



*County of Jefferson*  
State of Missouri  
Maple Street Annex  
725 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

Kenneth B. Waller  
County Executive

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**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 W. Wengert, P.E.  
Highway Division Superintendent  
797-5427

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

David C. Mikusch  
Fleet Services Manager  
797-6017

Kerry W. Rogers  
Facilities Services Manager  
797-5011

October 13, 2015

Dear Company:

Jefferson County is requesting the services of a landscaping company to perform the 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 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, and b) the capacity of the company to perform the work in the timeframe needed.

We request all letters be received by 2:00 pm, November 10, 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

<b><i>Jefferson County, On-Call Landscape &amp; Tree Services</i></b>	
Project No.:	Not available at this time
Location:	Various locations throughout Jefferson County
Proposed Service:	Tree services not limited to removal, trimming, and debris clean up
Approximate Cost of Contract:	On-call services will not exceed a contract limit of <u>\$20,000.00</u> with each company selected and is subject to budgetary limitations
Company Services Required:	Landscape and Tree Services may include: Removal of tree (live or dead tree), trimming of tree limbs, trimming of tree canopy, tree topping, grinding and removal of tree stumps, tree debris removal.
	Location of tree services may include but are not limited to: Flood buyout properties, Properties boarding the County roadways (in cases requiring crews to work from a public roadway), County Parks, Various properties within the County under the permissions of the County
	Hours of service: Service request hours to be: 7:00-3:30pm. Monday through Friday and will require a five (5) day response time to complete the request.
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 636-797-5369 <a href="mailto:kmoss@jeffcomo.org">kmoss@jeffcomo.org</a>
Deadline:	November 10, 2015 at 2:00 pm