



# 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

September 23, 2015

Dear Company:

Jefferson County is requesting the services of certified carpenters or building 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,

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

Attachment

***Jefferson County, 12-2015 - 12-2017 On-Call Carpenters or Building Contractors***

Project No.:	Not available at this time.
Location:	County maintained buildings with locations throughout Jefferson County.
Proposed Service:	Painting, dry walling, taping, small tiling repairs / installations, and wall repairs in commercial areas.
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:	Carpenter services may include: Painting; dry walling; taping; tiling repairs / installations; demolition and / or installation of walls, flooring, and ceilings; ceiling repair, door installation, and wall repairs in our County buildings.
	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:	October 30, 2015 at 4:00 p.m.