



# ***Buchanan County Commission***

***411 Jules Street, Room 101  
St. Joseph, Missouri 64501-1786  
(816) 271-1503 • Fax (816) 271-1569***

**Ron Hook**  
*Commissioner*  
Western District  
rhook@buchmo.gov

**Scott Nelson**  
*Presiding Commissioner*  
snelson@buchmo.gov

**Scott Burnham**  
*Commissioner*  
Eastern District  
sburnham@buchmo.gov

June 11, 2026

## **REQUEST FOR PROPOSAL**

**OFFICE OF THE COUNTY COMMISSION, BUCHANAN COUNTY, MISSOURI:**

The County Commission of Buchanan County, Missouri, hereby advertises for proposals on the following to wit:

Advertise Delinquent Tax List for Collector's Office  
Proposal Number: 26-0016

Proposal forms may be obtained from the Purchasing Office, Buchanan County Courthouse, 411 Jules Street, Room 101, St. Joseph, Missouri, (816) 271-1512.

The County Commission of Buchanan County, Missouri, reserves the right to reject any or all proposals, to accept the lowest and best proposal, and to make the award in the best interest of Buchanan County.

The County Commission will accept sealed proposals for the above listed until 10:00 a.m. on July 1, 2026. Public opening will be at 10:00 a.m. on July 1, 2026, in the Office of the County Commission. Proposals are to be mailed or delivered to the County Commission, Buchanan County Courthouse, 411 Jules Street, Room 101, St. Joseph, MO 64501-1786. Fax or electronic proposals will not be accepted.

**BUCHANAN COUNTY COMMISSION**

Scott Nelson  
Presiding Commissioner

**PUBLISHED:** St. Joseph News-Press  
June 12, 2026  
One insertion

## INSTRUCTIONS

### TO

### VENDORS

All proposals must be on forms provided by Buchanan County, Missouri.

All proposals must be received by 10:00 a.m. on Wednesday, July 1, 2026.

Proposals to be submitted in **DUPLICATE** and the outside of the envelope marked “ADVERTISE DELINQUENT TAX LIST PROPOSAL.” The name of the vendor shall also appear on the outside of the envelope.

Proposals are to be mailed or delivered to the Buchanan County Commission, Buchanan County Courthouse, 411 Jules Street, Room 101, St. Joseph, MO 64501.

Any exceptions to the proposal specifications shall be noted on a separate sheet and attached to the proposal. If exceptions are not listed, the vendor is required to meet all listed proposal specifications.

Proposals not received by the above date and time will be returned unopened. The County Commission of Buchanan County reserves the right to reject any or all proposals, waive any irregularities, to accept the lowest and best proposal, and to make the award in the best interest of Buchanan County, Missouri.

Proposals will be opened and publicly read at 10:00 a.m. on Wednesday, July 1, 2026, in the office of the County Commission, Buchanan County Courthouse, 411 Jules Street, Room 101, St. Joseph, Missouri.

- \* Delinquent tax list must be advertised for three (3) consecutive weeks. Publication must be made on July 24, July 31, and August 7, 2026. Tax sale will be August 24, 2026.
- \* Delinquent tax list **must not** be listed with the Classified Advertisements; there needs to be a special listing for these items.
- \* To be published in a general circulation published within Buchanan County, Missouri; please state current subscription circulation within Buchanan County, only.
- \* Information will be available in an Excel file sent via email with paper back up, if needed.
- \* Pricing to be listed as per column inch, a total for each publication, per line or per item basis.
- \* Explain if there is an option for deleting or covering redeemed parcels on the 2<sup>nd</sup> and 3<sup>rd</sup> publication dates; if so, how does that effect pricing.
- \* If other options for advertising are available, please include information and pricing.

Buchanan County/Collector's Office

**ADVERTISE DELINQUENT TAX LIST PROPOSAL FORM**

July 1, 2026, 10:00 a.m.

Proposal Submitted To:  
Buchanan County Commission  
Buchanan County Courthouse  
411 Jules Street, Room 101  
St. Joseph, MO 64501

Gentlemen:

We submit the following proposal to Advertise Delinquent Tax List for three (3) consecutive weeks:

Per Column Inch

July 24, 2026 \$ \_\_\_\_\_

July 31, 2026 \$ \_\_\_\_\_

August 7, 2026 \$ \_\_\_\_\_

Explain options for deleting or covering over redeemed properties on the 2<sup>nd</sup> & 3<sup>rd</sup> publication dates and how this effects pricing: \_\_\_\_\_

Daily Circulation in Buchanan County, MO ONLY \_\_\_\_\_

The undersigned agrees that if awarded the proposal herein, he will have the insertions published on the above dates.

Company \_\_\_\_\_

Signature \_\_\_\_\_

Name & Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Proposal Accepted:

Date Accepted: \_\_\_\_\_

\_\_\_\_\_  
Presiding Commissioner

\_\_\_\_\_  
Eastern District Commissioner

\_\_\_\_\_  
Western District Commissioner

I hereby certify under Section 50.660 Rms. 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 the 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. (100-070-51080)

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Date

Buchanan County/Collector's Office

**ADVERTISE DELINQUENT TAX LIST PROPOSAL FORM**

July 1, 2026, 10:00 a.m.

Proposal Submitted To:  
Buchanan County Commission  
Buchanan County Courthouse  
411 Jules Street, Room 101  
St. Joseph, MO 64501

Gentlemen:

We submit the following proposal to Advertise Delinquent Tax List for three (3) consecutive weeks:

Per Column Inch

July 24, 2026 \$ \_\_\_\_\_

July 31, 2026 \$ \_\_\_\_\_

August 7, 2026 \$ \_\_\_\_\_

Explain options for deleting or covering over redeemed properties on the 2<sup>nd</sup> & 3<sup>rd</sup> publication dates and how this effects pricing: \_\_\_\_\_

Daily Circulation in Buchanan County, MO ONLY \_\_\_\_\_

The undersigned agrees that if awarded the proposal herein, he will have the insertions published on the above dates.

Company \_\_\_\_\_

Signature \_\_\_\_\_

Name & Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Proposal Accepted:

Date Accepted: \_\_\_\_\_

\_\_\_\_\_  
Presiding Commissioner

\_\_\_\_\_  
Eastern District Commissioner

\_\_\_\_\_  
Western District Commissioner

I hereby certify under Section 50.660 Rms. 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 the 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. (100-070-51080)

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Date