



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

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

September 23, 2015

Dear Company:

Jefferson County is requesting the services of certified HVAC 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, October 30, 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 HVAC Services

Project No.:	Not available at this time.
Location:	County maintained buildings with locations throughout Jefferson County.
Proposed Service:	HVAC unit troubleshooting, repair, installation and / or replacement.
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:	HVAC service may include: Troubleshooting and repairing existing HVAC units, reviewing and providing recommendations on HVAC unit replacement versus rebuilding, replacement of HVAC units, installation of new HVAC, installation of new ventilation ducts, relocations of existing diffusers/ grills, installation/ replacement/ relocation of thermostat.
	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 kmoss@jeffcomo.org
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:	October 30, 2015 at 4:00 p.m.