



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: October 16, 2013

Board Meeting Date: November 19, 2013

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: Streamlining the Contracting Process for Job Order Contracts

RECOMMENDATION:

Adopt a Resolution authorizing the Director of Public Works to proceed with preparing plans, specifications, and conformance with prevailing wage scale requirements for Job Order Contracts and advertising for bids for Job Order Contracts.

BACKGROUND:

Your Board has adopted similar resolutions, which authorized the use of a streamlined process for projects that were maintenance projects, did not require long lead times for design, were not considered controversial requiring specific property owner input, or did not require state or federal grant approvals or other extensive permits approvals from regulatory agencies.

Your Board has regularly adopted resolutions adopting task catalogs, specifications, and conformance with prevailing wage scale requirements for Job Order Contracts (JOC) and authorized execution of agreements to the lowest responsible bidders. State law limits the term of these agreements to one year.

DISCUSSION:

The Public Contract Code and the County Ordinance Code provide that projects over \$175,000 must be formally advertised and then awarded by your Board based on competitive bids. Projects under \$175,000 can follow the informal bid process as provided by the Public Contract Code. Generally, the formal bid process for advertisement and award has required two separate and sequential actions by your Board:

1. a resolution adopting plans and specifications and calling for sealed bids; and
2. a resolution awarding a contract to the low bidder.

The proposed streamlined process authorizes the Director of Public Works to prepare task catalogs, specifications, and bid documents in conformance with prevailing wage scale requirements for JOC and call for bids. Once bids are opened and the lowest responsible bidder(s) are determined, the JOC would then be brought to your Board for consideration and award of the contract(s). During the same meeting the Board will adopt the task catalogs and specifications. This process reduces the number of staff reports and also shortens the time that it takes to award a contract and commence the work.

The type of JOC to which the streamlined process would apply include: General Construction, Mechanical/Electrical/Plumbing, and General Engineering. Several JOCs for General Construction and Mechanical/Electrical/Plumbing have been previously approved by you Board. The Department intends to expand the current use of JOCs to include General Engineering work, such as maintenance, repair, and rehabilitation work on roads, sanitary sewer systems, storm drain systems, and street light systems. We will use this process on all future Job Order Contracts subject to your Board's approval of the Resolution.

Public Contract Code Section 20128.5 provides that the Board of Supervisors may award individual annual Job Order Contracts, none of which shall exceed three million dollars (\$3,000,000), adjusted annually to reflect the percent change in the California Consumer Price Index (CPI), for repair, remodeling, or other repetitive work to be done according to unit prices. A JOC cannot be used for new construction.

County Counsel has reviewed and approved the Resolution as to form.

Approval of this action contributes to the Shared Vision 2025 outcome of a Collaborative Community by reducing the cost and time required to execute major maintenance, repair and rehabilitation projects on County facilities and infrastructure.

FISCAL IMPACT:

The Job Order Contract is a requirements agreement. Therefore, there is no budget associated with each Job Order Contract, but instead specific job orders will be funded through allocations made by work authorizations established for each job order.

There is no impact to the General Fund.