

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

348



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**

June 28, 2011

**SUBJECT:** Job Order Contracting #004 – Specifications and Advertisement for Bids

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the specifications for Job Order Contract #004 and authorize the Clerk of the Board to advertise for bids; and
2. Delegate project management authority for this job order contract to the Assistant County Executive Officer/EDA in accordance with applicable Board policies.

**BACKGROUND:** (Commences on Page 2)

*Robert Field*

Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 3,000,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

**COMPANION ITEM ON BOARD OF DIRECTORS AGENDA:** No

<b>SOURCE OF FUNDS:</b> Intra-Internal Charges, Interfund-Reimbursement for Services, Deferred Maintenance	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE

*Jennifer L. Sargent*

BY: Jennifer L. Sargent

County Executive Office Signature

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 DATE BY: *6/24/11* *Samuel Wong*  
 DEPARTMENT: SAMUEL WONG  
 FORM APPROVED COUNTY COUNSEL  
 DATE BY: *6/24/11* *Marshall Victor*

Policy  Policy

Consent  Consent

Dep't Recomm.:  Per Exec. Ofc.:

Prev. Agn. Ref.: 3.42 of 07/13/10; 3.28 of 04/20/10

District: ALL

Agenda Number:

3.24

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**BACKGROUND:**

On November 14, 2006, the Board of Supervisors authorized Facilities Management, now part of the Economic Development Agency (EDA), to develop and implement the Job Order Contracting (JOC) system of public works for other-than-new construction in conjunction with The Gordian Group. The Gordian Group has developed specifications for Job Order Contract #004.

The Board of Supervisors previously approved construction agreements with Athena Engineering, Inc. for JOC #001, with MTM Construction, Inc. for JOC #002, and with Dalke & Sons Construction, Inc. for JOC #003. JOC #001 expired in October 2008, JOC #002 expired in November 2009, and JOC #003 is scheduled to expire in July 2011. EDA is initiating a new, separate JOC to continue our ability to provide expedited service to county customers through use of the JOC methodology for general contracting.

Approval of the motion set forth above will authorize a single \$3 million contract that will provide ongoing use of the JOC method of delivering construction projects.

The process will generally proceed as follows:

- EDA will manage the bid process approved herein in conjunction with the Clerk of the Board, which will result in the award of the contract (JOC #004) to a general contractor.
- On a job-by-job basis, EDA project managers will secure lump sum proposals from the general contractor composed of detailed scope of work and a lump sum cost. This will be a proposal for a job order against the contract.
- Upon review and acceptance of the proposal for a specific job order by the project manager, EDA will issue a Notice to Proceed for each job order.
- There will be no minimum value of each single job order.
- The maximum value of each single job order will be \$350,000.
- Upon successful completion of the work under each job order, EDA will issue a Notice of Completion and approve final payment for the same.
- EDA will process a Notice of Completion in-house for projects under \$125,000 and will submit a Notice of Completion to the Board for job orders of \$125,000 and above.

The contract will expire 12 months from the date the Board approves the agreement or when all job orders against the contract total \$3 million. The contract will have a minimum obligation of \$25,000, so the county can release the general contractor if their work is not acceptable after the minimum threshold is reached.

All job orders will be reimbursed by user departments who initiate the projects through EDA's Form 5 project request system, Deferred Maintenance Projects or other project initiation means approved by the Board. The Deferred Maintenance list of projects is submitted to the Executive Office and then approved by the Board at the beginning of the fiscal year, and updated quarterly.

No additional net county cost obligations will be incurred as a result of these agreements. The agreement, general conditions, and specifications have been approved by County Counsel as to legal form and are ready for public bid.