



*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**  
**Kristy Moss, P.E. - Deputy Director**

Telephone: 636-797-5340 · Fax: 636-797-5565  
Web Address: [www.jeffcomo.org](http://www.jeffcomo.org)

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

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

David C. Mikusch  
Fleet Services Manager  
797-6017

Kerry W. Rogers  
Facilities Services Manager  
797-5011

November 17, 2015

Dear Company:

Jefferson County is requesting the services of **certified sewer services contractors** to perform on call 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 company experience, history, or 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. Companies that are selected for the contract will be contacted for their service request hourly rates and emergency hourly rates.

We request all letters be received by 4:00 pm, December 15, 2015 at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

A handwritten signature in blue ink that appears to read "Kristy Moss".

Kristy Moss, P.E.  
Deputy Director of Public Works

Attachment

## ***Jefferson County, 12-2015 - 12-2017 On-Call Sewer Services***

Project No.:	Not available at this time.
Location:	County maintained buildings with locations throughout Jefferson County.
Proposed Service:	Troubleshooting, repairs, cleaning, and snaking services for commercial sewer pipes.
Approximate Cost of Contract:	On-call services will not exceed a contract limit of \$25,000.00 with each company selected and is subject to budgetary limitations.
Company Services Required:	Sewer services may include: Troubleshooting and repairing sewer lines, and cleaning and snaking services.
	Hours of service: Service request hours to be: 7:00-3:30pm. Monday through Friday and will require 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, pedestrians, and property must be followed. All applicable state and local laws, ordinances, and codes shall apply to this contract.
Contact:	Kristy Moss Deputy Director of Public Works PO Box 100 Hillsboro, MO 63050 636-797-5569 <a href="mailto:kmoss@jeffcomo.org">kmoss@jeffcomo.org</a>
Submit:	Letter of interest 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 interest should be received at the address and by the time specified
Deadline:	December 15, 2015 at 4:00 p.m.