



*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**

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

Mark D. McGee  
Facilities Services Manager  
797-5011

December 13, 2018

**BID #: 19-0003**

Dear Company:

Jefferson County is requesting the services of a painting contractor 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 two (2) 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, January 15, 2019 at the Jefferson County Clerk's Office, at 729 Maple St, Hillsboro, MO 63050.

Sincerely,

Jason Jonas  
Director of Public Works

Attachment

<i><b>Jefferson County, 2019 On-Call Painting Services</b></i>									
Location:	Location of contract work includes, but is not limited to; County buildings near or within the City of Hillsboro, and various properties within Jefferson County not limited to the City of Hillsboro area.								
Proposed Service:	Painting and other various wall finishing services.								
Approximate Cost of Contract:	On-call services will not exceed a contract limit of <u>\$25,000.00</u> with each company selected and is subject to budgetary limitations.								
Company Services Required:	<p>Contract work could include:</p> <ul style="list-style-type: none"> <li>a) Painting/staining existing or newly constructed interior/exterior walls</li> <li>b) Minor repairs or taping of existing walls</li> <li>c) Installation of other wall coating products</li> <li>d) Power washing/cleaning existing walls</li> <li>e) Mold removal from existing walls</li> <li>f) All applicable labor, materials and equipment</li> </ul>								
Hours of service:	Typical service request to be Monday through Friday with hours to be discussed per job request. Evening and weekend work may be permitted or requested on a project-by-project basis.								
Comments:	All work shall be done in accordance with the best trade practices. All safety regulations for the protection of workmen, County employees, and property must be followed. All applicable state and local laws, ordinances, and codes shall apply to this contract.								
Contact:	<p>Mark McGee  Facility Maintenance Manager  PO Box 100  Hillsboro, MO 63050  636-797-5011  <a href="mailto:mmcgee@jeffcomo.org">mmcgee@jeffcomo.org</a></p>								
Deadline:	All letters of interest shall be received by 2:00 pm, January 15, 2019								
Submit:	<p>Jefferson County Office of the County Clerk  729 Maple Street  Hillsboro, MO 63050</p> <p>Letters of interest should not exceed two (2) 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:	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) company's past record of performance.								
RFQ Scoring:	<p>The evaluation categories stated above will be scored as follows:</p> <table> <tbody> <tr> <td>a) Experience and Competence –</td> <td>30 Max Points</td> </tr> <tr> <td>b) Capacity and Capability –</td> <td>30 Max Points</td> </tr> <tr> <td>c) Past Record of Performance –</td> <td>40 Max Points</td> </tr> <tr> <td><b>Total Score</b></td> <td><b>100 Max Points</b></td> </tr> </tbody> </table>	a) Experience and Competence –	30 Max Points	b) Capacity and Capability –	30 Max Points	c) Past Record of Performance –	40 Max Points	<b>Total Score</b>	<b>100 Max Points</b>
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