



# Jefferson County, Missouri

Maple Street Annex  
725 Maple Street · PO Box 100  
Hillsboro, Missouri 63050

**Dennis Gannon**  
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

Mark D. McGee  
Facilities Services Manager  
636-797-5011

Stormwater Division  
Help Line  
636-797-6228

February 21, 2019

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 similar to the services we are requesting.

It is required that your firm's Affidavit of Compliance with the federal work authorization program along with a copy of your firm's E-Verify Memorandum of Understanding (15 CSR 60-15.020) be submitted with your firm's Letter of Interest.

Jefferson County will evaluate companies based on a) experience and competence, b) the capacity of the company to perform the work in the timeframe needed, and c) your past record of performance. Companies that are selected for the contract will be contacted to provide their service request hourly rates and their emergency hourly rates.

We request all letters be received by 4:00 pm, March 22, 2019, at the Jefferson County Department of Public Works, PO Box 100, Hillsboro, Missouri 63050.

Sincerely,

Daniel R. Naunheim, P.E.  
Deputy Director of Public Works

Attachment

<b><i>Jefferson County, 2019 - 2020 On-Call Carpentry</i></b>	
Project No.:	Not available at this time.
Location:	County-maintained buildings with locations throughout Jefferson County.
Proposed Service:	Minor wall framing, repairs, dry wall, taping, painting and ancillary services in support of small office projects.
Approximate Cost of Contract:	On-call services will not exceed a contract limit of \$75,000.00 annually and is subject to budgetary limitations.
Company Services Required:	Carpenter services may include:  Dry walling; taping; tiling repairs / installations; demolition and / or installation of walls, and ceilings; ceiling repair, door installation, and wall repairs in various County buildings.
Hours of service:	Service request hours to be: 7:00-3:30 pm. 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:	Daniel Naunheim Deputy Director of Public Works PO Box 100 Hillsboro, MO 63050 636-797-5569 <a href="mailto:dnaunheim@jeffcomo.org">dnaunheim@jeffcomo.org</a>
Submit:	Letter of Interests 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 of Interest should be received at the address and by the time specified.
Deadline:	March 22, 2019 at 4:00 p.m.

The following criteria will be the basis for reviews:

**Letter of Interest Rating Categories**

**Points Available**

Experience and Technical Competence - 30 Max Points

Capacity and Capability - 30 Max Points

Past Record of Performance - 40 Max Points

**Total Score 100 Max Points**