



County of Jefferson

State of Missouri

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

Kenneth B. Waller

County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. – Director

Telephone: 636-797-5340 · Fax: 636-797-5565

Web Address: www.jeffcomo.org

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

Deborah G. Lehnhoff, P.E.
Technical Division Senior Engineer
797-5570

David C. Mikusch
Fleet Services Manager
797-6017

Kerry W. Rogers
Facilities Services Manager
797-5011

December 27, 2016

BID #: [17-0007](#)

Dear Company:

Jefferson County is requesting the services of a painting contractor to perform the described services for the County. 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 attachments. Limit your letter of interest to no more than two (2) pages. This letter should include any information which might help us 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.

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

We request all letters be received by 2:00 pm, January 24, 2017 at the Jefferson County Clerk's Office, at 729 Maple St, Hillsboro, MO 63050.

Sincerely,

Jason Jonas
Director of Public Works

Attachment

Jefferson County, 2017 On-Call Painting 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:	Painting and other various wall finishing services.
Approximate Cost of Contract:	On-call services will not exceed a contract limit of <u>\$25,000.00</u> with each company selected and is subject to budgetary limitations.
Company Services Required:	Contract work could include: a) Painting/staining existing or newly constructed interior/exterior walls b) Minor repairs or taping of existing walls c) Installation of other wall coating products d) Power washing/cleaning existing walls e) Mold removal from existing walls f) All applicable labor, materials and equipment
Hours of service:	Typical service request to be Monday through Friday with hours to be discussed per job request. Evening and weekend work may be permitted or requested on a project-by-project basis.
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:	Kerry Rogers Facility Maintenance Manager PO Box 100 Hillsboro, MO 63050 636-797-5311 krogers@jeffcomo.org
Deadline:	All letters of interest shall be received by 2:00 pm, January 24, 2017
Submit:	Jefferson County Office of the County Clerk 729 Maple Street Hillsboro, MO 63050 Letters of interest should not exceed two (2) 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 Total Score 100 Max Points