



## Legislation Details (With Text)

**File #:** 2022-0948  
**Type:** Consent Calendar Item **Status:** Agenda Ready  
**File created:** 8/16/2022 **In control:** General Services  
**On agenda:** 10/4/2022 **Final action:**  
**Title:** Award of Annual Job Order Contracts  
**Sponsors:** General Services  
**Indexes:**  
**Attachments:** 1. Summary Report.pdf, 2. Resolution.pdf

| Date      | Ver. | Action By            | Action                  | Result |
|-----------|------|----------------------|-------------------------|--------|
| 10/4/2022 | 1    | Board of Supervisors | Approved as recommended | Pass   |

**To:** Sonoma County Board of Supervisors  
**Department or Agency Name(s):** General Services  
**Staff Name and Phone Number:** Johannes J. Hoevertsz, 707-565-2550  
**Vote Requirement:** Majority  
**Supervisorial District(s):** Countywide

**Title:**  
Award of Annual Job Order Contracts

### Recommended Action:

- A) Authorize the Chair to execute Job Order Contracts with the following contractors for the minimum and maximum amounts indicated for as-needed capital repair, remodeling, repetitive, and other types of construction work at County facilities:
- i) JOC-2022-01 to Yerba Buena Engineering & Construction, Inc.: Minimum Annual Contract Amount, \$25,000; Maximum Contract Amount, \$3,000,000.
  - ii) JOC-2022-02 to Holly Construction: Minimum Annual Contract Amount, \$25,000; Maximum Contract Amount, \$2,500,000.
  - iii) JOC-2022-03 to Mark Scott Construction: Minimum Annual Contract Amount, \$25,000; Maximum Contract Amount, \$2,500,000.
  - iv) JOC-2022-04 to MIK Construction: Minimum Annual Contract Amount, \$25,000; Maximum Contract Amount, \$2,500,000.
  - v) JOC-2022-05 to Martinez Construction Services: Minimum Annual Contract Amount, \$25,000; Maximum Contract Amount, \$1,500,000.
- B) Adopt a resolution delegating the authority to issue and execute individual Job Orders under the above Job Order Contracts for qualified projects as follows:
- i) Deputy Director and Senior Capital Projects Manager of General Services, not to exceed \$200,000.
  - ii) General Services Director, not to exceed \$400,000; and
  - iii) County Administrator, up to the contractor's remaining Maximum Contract Amount.

### **Executive Summary:**

The General Services Department is requesting authorization of various contracts under the Job Order Contract (JOC) program, which is an expedited project delivery tool authorized under Public Contract Code section 20128.5. Additionally, staff are recommending adoption of a Resolution delegating certain authorities for executing job orders under the JOC contracts. The program enables the County to expedite the delivery of capital remodeling, major repair, and other construction-type projects for existing facilities. Projects typically are previously approved by your Board in the Annual Capital budget process and as identified in the Five Year Capital Improvement Plan. Some projects are initiated as necessary on an emergency basis. Job Order Contracts are fixed unit price contracts and result in cost and time savings by requiring the contractor to use pre-priced components of the project from the Construction Task Catalog (CTC) to provide a consistent cost proposal. The Board of Supervisors awards the annual contracts following a competitive process as part of the Job Order Contract program.

### **Discussion:**

In the early 1980's, the Department of Defense decided it needed to establish a pool of on-call contractors to address repetitive construction projects without the expense and delay of going out to bid each time. The Job Order Contracting (JOC) procurement process provided contractors who have agreed to a fixed pricing model, and to be mobilized to address needs on relatively short notice. Since then, this contracting model has been applied by a variety of Federal, state and local jurisdictions as well as the US Postal Service, schools, universities, transportation agencies and others. This delivery model also allows for project scope definition in the field, with input from users, the design team, the contractor and a county project manager to further expedite the effort. The scope of work for each project is documented and then the contractor develops a proposal, based on pre-established costs.

A Job Order Contract is an annual, competitively bid, firm fixed unit price contract for non-specific scopes, used for the performance of repair, remodeling, and other repetitive construction-type work, including renovation, alterations, and painting at existing County facilities. The JOC process eliminates or reduces the level of front-end work relative to plan development, bidding, and resource contracting, resulting in a reduction in staff resources and time spent to develop and deliver qualified work. In short, Job Order Contracting provides the means of having an "on-call" contractor(s) on hand.

Job Order Contracting (JOC) does not eliminate competitive bidding. JOC allows a public entity to solicit competitive bids for qualified work efforts in one annual solicitation and permits the entity to award contracts to multiple contractors for services to be provided as needed. The work to be performed under a Job Order Contract is authorized through individual job orders that reflect the specified work scope and the fixed unit cost prices that apply. The unit costs are set in the Construction Task Catalog (CTC). All JOC contractors are required to abide by the unit prices set forth in the CTC. The firm fixed price of the individual job order is the sum of the CTC pre-priced tasks adjusted by the contractor's annual bid adjustment factor. Since JOC work is as-needed and bid without regard to any specific project, JOC solicitations are based on a catalogue of rates ("unit prices") for general tasks and types of work. Those rates are forward-looking, based on County's estimate of prevailing market costs for such work and materials for the up-coming year. JOC contractors in their bids propose a coefficient (percentage) of what they would do all such work for, expressed as a factor: e.g., an adjustment factor of 1.02 would be full unit price plus two percent; .99 would be one percent less than unit price. The adjustment factor is the competitive determinant in deciding which contractors are selected to receive annual contracts. This adjustment factor is the contractor's opportunity to competitively bid their overhead, profit and any market conditions specific to the locality. Each JOC contract contains an

adjustment factor for non-expedited work performed during the normal workweek, and another for extra hours or emergency work.

The use of a Job Order Contract for qualified work is managed and monitored to balance the desire to expedite and streamline project delivery with safeguarding optimum project costing. The Public Contracting Code requires that Job Order Contracts are bid and awarded annually. The minimum contract value for the contractors solicited is \$25,000. All contractors will receive aggregate job orders totaling at least \$25,000 during the contract term. Contractor will not be issued Job Orders which in total exceeds the maximum contract value. County does not guarantee Contractor will receive maximum volume of work.

Having a Job Order Contract program in place does not preclude a public entity from bidding a specific project individually or from using in-house resources for delivering capital work within the allowances of the Public Contract Code.

JOC was established in Sonoma County by the Board of Supervisors on July 13, 2010. To date, General Services' Job Order Contract program has delivered 408 projects valued at \$46,269,582 over the last twelve years. Recent projects delivered through the JOC program include emergency generator site preparation at the Sonoma, Santa Rosa and Petaluma Veteran's Halls (\$287,504); the removal of the derelict Meredith Cannery structure from the pier at Bodega Bay (\$193,220); adding ADA signalization to another series of intersections for Transportation and Public Works (\$206,439). The JOC program has been effective in the delivery of time sensitive projects such as roof replacement and HVAC change outs to minimize impact on County staff and services to the public. The JOC program is currently being used to deliver very large new generators at the Sonoma County Airport, the Sheriff's Office, and a medium-sized unit for the Information Systems department.

The versatility of the JOC program enables the County to deliver a wide variety of projects throughout the County. The JOC program is an efficient, responsive and competitively bid program to complete capital projects.

**Strategic Plan:**

N/A

**Prior Board Actions:**

2021: Extended Gordian Group consultant agreement.

2020: Increased General Services authorization limits.

2019: Increased General Services authorization limits.

2018: Authorized Chair to execute consultant agreement with the Gordian Group (expires 2021 with two annual renewals permitted).

2013: Authorized Chair to execute consultant agreement with the Gordian Group (expired 2016 with two annual renewals permitted).

2010: Board approval authorizing Job Order Contract Program be made permanent.

2009: Board approval for extending Job Order Contract Pilot Program.

2008: Resolution authorizing Notice Inviting Bids for Job Order Contract.

2007: Board approval of Job Order Contract Pilot Program.

**FISCAL SUMMARY**

| <b>Expenditures</b>                | <b>FY 22-23<br/>Adopted</b> | <b>FY 23-24<br/>Projected</b> | <b>FY 24-25<br/>Projected</b> |
|------------------------------------|-----------------------------|-------------------------------|-------------------------------|
| Budgeted Expenses                  |                             |                               |                               |
| Additional Appropriation Requested |                             |                               |                               |
| <b>Total Expenditures</b>          |                             |                               |                               |
| <b>Funding Sources</b>             |                             |                               |                               |
| General Fund/WA GF                 |                             |                               |                               |
| State/Federal                      |                             |                               |                               |
| Fees/Other                         |                             |                               |                               |
| Use of Fund Balance                |                             |                               |                               |
| Contingencies                      |                             |                               |                               |
| <b>Total Sources</b>               |                             |                               |                               |

**Narrative Explanation of Fiscal Impacts:**

There is no separate funding required for the Job Order Contracting program. The program and the associated contract values, including the \$25,000 guaranteed minimum contract payments, are funded by individual capital projects and budgets approved by the Board through the annual Capital Budget process. While specific projects are not yet identified, facility needs over the term of these Contracts are anticipated (based on historic trends and known conditions) to require Job Order work exceeding the minimum amounts guaranteed on each Contract.

| <b>Staffing Impacts:</b>                       |  |                               |                               |
|--|--|-------------------------------|-------------------------------|
| <b>Position Title (Payroll Classification)</b> | <b>Monthly Salary Range<br/>(A-I Step)</b> | <b>Additions<br/>(Number)</b> | <b>Deletions<br/>(Number)</b> |
|  |  |                               |                               |
|  |  |                               |                               |
|  |  |                               |                               |

**Narrative Explanation of Staffing Impacts (If Required):**

None

**Attachments:**

Resolution

**Related Items "On File" with the Clerk of the Board:**

Notices of Intent to Award