



# County of Jefferson

## State of Missouri

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

**Ken Waller**

County Executive

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## DEPARTMENT OF PUBLIC WORKS

**Jason Jonas, P.E. – Director**

**Dan 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 McGee  
Facilities Services Manager  
636-797-5011

Stormwater Division  
Help Line  
636-797-6228

December 26, 2018

Dear Company Representative:

**BID #: 19-0005**

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; b) the capacity of the company to perform the work in the timeframe needed; and c) past record of performance.

The County requires all submittals be received by 2:00 pm on Tuesday, January 29, 2019 at the Jefferson County Office of the County Clerk, 729 Maple Street, Hillsboro, Missouri 63050.

Sincerely,

Kurt Wengert, P.E.  
Highway Division Superintendent

Attachment

<b><i>Jefferson County, 2019 On-Call Landscape and Tree Services</i></b>									
Location:	Various locations throughout Jefferson County. 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								
Proposed Service:	Tree services, including but 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.								
Hours of Service:	Routine service request hours shall be 7:00am to 3:30pm, Monday thru Friday with a five (5) day response time to complete the request. Emergency and holiday request hours (if available) to be as needed with a four (4) hour response time to complete the work. <b>NOTE: COMPANY MUST SPECIFY IF EMERGENCY HOURS WILL BE MADE AVAILABLE TO THE COUNTY.</b>								
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.								
Contact:	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>								
Deadline:	All letters of interest shall be received by 2:00 pm, January 29, 2019								
Submit:	Jefferson County Office of the County Clerk 729 Maple Street Hillsboro, MO 63050  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.								
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> <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> </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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