



PURCHASING DEPARTMENT

COLE COUNTY COMMISSION

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To: All Interested Parties
From: Jennifer Prenger, Cole County Purchasing Agent
Date: June 28, 2016
Re: Addendum One to Cole County Bid No. 2016-28: Temporary Laborer Services

The following information hereby becomes part of the above-referenced Request for Bid and shall be fully considered in the preparation of your response.

1. Can you elaborate on the kinds of positions you are wanting bid on? Will these be the same as on the State Bid? Are all positions labor or will there be clerical positions as well? Will these positions involve, heavy equipment, power tools, lawn mowers, heavy lifting, up on ladders or roofs? Positions with higher risk will have a higher markup than general laborers and clerical. You may want more than one markup price.

Cole County's current need is for a Facilities Maintenance Worker as outlined in Exhibit A, attached hereto and hereby made part of the bid documents. Additionally, the County would like to get markup pricing for general office support. The revised bid form is attached.

The bid receipt date and time HAVE NOT BEEN CHANGED; submissions will be received until Monday, July 11 at 9:00 a.m. The deadline for questions is Friday, July 1.

I/We have received Addendum Number One to Bid No. 2016-28 and have fully considered the information provided in preparing a response.

Name of Company

Agent and Title

Authorized Signature

COLE COUNTY JOB DESCRIPTION

JOB TITLE: Facilities Maintenance Worker

DEPARTMENT: Building Maintenance
CODE: 1803
FLSA: Non-Exempt

PAY GRADE: 4
DATE: January 2006

GENERAL STATEMENT OF JOB: The Facilities Maintenance Worker is responsible for keeping Cole County buildings and grounds in a clean and orderly condition and tends furnace, air conditioner, and boiler to provide heat, cool air, and hot water for tenants. The individual in this position reports to the Maintenance Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Performs the cleaning of all facilities and grounds on site, cleaning from ceiling to floor, inside and outside of buildings and portables.

Performs interior cleaning, including sweeping, mopping, stripping and waxing hard floors; vacuuming and cleaning carpet; cleaning break areas and associated appliances, drink machines, etc.; clearing tables; dusting surfaces; cleaning glass surfaces; cleaning and sanitizing restrooms and stocking supplies, etc.,

Removes trash from buildings.

Sweeps and otherwise maintains exterior walks and entrances; cleans exterior matting, windows, doorframes, etc.

Moves furniture and other fixtures as needed; assists with setting up / tearing down tables, chairs, etc., for meetings and special events as necessary.

May perform routine grounds keeping work in the maintenance of the buildings and grounds, performing such duties as mowing grass, planting shrubs / trees / flowers, trimming trees and shrubbery, watering plants, removing weeds, removing trash and debris, etc.

Notes and reports major building / grounds maintenance needs to supervisor.

Secures facility on a daily basis; turns off lights in unoccupied areas and reports energy management policy offenses to supervisor.

Requisitions supplies and materials as needed to perform assigned duties.

Maintains accurate and complete records of work completed and materials used.

Assists in regulating flow of fuel into automatic furnace.

MAINTENANCE WORKER

Maintains building, performing minor and routine painting, plumbing, electrical wiring, and other related maintenance activities. Replaces air conditioner filters.

Notifies management concerning need for major repairs or additions to lighting, heating, and ventilating equipment.

Cleans snow and debris from sidewalk.

Stores files and boxes in attic or other respective places.

Receives and/or reviews various records and reports such as time sheets, etc.

Prepares and/or processes various records and reports such as work orders, etc.

Operates a pick up truck and a variety of equipment such as buffer, vacuum cleaner, stripping machine, lawn mower, snow blower, weed eater, leaf blower, tractor, air conditioner, scrubber, carpet shampooer, drill press, etc.

Uses a variety of tools such as mop, broom, bucket, cordless drill, paintbrush, roller, shovel, rakes, etc.; and a variety of supplies such as cleaning supplies, gardening supplies, painting supplies, plumbing supplies, etc.

Interacts and communicates with various groups and individuals such as the Maintenance Director, co-workers, and the general public.

Performs other related duties as needed or assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) supplemented with one year related experience and/or training; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and in small group situations to customers, clients and employees of Cole County.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

MAINTENANCE WORKER

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands and fingers to handle and feel objects, tools, or controls. The employee is required to reach with hands and arms, talk and hear, taste and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions. The employee is also occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually loud.

BIDDER RESPONSE FORM
Bid No. 2016-28, Temporary Laborer Services

MARK-UP PERCENTAGE OVER PAY RATE, FACILITIES MAINTENANCE WORKER _____ %

MARK-UP PERCENTAGE OVER PAY RATE, GENERAL OFFICE SUPPORT _____ %

NUMBER OF CALENDAR DAYS AFTER INITIAL PLACEMENT THAT THE COUNTY MAY EMPLOY THE TEMPORARY LABORER WITHOUT FEE/PENALTY/LIQUIDATED DAMAGES TO CONTRACTOR _____ DAYS
(MUST NOT EXCEED 90 DAYS)

FEE CHARGED FOR HIRING INDIVIDUAL AFTER INITIAL PLACEMENT OF TEMPORARY LABORER PRIOR TO THE EXPIRATION OF THE NUMBER OF CALENDAR DAYS IDENTIFIED FOR WHICH A HIRING FEE IS APPLICABLE \$ _____

Name of Respondent