



# 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 #: [20-0072](#)**

September 18, 2020

Dear Company Representative:

Jefferson County is seeking interest of certified carpenters or building 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 four 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)*

<i>Jefferson County, On-Call Carpentry Services</i>	
Location:	County-maintained buildings with locations throughout Jefferson County.
Proposed Service:	Minor wall framing, repairs, dry wall, taping, painting and ancillary services in support of small office projects.
Approximate Cost of Contract:	On-call services will not exceed a contract limit of \$75,000.00 annually and is subject to budgetary limitations.
Company Services Required:	Carpenter services may include:  Dry walling; taping; tiling repairs / installations; demolition and / or installation of walls, and ceilings; ceiling repair, door installation, and wall repairs in various County buildings.
Hours of service:	Service request hours to be: 7:00-3:30 pm. Monday through Friday and will require a three (3) day response time to complete the request. Holiday and after hours may be requested.
Comments:	All work shall be done in accordance with the best trade practices. All safety regulations for the protection of workmen, pedestrians, 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
Submit:	Letter of Interests should not exceed 4 pages total. A page is defined as 8-1/2 by 11 inches and printed on one side. 4 copies of the Letter of Interest should be received at the address and by the time specified.
Deadline:	All letters of interest shall be received by 2:00 pm, October 20th 2020

The following criteria will be the basis for reviews:

**Letter of Interest Rating Categories**

**Points Available**

Experience and Technical Competence -

30 Max Points

Capacity and Capability -

30 Max Points

Past Record of Performance -

40 Max Points

**Total Score**

**100 Max Points**