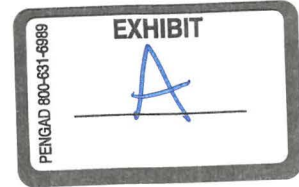
David Courtway - Director

Web Address: www.jeffcomo.org

Dana Downs  
Human Resources Manager  
(636)797-5563 / Fax (636)797-5596

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

INTECH SOFTWARE SOLUTIONS INC.  
5881 PAGENKOPF RD  
MAPLE PLAIN MN 55359



July 1, 2024

Attn: MICHAEL P. SNUFFER

Your company was awarded a bid for "Election Management Software 2023" for the County of Jefferson, Missouri in April 2023. The Invitation for Bid allows the County to renew your bid award for an additional one-year term with consent of the awarded bidder.

The County of Jefferson, Missouri may desire to renew this bid award for an additional one year with the same terms and conditions, subject to budgetary limitations, subject to approval by the County Council and County Executive. The new award dates shall be from Date of approval to 4-8-25.

#### PLEASE INCLUDE THE FOLLOWING ITEMS:

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

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

Michael Snuffer  
Printed Name of Authorizing Agent

Michael P. Snuffer  
Signature

7/4/24  
Date

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

Respectfully,

Jackie Doyle  
Jackie Doyle  
Department of Administrative Services



ORDINANCE NO.

24-0304

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this 4<sup>th</sup> day of July 2024:

InTech Software Solutions, Inc  
Company Name

County of Jefferson, State of Missouri

Michael P Snuffer  
Signature  
Michael Snuffer  
Print

Dennis J Gannon  
Dennis J. Gannon County Executive

Company Address: \_\_\_\_\_  
5881 Pagenkopf Rd  
Maple Plain, MN 55359  
Phone: 612-387-6121

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.

Kristy Wapner  
County Auditor

APPROVED AS TO FORM

[Signature]  
County Counselor



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/10/2024

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).

<b>PRODUCER</b> Ray Smith Insurance Agency, Inc. 6900 Wedgwood Road Suite 302 Maple Grove MN 55311	<b>CONTACT NAME:</b> Mac Gordon	
	<b>PHONE (A/C, No, Ext):</b> 763-259-0101	<b>FAX (A/C, No):</b> 763-259-0102
<b>E-MAIL ADDRESS:</b> mac@raysmithins.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> Hartford Casualty Insurance Company		29424
<b>INSURER B :</b> Hartford Accident and Indemnity Company		22357
<b>INSURER C :</b> Hartford Fire Insurance Company		19682
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

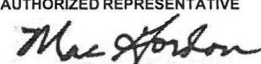
**INSURED** INTESOF-01 InTech Software Solutions, Inc.  
5881 Pagenkopf Road  
Independence MN 55359

**COVERAGES** **CERTIFICATE NUMBER:** 1658140272 **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 WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			41SBARX6370	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			41UECID3069	1/7/2024	1/7/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	41WECAB9G4R	8/24/2023	8/24/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability Technology E & O Including Cyber -CM			41TE0263293-24	4/1/2024	4/1/2025	Each Wrongful Act Aggregate Limit \$5,000,000 \$5,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 THE CERTIFICATE HOLDER IS INCLUDED AS AN ADDITIONAL INSURED UNDER THE GENERAL LIABILITY POLICY WHEN REQUIRED BY WRITTEN CONTRACT OR WRITTEN AGREEMENT.

<b>CERTIFICATE HOLDER</b>  Jefferson County Dept of Administration Services 729 Maple Street Hillsboro MO 63050	<b>CANCELLATION</b>  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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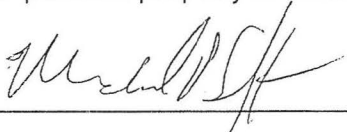
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**Affidavit: No Real or Personal Property  
Owned in Jefferson County, Missouri**

I am of a sound mind, capable of making this affidavit and personally acquainted with the fact herein stated.


I hereby state and swear under penalty of perjury that InTech Software Solutions, Inc does not own any real or personal property in Jefferson County, Missouri.

Signed 

Affiant Michael Snuffer, President  
InTech Software Solutions, Inc

Date 7/17/2024

Signed before me in witness whereof, I have hereunto subscribed my name and affixed my official seal this 17 day of July, 2024.

  
Notary Public

