



# 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**

**Daniel Naunheim, 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  
636-797-5427

Christopher Ehlen, P.E.  
Technical Division Manager  
636-797-5570

David C. Mikusch  
Fleet Services Manager  
636-797-6017

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Facilities Services Manager  
636-797-5011

Stormwater Division  
Help Line  
636-797-6228

September 27, 2018

**BID #: 18-0075**

Dear Company Representative:

Jefferson County is requesting the services of a snow removal 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, resources available to perform the work, 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; b) the capacity of the company to perform the work (manpower and vehicles); c) expected time to complete service calls; and d) use of County-owned deicing salt or Contractor-provided materials.

The County requires all submittals be received by 2:00 pm on Tuesday, October 30, 2018, at the Jefferson County Office of the County Clerk, 729 Maple Street, Hillsboro, Missouri 63050.

Sincerely,

Kurt Wengert, P.E.  
Highway Division Superintendent

Attachment

***Jefferson County, 2018-19 On-Call Snow Removal Services***

Locations:	<p>A. Group One (2.588 miles):</p> <ol style="list-style-type: none"> <li>1. <u>Pine View Acres</u>: Great Plains Drive, Trail Of Tears, Land Rush Drive, Conestoga Drive, Prospect Drive, and Wagon Train Drive</li> <li>2. <u>Mystic Valley Estates</u>: Mystic Valley Drive, Mystic Valley Court, and Mystic Valley Circle</li> <li>3. <u>Camelot Gardens</u>: Camelot Street and Lancelot Lane</li> </ol> <p>B. Group Two (0.88 miles):</p> <ol style="list-style-type: none"> <li>1. <u>San Marino</u>: San Marino Parkway</li> <li>2. <u>Fenton Park II</u>: Fenton Ridge Drive and Fenton Crossing</li> </ol> <p>C. Group Three (6.346 miles):</p> <ol style="list-style-type: none"> <li>1. <u>Highland House Manor</u>: Cindy Court, Deborah Ann Drive, Jeffrey Court, Lisa Court, and Stephanie Court</li> <li>2. <u>Castlegate</u>: Castlegate Drive, Castlepines Drive, Castlegate Court, Lexington Court, Windhaven Court, Brookfield Lane, Castlepines Court and Castlemain Drive</li> <li>3. <u>Countryside</u>: Harvest Grove and Harvest Court</li> <li>4. <u>Valley Oaks 1 &amp; 2</u>: Golden Gate Drive, Pebble Creek Court, Pebble Court, Waterfront Drive, Waterfront Court, Valley Oaks Drive, Ambrose Crossing, Greenmount Court, Stonemount Court, Whitecreek Lane, Cobblestone Court, Baypointe Drive and Valley Oaks Court</li> <li>5. <u>Villages at Windmill Summit</u>: Windmill Summit Drive, Windmill Summit Court, And Wind Rose Drive</li> <li>6. <u>The Crossings at Seckman</u>: North Bellerieve and South Bellerieve</li> </ol> <p><b><i>NOTE: Firms may bid any or all groups. Each group will be awarded individually.</i></b></p>
Proposed Service:	Snow removal services, including placing deicing salt on roads both before and during snow events and removal of accumulated snow on subdivision streets.
Approximate Cost of Contract:	On-call services will not exceed a contract limit of <u>\$50,000.00</u> with each company selected and is subject to budgetary limitations.
Requirements of Service:	<ul style="list-style-type: none"> <li>• Equipment and operators shall be available on a twenty-four (24) hour, seven (7) days per week basis, including Holidays.</li> <li>• Contractor MUST respond each time the Department of Public Works requests service. The County will give a minimum of two (2) hours' notice; the Contractor must positively confirm with the Highway Superintendent. Contractor MUST respond within two (2) hours after receipt of request for service from the Department of Public Works.</li> <li>• Contractor MUST carry the required insurance as outlined below.</li> <li>• Contractor and Jefferson County shall exchange names and telephone numbers of key personnel, prior to the snow season.</li> <li>• Contractor must be able to provide continuous 24-hour coverage, if required, until released by the Highway Superintendent. Contractor personnel are NOT permitted to leave until released by the Highway Superintendent. Contractor SHALL NOT work any other roads except the assigned County roads during the shift.</li> <li>• If using County salt: the salt will remain the property of the County at all times. At the end of the shift, the trucks will be emptied and inspected by the shift supervisor.</li> </ul>
Comments:	All work shall be done in accordance with the best trade practices. All safety regulations for the protection of workmen, County employees, pedestrians, and property must be followed. All applicable state and local laws, ordinances, and codes shall apply to this contract.

Insurance Requirements:	<ol style="list-style-type: none"> <li>1. <b><u>WORKER'S COMPENSATION</u></b>-As required by the Law of the State of Missouri Statutory Limits, including Employer's Liability.</li> <li>2. <b><u>GENERAL LIABILITY</u></b>-Limits of not less than <b><u>\$300,000.00</u></b>, per occurrence with an aggregate limit of <b><u>\$300,000.00</u></b>.</li> <li>3. <b><u>AUTOMOBILE, BODILY INJURY &amp; PROPERTY DAMAGE LIABILITY</u></b>-Limits of not less than <b><u>\$300,000.00</u></b> CSL per occurrence bodily injury and property damage is required. Non-ownership hired vehicles shall be included in the coverage. <b><u>NOTE: COVERAGE SHALL NOT EXCLUDE OPERATIONS ASSOCIATED WITH SNOW PLOW OPERATIONS.</u></b></li> <li>4. By accepting this contract, the successful bidder agrees to defend, indemnify, and hold harmless Jefferson County Government, its elected and approved officials, and all employees.</li> <li>5. All certificates of Insurance shall indicate a thirty (30) days advance written notice of cancellation or non-renewal. Such notice shall be sent to the Director of Public Works for Jefferson County.</li> <li>6. Insurance Certificates <b><u>MUST</u></b> be furnished to Jefferson County Public Works <b><u>PRIOR</u></b> to commencement of any work. Jefferson County <b><u>WILL NOT</u></b> award work until Insurance Certificates are received</li> </ol>										
Contact:	<p>Kurt Wengert, P.E.  Highway Division Superintendent  PO Box 100  Hillsboro, MO 63050  636-797-5427  <a href="mailto:kwengert@jeffcomo.org">kwengert@jeffcomo.org</a></p>										
Deadline:	All letters of interest shall be received by 2:00 pm, October 30, 2018										
Submit:	<p>Jefferson County Office of the County Clerk  729 Maple Street  Hillsboro, MO 63050</p> <p>Letters of interest should not exceed four (4) pages total. Three (3) copies of the letter of interest should be received at the address and by the date/time specified. Letter should include any information which might help 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 being requested.</p>										
Submittal Evaluation:	<p>Jefferson County will evaluate companies based on:</p> <ol style="list-style-type: none"> <li>a) experience and competence;</li> <li>b) the capacity of the company to perform the work (manpower and vehicles);</li> <li>c) expected time to complete service calls; and</li> <li>d) use of County-owned deicing salt or self-provided materials</li> </ol>										
RFQ Scoring:	<p>The evaluation categories stated above will be scored as follows:</p> <table> <tr> <td>a) Experience and Competence –</td> <td>35 Max Points</td> </tr> <tr> <td>b) Capacity for Performance –</td> <td>35 Max Points</td> </tr> <tr> <td>c) Expected Time of Completion –</td> <td>15 Max Points</td> </tr> <tr> <td>d) Use of County materials or self-provided materials –</td> <td>15 Max Points</td> </tr> <tr> <td><b>Total Score</b></td> <td><b>100 Max Points</b></td> </tr> </table>	a) Experience and Competence –	35 Max Points	b) Capacity for Performance –	35 Max Points	c) Expected Time of Completion –	15 Max Points	d) Use of County materials or self-provided materials –	15 Max Points	<b>Total Score</b>	<b>100 Max Points</b>
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