

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS  
AGENDA ITEM TRANSMITTAL**

|  |  |  |                      |
|--|--|--|----------------------|
| (1) DEPARTMENT<br>Public Works   | (2) MEETING DATE<br>5/17/2016  | (3) CONTACT/PHONE<br>Richard Kopecky, Senior Capital Projects Coordinator<br>(805) 781-5213  |                      |
| (4) SUBJECT<br>Letter transmitting contract documents (Clerk's File) for approval and advertisement for bids, for two (2) Job Order Contracts to complete countywide maintenance and repair projects; and approval of the resolution designating products by specific brand and trade names for work performed under contracts. Bid opening date set for Thursday, June 9, 2016. All Districts.  |  |  |                      |
| (5) RECOMMENDED ACTION<br>It is recommended that the Board: <ol style="list-style-type: none"> <li>1. Approve and adopt the Contract Documents (Clerk's File) for Job Order Contracts (JOC), JOC16-1 and JOC16-2; and</li> <li>2. Adopt the attached resolution making findings pursuant to Public Contract Code Section 3400 designating products by specific brand or trade name in the plans and specifications for the construction of the 2016 Job Order Contracts (JOC) JOC16-1 and 16-2; and</li> <li>3. Authorize the contracts to be advertised for bids, with an opening date of Thursday, June 16, 2016, and direct the Clerk to advertise a minimum of 21 calendar days before bid opening, no later than May 26, 2016; and</li> <li>4. Provide the Public Works director, or his designee, the discretion to extend the bid opening date to a date deemed more appropriate by the Director or his designee, so long as any such extension is in compliance with the applicable laws.</li> </ol> |  |  |                      |
| (6) FUNDING SOURCE(S)<br>Budgeted Maintenance and Capital Projects   | (7) CURRENT YEAR FINANCIAL IMPACT<br>Each project separately budgeted and funded prior to award of individual job order. | (8) ANNUAL FINANCIAL IMPACT<br>Minimum award of \$50,000 (each Contract) to a potential total award of all job orders not-to-exceed (each Contract) \$4,659,195.00 | (9) BUDGETED?<br>Yes |
| (10) AGENDA PLACEMENT<br><input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ___) <input type="checkbox"/> Board Business (Time Est. ___)  |  |  |                      |
| (11) EXECUTED DOCUMENTS<br><input checked="" type="checkbox"/> Resolutions <input checked="" type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A  |  |  |                      |
| (12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR)<br>N/A   |  | (13) BUDGET ADJUSTMENT REQUIRED?<br>BAR ID Number: N/A<br><input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A                       |                      |
| (14) LOCATION MAP<br>N/A   | (15) BUSINESS IMPACT STATEMENT?  | (16) AGENDA ITEM HISTORY<br><input type="checkbox"/> N/A    Date: 5/5/15, #3   |                      |
| (17) ADMINISTRATIVE OFFICE REVIEW<br>David E. Grim   |  |  |                      |
| (18) SUPERVISOR DISTRICT(S)  |  |  |                      |

Reference: 16MAY17-C-8

## County of San Luis Obispo



TO: Board of Supervisors

FROM: Public Works  
Richard Kopecky, Senior Capital Projects Coordinator  
Jeff Lee, Capital Planning Manager

VIA: Jeff Werst, Design Division Manager

DATE: 5/17/2016

SUBJECT: Letter transmitting contract documents (Clerk's File) for approval and advertisement for bids, for two (2) Job Order Contracts to complete countywide maintenance and repair projects; and approval of the resolution designating products by specific brand and trade names for work performed under contracts. Bid opening date set for Thursday, June 9, 2016. All Districts.

### **RECOMMENDATION**

It is recommended that the Board:

1. Approve and adopt the Contract Documents (Clerk's File) for Job Order Contracts (JOC), JOC16-1 and JOC16-2; and
2. Adopt the attached resolution making findings pursuant to Public Contract Code Section 3400 designating products by specific brand or trade name in the plans and specifications for the construction of the 2016 Job Order Contracts (JOC) JOC16-1 and 16-2; and
3. Authorize the contracts to be advertised for bids, with an opening date of Thursday, June 16, 2016, and direct the Clerk to advertise a minimum of 21 calendar days before bid opening, no later than May 26, 2016; and
4. Provide the Public Works director, or his designee, the discretion to extend the bid opening date to a date deemed more appropriate by the Director or his designee, so long as any such extension is in compliance with the applicable laws.

### **DISCUSSION**

A Job Order Contract (JOC) is an annual, competitively bid, firm fixed price contract instrument that the County has used since 2000 to complete countywide maintenance and repair projects. JOC utilizes unit pricing to reduce the level of effort for engineering, design, and contract procurement time. While the unit pricing method of the JOC contract encompasses a wide variety of renovation and repair, individual job orders are issued for a specific scope of work.

For 16 years, JOC has provided a contracting method that expedites processing time for maintenance and repair projects. A chronological history of prior JOCs awarded by the Board of Supervisors is included as attachment "A". The current contracts for FY 2015-16 will expire on June 18 and June 19, 2016. The new JOC contracts will provide the County the opportunity to offer this cost effective and timely project delivery method without interruption through June 2017.

Today's request is to advertise two concurrent JOC contracts and is intended to stimulate more local business participation, performance competition, and avoid overloading one contractor with simultaneous procurement actions. Having two awarded JOC contracts enables the County to effectively assign selected scopes of work to the contractor that can best accomplish the work based on level of expertise and proficiency. Award of the one-year JOC contracts will be determined by the lowest price factor for responsive and responsible bidders.

The JOC program significantly reduces the time and expense of the common design/bid/build process utilized for many construction projects. It is a procurement program that enables the County to accomplish a large number of small and medium-sized, maintenance and renovation projects with a single, competitively bid construction services contract. The major advantages of JOC include:

- fast and timely delivery of projects;
- low overhead cost of construction procurement and delivery;
- development of a partner relationship based on work performance;
- reduced legal fees;
- minimization of change orders;
- standard pricing and specification utilizing a published Construction Task Catalog resulting in efficient and effective estimating, design, and fixed price construction

#### Designation of Specific Product Manufacturers

In order to maintain single source equipment throughout our county facilities, the contracts require the contractor to supply specific brand products with no substitutions or "equal" products allowed to be used as alternatives. Providing for this criteria provides for cost effective and efficient maintenance. The specific brands are applicable to door, door hardware, locksets, HVAC control systems, fire alarm software, and security camera systems only.

Establishing a requirement for specific products is allowed under Public Contract Code Section 3400. In order to designate specific, sole source products with no equal, the Public Contract Code requires that the awarding authority, your Board, make findings that those products are required because there are no suitable alternatives. The findings are contained in the attached resolution.

#### **OTHER AGENCY INVOLVEMENT/IMPACT**

The Planning and Building Department reviews and issues building permits for all applicable projects within the Capital and Maintenance Project Programs. County Counsel reviewed the Agreement as to legal form and effect.

## **FINANCIAL CONSIDERATIONS**

JOC contracts do not encumber funding; only when individual job orders are issued will cost be defined. All construction funding for JOC will be made from Board approved and appropriated Capital and Maintenance project budgets. There are no budget adjustments necessary for the action requested.

The California Public Contract Code Section 20128.5 allows a maximum annual dollar amount for each contract to be \$4,659,195. The maximum contract value does not commit the County to issue job orders for the full amount, but it gives the County the flexibility to do so if in the best interest of the County. Typically, the County has averaged \$1-2 million under JOC, annually.

From the FY 2000-01 through FY 2014-15, the County awarded 586 job orders for a total construction cost of \$24,192,883. Through March 31, 2016, there have been 23 job orders approved under JOC for FY 2015-16, for a total construction cost of \$1,170,177.

## **RESULTS**

Approval by the Board to continue with the JOC project delivery program provides an invaluable construction services procurement tool for the Public Works Department. It is estimated that 2 months of processing time is saved per project when using the JOC program. It allows Public Works to deliver construction projects in a timely and cost effective manner, necessary to accommodate the facility needs of County departments and the public thus providing a well governed community.

## **ATTACHMENTS**

1. JOC16 – Attachment A – Chronology of Job Order Contract Board Actions
2. Contract Documents
3. Resolution Making Findings Pursuant to Public Contract Code Section 3400 Designating Products by Specific Brand or Trade Name in the Plans and Specifications for the 2016 Job Order Contracts (JOC) JOC16-1 and JOC16-2

File: CF 160.50.02 (new) Job Order Contract (annual)

Reference: 16MAY17-C-8

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