



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Department of Public Works



DATE: August 26, 2011
BOARD MEETING DATE: September 13, 2011
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors
FROM: James C. Porter, Director of Public Works
SUBJECT: Job Order Mechanical Works Contracts

RECOMMENDATION:

Adopt a Resolution:

1. Adopting the Construction Task Catalog, Specifications, and conformance with prevailing wage scale requirements for the County of San Mateo Job Order Contracts for Mechanical Works with application throughout the County; and
2. Authorizing the publication of a Notice to Contractors twice in a local newspaper of general circulation published in the County; and
3. Authorizing the Director of Public Works to call for sealed bids to be received by Tuesday, October 11, 2011, at 2:30 p.m. in the office of the Clerk of the Board of Supervisors.

BACKGROUND:

A Job Order Contract (JOC) provides the Department of Public Works (DPW) the ability to continue performing major maintenance and renovation projects throughout the County in an efficient and cost effective manner.

Public Contract Code §20128.5 authorizes a Board of Supervisors to award individual annual contracts in amounts not to exceed \$4,335,425, for repair, remodeling, or other repetitive work to be done according to unit prices. The contracts may not be awarded for any new construction, or for design or contract drawings. The County's obligation to issue job orders under any JOC is limited to \$50,000 and, based on the contractor's performance, additional job orders may be issued up to the maximum aggregate \$4,335,425 currently allowed by law.

DISCUSSION:

Many federal agencies and counties in California using the JOC process do so by

awarding multiple simultaneous contracts, so as to broaden the prerogatives of their project management staff. The JOC process has proven to be most valuable in expediting the delivery of public works projects.

In addition to General Construction JOCs, the Department recognizes a specific need for mechanical and HVAC upgrades at various County facilities, such as the HVAC upgrades at the San Mateo Medical Center and Maguire Jail. Therefore, the Department recommends that your Board authorize calling for additional JOC bids for Mechanical Works at this time.

These bids would call for up to three separate JOCs for Mechanical Works, whereby the lowest responsible bidder on one contract shall be declared ineligible for the others. This will increase the County's capacity to process and expedite its capital and deferred maintenance projects workload. The contracts shall be awarded to the lowest responsible bidder(s) and shall be based on Construction Task Catalog and Specifications specifically developed for JOCs by the Gordian Group.

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

Approval of these actions contribute to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost and time required to execute major maintenance and renovation projects throughout all county facilities.

Performance Measure(s):

Measure	Previous 2 Years	FY 2011-12 Current/Projected
Number and value of Capital and FCIS projects undertaken since the inception of Job Order Contracting by Public Works.	70/\$10.3M	20/\$5M

FISCAL IMPACT:

The JOC is a requirements contract. Specific job orders issued under the terms of an agreement will be funded through allocations made by work authorizations established for each job order. The various individual job orders will be funded through grants, bonds, departmental sources, and/or general funds.

Therefore, there is no specific budget associated with the anticipated JOCs. In no case will the individual aggregate contract exceed \$4,335,425, nor be less than \$50,000 each.

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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RESOLUTION:

- 1. ADOPTING THE CONSTRUCTION TASK CATALOGS®, SPECIFICATIONS, AND CONFORMANCE WITH PREVAILING WAGE SCALE REQUIREMENTS FOR THE COUNTY OF SAN MATEO JOB ORDER CONTRACTS FOR MECHANICAL WORKS WITH APPLICATION THROUGHOUT THE COUNTY; AND**
- 2. AUTHORIZING THE PUBLICATION OF A NOTICE TO CONTRACTORS TWICE IN A LOCAL NEWSPAPER OF GENERAL CIRCULATION PUBLISHED IN THE COUNTY; AND**
- 3. AUTHORIZING THE DIRECTOR OF PUBLIC WORKS TO CALL FOR SEALED BIDS TO BE RECEIVED BY TUESDAY, OCTOBER 11, 2011, AT 2:30 P.M. IN THE OFFICE OF THE CLERK OF THE BOARD OF SUPERVISORS**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, the Construction Task Catalog® and Specifications require that the contractors performing the work pay not less than the general prevailing rates of wages, as established by the Department of Industrial Relations, in the locality in which said work is to be performed for each type of workman needed to execute the contract.

NOW THEREFORE, IT IS HEREBY DETERMINED AND ORDERED as follows:

1. The Construction Task Catalog® and Specifications dated October 2011 for County of San Mateo Job Order Contracts for Mechanical Works, which are on file in the office of the Director of Public Works, and to which reference is hereby made for further particulars, are hereby approved and adopted as the catalog and specifications to be adhered to in letting and performing the work under contracts for

said improvements.

2. Said specifications require that the contractors performing the work pay not less than the general prevailing rate of wages, as established by the Department of Industrial Relations, in the locality in which said work is to be performed for each type of workman needed to execute the contract.
3. The Department of Public Works is authorized and directed to issue a call for sealed proposals for Job Order Contracts for Mechanical Work and authorizes the Director of Public Works to call for bids and to set the bid opening date and time on or before 2:30 p.m., Tuesday, October 11, 2011 in the office of the Clerk of the Board of Supervisors in the Hall of Justice, Redwood City, California. Said bids will be received by the Clerk of the Board of Supervisors and then transmitted to the County Manager's Office in said Hall of Justice and be publicly opened and declared.
4. The Department of Public Works is further directed to cause the Notice inviting sealed bids to be published **two (2) times** in a weekly **local newspaper of general circulation**, published in the County, and to obtain an affidavit of said publication, a copy of which shall be placed on file with the Department of Public Works.

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