



County of Jefferson

State of Missouri

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

Ken Waller
County Executive

DEPARTMENT OF PUBLIC WORKS

Jason Jonas, P.E. – Director

Daniel Naunheim, P.E. – Deputy Director

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Fleet Services Manager
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Facilities Services Manager
636-797-5011

Daniel Hearst, P.E.
Stormwater Division Manager
636-797-6225

December 27, 2017

BID #: [18-0007](#)

Dear Company Representative:

Jefferson County is seeking interest of HVAC 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.

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, January 23, 2018 at the Jefferson County Office of the County Clerk, 729 Maple Street, Hillsboro, Missouri 63050.

Sincerely,

Jason Jonas, P.E.
Public Works Director

Attachment

Jefferson County, 2018 On-Call HVAC 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:	HVAC troubleshooting, repair, installation and / or replacement.
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, but is not limited to: <ul style="list-style-type: none"> a) Troubleshooting and repairing HVAC systems b) Provide recommendations on HVAC system repair verses replace c) HVAC system and or unit replacement d) Installation of new HVAC systems and all components of the system e) All applicable labor, materials and equipment
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 with a four (4) hour response time to complete the work.
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:	Dave Crisel Assistant Manager of Facility Services PO Box 100 Hillsboro, MO 63050 636-797-5574 dcrisel@jeffcomo.org
Deadline:	All letters of interest shall be received by 2:00 pm, January 23, 2018
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: <ul style="list-style-type: none"> 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