



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

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Fleet Services Manager
636-797-6017

Matt Stinchcomb
Facility Services Manager
636-797-5574

Stormwater Division
Help Line
636-797-6228

October 1, 2019

BID #: [19-0090](#)

Dear Company Representative:

Jefferson County is requesting the services of a snow removal company 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 four (4) pages. This letter should include any information which might help us in the selection process, such as company experience, history, resources available to perform the work, 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; b) the capacity of the company to perform the work (manpower and vehicles); c) references from past and/or current clients; and d) cost to provide a treatment to the subdivision(s).

The County requires all submittals be received by 2:00 pm on Tuesday, October 29, 2019, at the Jefferson County Office of the County Clerk, 729 Maple Street, Hillsboro, Missouri 63050.

Sincerely,

Kurt W. Wengert, P.E.
Highway Division Superintendent

Attachment

Jefferson County, 2019-20 On-Call Snow Removal Services

Locations:

Arnold Area:

1. Highland House Manor (0.771 miles): Cindy Court, Deborah Ann Drive, Jeffrey Court, Lisa Court, and Stephanie Court
Cost per Treatment: _____
2. Creekside (0.638 miles): Woodside Drive, Bluff Park Drive, Woodside Court, and Mason Ridge Court
Cost per Treatment: _____
3. Carlton Manor (0.688 miles): Caleb Circle, Caleb Court, Caleb Drive, Jamie Court, and Jeremy Court
Cost per Treatment: _____
4. Whitehall Estates (0.944 miles): Sierra Parkway and Whitehall Drive
Cost per Treatment: _____

Barnhart Area:

1. Williamsburg Estates (1.519 miles): St. Luke's Church Road, Kings Crossing Drive, Kingswood Court, Lafayette Court, Albert Drive, Armistead Court, Armistead Avenue, and William and Mary Court
Cost per Treatment: _____
2. Fountains at Moss Hollow (1.159 miles): Belcrest Drive, Crimson Lane, Edgefield Drive, Fountain Drive, Killarney Court, and Sophie Court
Cost per Treatment: _____

Cedar Hill/House Springs Area:

1. Pine View Acres (1.634 miles): Great Plains Drive, Trail Of Tears, Land Rush Drive, Conestoga Drive, Prospect Drive, and Wagon Train Drive
Cost per Treatment: _____
2. Northwest Point (0.829 miles): Northwest Point, Fawn Hollow, and Spruce Point Drive
Cost per Treatment: _____
3. Brooks Farm Estates (0.410 miles): Brooks Farm Court and Brooks Farm Drive
Cost per Treatment: _____
4. Twin Pines (1.116 miles): Christy Jo Lane, Twin Spring Court, Labarque Spring Court, Rustic Spring Court, Crystal Ridge Court, and Golden Spring Court
Cost per Treatment: _____

High Ridge Area:

1. Camelot Gardens (0.336 miles): Camelot Street and Lancelot Lane
Cost per Treatment: _____
2. Ivy Trails (0.654 miles): Ruddy Ridge Drive, Ruddy Ridge Court, Ivy Trails Court, Sweetbrier Court, and Triple Tree Court
Cost per Treatment: _____
3. Timber Ridge (1.157 miles): Timber Hollow Lane, Timber View Drive, Amber Ridge Court, Elderwood Circle, Ridgetop Court, Timber Bluff Drive, St. Judes Court, and Woodhaven Circle
Cost per Treatment: _____
4. Eagle Point Estates (0.533 miles): Apple Blossom Court, Lorraine Court, and Peach Blossom Court
Cost per Treatment: _____

Fenton Area:

1. San Marino (0.379 miles): San Marino Parkway
Cost per Treatment: _____
2. Fenton Park II (0.488 miles): Fenton Ridge Drive and Fenton Crossing
Cost per Treatment: _____
3. Joshua Crossing (0.326 miles): Caleb Crossing and Caleb Place
Cost per Treatment: _____
4. Winter Bluff Estates/West Grove Condominium (0.972 miles): Samarra Estates Drive, Winter Bluff Court, Winter Bluff Drive, Winter Lake Court, and Winter Lake Drive
Cost per Treatment: _____
5. Corisande Crossing (0.346 miles): Hannah Court, Molly Lane, and Sadie Lane
Cost per Treatment: _____
6. Winter Lakes Estates (1.251 miles): Winter Brook Drive, Winter Lake Boulevard, Winter Lake Circle, Winter Lake Drive, Winter Pond Drive, and Winter River Court
Cost per Treatment: _____
7. Harbor View Estates (0.797 miles): Harbor Hill Drive, Harbor Court, Harbor View, and Harbor Bluff Drive
Cost per Treatment: _____
8. Konert Lake Estates (0.416 miles): Konert Lake Drive and Konert Lake Court
Cost per Treatment: _____
9. Silver Maple View (0.391 miles): Silver Maple Court, Silver Maple Drive, and Silver Maple View
Cost per Treatment: _____

Festus Area:

1. Lake Estates at Crystal Highlands (0.572 miles): Crystal Lake Drive and Crystal Lake Court
Cost per Treatment: _____
2. Wimbledon Estates (0.869 miles): Wimbledon West, Wimbledon East, and Wimbledon Estates Drive
Cost per Treatment: _____

Imperial Area:

1. Castlegate (1.516 miles): Castlegate Drive, Castlepines Drive, Castlegate Court, Lexington Court, Windhaven Court, Brookfield Lane, Castlepines Court and Castlemain Drive
Cost per Treatment: _____
2. Countryside (0.562 miles): Harvest Grove and Harvest Court
Cost per Treatment: _____
3. Valley Oaks 1 & 2 (2.534 miles): Golden Gate Drive, Pebble Creek Court, Pebble Court, Waterfront Drive, Waterfront Court, Valley Oaks Drive, Ambrose Crossing, Greenmount Court, Stonemount Court, Whitecreek Lane, Cobblestone Court, Baypointe Drive and Valley Oaks Court
Cost per Treatment: _____
4. Villages at Windmill Summit (0.425 miles): Windmill Summit Drive, Windmill Summit Court, And Wind Rose Drive
Cost per Treatment: _____
5. The Crossings at Seckman (0.593 miles): North Bellerieve and South Bellerieve
Cost per Treatment: _____

	<p>Imperial Area continued:</p> <ol style="list-style-type: none"> 6. <u>Parc at Kimmswick</u> (0.765 miles): Montesano Park Drive, Ridge Place, Hotel Court, and Montesano Court Cost per Treatment: _____ 7. <u>Mystic Valley Estates</u> (0.608 miles): Mystic Valley Drive, Mystic Valley Court, and Mystic Valley Circle Cost per Treatment: _____ 8. <u>The Oaks</u> (1.433 miles): Autumn Oaks Court, Autumn Oaks Drive, Mystic Oaks Court, Mystic Oaks Drive, Oak Hollow Drive, Oak Mill Court, Oak Mill Lane, and Scenic Oaks Court Cost per Treatment: _____ 9. <u>Kneff Farms</u> (1.179 miles): Kneff Farm Crossing, Courtney Way, Meadow Lane Court, Brookparc Drive, Amberhill Court, and Farmview Court Cost per Treatment: _____ 10. <u>Remington Place Phase 1</u> (0.526 miles): Mallard Court, Remington Drive, and Remington Place Cost per Treatment: _____ 11. <u>Imperial Hills</u> (1.345 miles): Imperial Hills Drive, Morgan Way, Mystic Point, Jill Marie, Kassel Court, Courtney Way, and Glennon Drive Cost per Treatment: _____ 12. <u>Estates of Castlegate</u> (1.050 miles): Castlebrook Drive, Castleridge Drive, Castlemain Drive, Royal Court, and Noble Court Cost per Treatment: _____ 13. <u>Amberleigh Woods</u> (2.354 miles): Amber Bluff Lane, Amber Heights Court, Amber Heights Lane, Amber Lake Court, Amberleigh Parkway, Amber Meadows Drive, Amber View Drive, Amber Way Court, and Clubhouse Drive Cost per Treatment: _____ 14. <u>Twin Oaks Estates</u> (0.368 miles): Double Tree Court and Double Tree Drive Cost per Treatment: _____ 15. <u>Williams Brook Meadows</u> (0.360 miles): Clearbrook Land and Westbrook Lane Cost per Treatment: _____ 16. <u>Meramec Estates</u> (0.422 miles): Gail Drive and Daniel Court Cost per Treatment: _____ <p><i>NOTE: Firms may bid any or all subdivisions. Each subdivision will be awarded individually.</i></p>
Proposed Service:	Snow removal services, including placing deicing salt on roads both before and during snow events and removal of accumulated snow on subdivision streets.
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.

Requirements of Service:	<ul style="list-style-type: none"> • Equipment and operators shall be available on a twenty-four (24) hour, seven (7) days per week basis, including Holidays. • Contractor MUST respond each time the Department of Public Works requests service. The County will give a minimum of two (2) hours' notice; the Contractor must positively confirm with the Highway Superintendent. Contractor MUST respond within two (2) hours after receipt of request for service from the Department of Public Works. • Contractor MUST carry the required insurance as outlined below. • Contractor and Jefferson County shall exchange names and telephone numbers of key personnel, prior to the snow season. • Contractor must be able to provide continuous 24-hour coverage, if required, until released by the Highway Superintendent. Contractor personnel are NOT permitted to leave until released by the Highway Superintendent. Contractor SHALL NOT work any other roads except the assigned County roads during the shift. • If using County salt: the salt will remain the property of the County at all times. At the end of the shift, the trucks will be emptied and inspected by the shift supervisor.
Comments:	All work shall be done in accordance with the best trade practices. All safety regulations for the protection of workmen, County employees, pedestrians, and property must be followed. All applicable state and local laws, ordinances, and codes shall apply to this contract.
Insurance Requirements:	<ol style="list-style-type: none"> 1. <u>WORKER'S COMPENSATION</u>-As required by the Law of the State of Missouri Statutory Limits, including Employer's Liability. 2. <u>GENERAL LIABILITY</u>-Limits of not less than <u>\$300,000.00</u>, per occurrence with an aggregate limit of <u>\$300,000.00</u>. 3. <u>AUTOMOBILE, BODILY INJURY & PROPERTY DAMAGE LIABILITY</u>- Limits of not less than <u>\$300,000.00</u> CSL per occurrence bodily injury and property damage is required. Non-ownership hired vehicles shall be included in the coverage. <u>NOTE: COVERAGE SHALL NOT EXCLUDE OPERATIONS ASSOCIATED WITH SNOW PLOW OPERATIONS.</u> 4. By accepting this contract, the successful bidder agrees to defend, indemnify, and hold harmless Jefferson County Government, its elected and approved officials, and all employees. 5. All certificates of Insurance shall indicate a thirty (30) days advance written notice of cancellation or non-renewal. Such notice shall be sent to the Director of Public Works for Jefferson County. 6. Insurance Certificates <u>MUST</u> be furnished to Jefferson County Public Works <u>PRIOR</u> to commencement of any work. Jefferson County <u>WILL NOT</u> award work until Insurance Certificates are received
Contact:	<p>Kurt W. Wengert, P.E. Highway Division Superintendent PO Box 100 Hillsboro, MO 63050 636-797-5427 kwengert@jeffcomo.org</p>
Deadline:	All letters of interest shall be received by 2:00 pm, October 29, 2019

Submit:	<p>Jefferson County Office of the County Clerk 729 Maple Street Hillsboro, MO 63050</p> <p>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.</p>										
Submittal Evaluation:	<p>Jefferson County will evaluate companies based on:</p> <ul style="list-style-type: none"> a) experience and competence; b) the capacity of the company to perform the work (manpower and vehicles); c) references from past and/or current clients; and d) cost to provide a single treatment of the subdivision(s) awarded 										
RFQ Scoring:	<p>The evaluation categories stated above will be scored as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="padding-left: 20px;">a) Experience and Competence –</td> <td style="text-align: right;">25 Max Points</td> </tr> <tr> <td style="padding-left: 20px;">b) Capacity for Performance –</td> <td style="text-align: right;">25 Max Points</td> </tr> <tr> <td style="padding-left: 20px;">c) References from past and/or current clients –</td> <td style="text-align: right;">25 Max Points</td> </tr> <tr> <td style="padding-left: 20px;">d) Cost per Treatment –</td> <td style="text-align: right;">25 Max Points</td> </tr> <tr> <td style="padding-left: 20px;">Total Score</td> <td style="text-align: right;">100 Max Points</td> </tr> </table>	a) Experience and Competence –	25 Max Points	b) Capacity for Performance –	25 Max Points	c) References from past and/or current clients –	25 Max Points	d) Cost per Treatment –	25 Max Points	Total Score	100 Max Points
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