



# Jefferson County, Missouri

Maple Street Annex  
725 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Dennis Gannon  
County Executive

## DEPARTMENT OF PUBLIC WORKS

**Jason Jonas, P.E. – Director**

**Daniel Naunheim, P.E. – Deputy Director**

Telephone: 636-797-5340 · Fax: 636-797-5565  
Web Address: www.jeffcomo.org

Kurt Wengert, P.E.  
Highway Division Superintendent  
636-797-5427

Christopher Ehlen, P.E.  
Technical Administration Division Manager  
636-797-5570

David C. Mikusch  
Fleet Services Manager  
636-797-6017

Matt Stinchcomb  
Facility Services Manager  
636-797-5574

Mike Cook  
Stormwater Division Manager  
636-797-6318

**BID #: [20-0070](#)**

September 18, 2020

Dear Company Representative:

Jefferson County is seeking interest of flooring contractors to perform certain types of service for the County as described on the attached page. If your company would like to be considered for these services, you may express your interest by responding to the appropriate office, which is indicated on the attachment. Limit your Letter of Interest to no more than four (4) pages. This letter should include any information which might help the County in the selection process, such as company experience, history, testimonials, any certifications of the company or persons at the company, and recent examples of work performed by the company in the services we are requesting. Please submit three complete copies of your Letter of Interest in a sealed envelope with vendor and bid information as shown in sample below.

Jefferson County will evaluate companies based on a) experience and competence; b) the capacity of the company to perform the work in the timeframe needed; and c) past record of performance.

The County requires all submittals be received by 2:00 pm on Tuesday, October 20, 2020 at the Jefferson County Office of the County Clerk, 729 Maple Street, Hillsboro, Missouri 63050.

Sincerely,

Jason Jonas, P.E.  
Public Works Director

### SAMPLE ENVELOPE

*VENDOR NAME*

*VENDOR ADDRESS*

*CONTACT NUMBER*

**DEPARTMENT OF THE COUNTY CLERK**

**JEFFERSON COUNTY MISSOURI**

**729 MAPLE ST / PO BOX 100**

**HILLSBORO MO 63050-0100**

*SEALED BID: (BID NAME)*

***Jefferson County, 2020 On-Call Flooring Services***

Location:	Location of contract work includes, but is not limited to; County buildings near or within the City of Hillsboro, and various properties within Jefferson County not limited to the City of Hillsboro area.
Proposed Service:	Flooring repair, installation and / or replacement.
Approximate Cost of Contract:	On-call services will not exceed a contract limit of <u>\$75,000.00</u> with each company selected and is subject to budgetary limitations.
Company Services Required:	Contract work could include, but is not limited to: a) Repairing existing flooring b) Supply all flooring and materials c) Move furniture and cubicles
Hours of Service:	Service request hours shall be 7:00am to 3:30pm, Monday thru Friday with a three (3) day response time to complete the request. Emergency and holiday request hours to be as needed.
Comments:	All work shall be done in accordance with the best trade practices. All safety regulations for the protection of workmen, County employees, and property must be followed. All applicable state and local laws, ordinances, and codes shall apply to this contract.
Contact:	Matt Stinchcomb Facility Maintenance Manager PO Box 100 Hillsboro, MO 63050 636-797-5574 Mstinchcomb@jeffcomo.org
Deadline:	All letters of interest shall be received by 2:00 pm, October 20 <sup>th</sup> 2020
Submit:	Jefferson County Office of the County Clerk 729 Maple Street Hillsboro, MO 63050  Letters of interest should not exceed four (4) pages total. Three (3) copies of the Letter of Interest should be received at the address and by the date/time specified. Letter should include any information which might help in the selection process, such as company experience, history, testimonials, any certifications of the company or persons at the company, and recent examples of work performed by the company in the services being requested.
Submittal Evaluation:	Jefferson County will evaluate companies based on; a) experience and competence, b) the capacity of the company to perform the work in the timeframe needed, and c) company's past record of performance.
RFQ Scoring:	The evaluation categories stated above will be scored as follows: a) Experience and Competence – 30 Max Points b) Capacity and Capability – 30 Max Points c) Past Record of Performance – 40 Max Points <b>Total Score 100 Max Points</b>