



Tom Tindall
Director

COUNTY OF LOS ANGELES
Internal Services Department
1100 North Eastern Avenue
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To enrich lives through effective and caring service.



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November 5, 2008 - REVISED

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**INTERNAL SERVICES DEPARTMENT: JOB ORDER CONTRACTS
FOR MAINTENANCE, REPAIR, AND REFURBISHMENT
OF COUNTY INFRASTRUCTURE AND FACILITIES
ADOPT, ADVERTISE, AND AWARD VARIOUS SPECIFICATIONS
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

This action is to adopt the Job Order Contracts Unit Price Book and Specifications; approve for advertisement bids to be received; and award agreements to the Lowest Responsive and Responsible Bidders for 10 separate Job Order Contracts (JOC).

IT IS RECOMMENDED THAT YOUR BOARD:

1. Adopt the November 2008 Job Order Contracts Unit Price Book and Specifications.
2. Instruct the Executive Officer of the Board to advertise for bids to be received for 10 separate JOCs on December 4, 2008, in accordance with the Instruction Sheet for Publishing Legal Advertisements (Attachment A).
3. Authorize the Director of Internal Services Department (ISD) or his designee to prepare, award and execute six general and four specialty (two electrical and two mechanical) JOC agreements to provide services to County facilities such as as-needed repair, deferred maintenance, and refurbishments. The agreements are for a one-year term effective on contract execution and are not-to-exceed \$4 million each to the lowest responsive and responsible bidders. The aggregate not-to-exceed amount for the ten agreements is \$40 million.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

ISD uses JOC to augment ISD's ability to effectively respond to a broad array of County repair, maintenance, and refurbishment projects.

JOC is a flexible, cost-effective unit price contracting technique to accomplish maintenance, repair, and refurbishment of County infrastructure and facilities without extensive plans and specifications. JOCs are annual contracts that may be awarded for repair, remodeling, refurbishment, or other repetitive work. This process reduces administrative requirements and lowers direct construction costs while meeting all Federal, State, and County procurement requirements.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals No. 1 and No. 4 for Service Excellence and Fiscal Responsibility. More specifically, it aligns with these goals by providing timely facilities services, effectively managing County resources and investing in public infrastructure.

FISCAL IMPACT/FINANCING

Maintenance, repair, and refurbishment work will be funded through the appropriate maintenance, capital, refurbishment, or infrastructure project budgets. ISD's FY2008-09 Adopted Budget includes \$40 million for JOC agreement expenditures. ISD will only incur JOC expenditures to the extent that they are offset through County department billings and within available appropriation. For capital projects, no work will be assigned to these JOCs without the prior review and funding authorization from the Chief Executive Office.

Individual JOC Agreements have a statutory limitation of \$4 million with a one-year term as specified in Section 20128.5 of the Public Contract Code. The County is only obligated to order a minimum of \$25,000 for the General, Electrical, and Mechanical JOC Agreements.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Board approval of the recommended actions is required by Public Contract Code Sections 20124 and 20125.

The terms and conditions of the recommended contracts will be approved as to form by County Counsel prior to execution or have been approved as to form by County Counsel and contain the Board's required contract provisions including those pertaining to consideration of qualified County employees targeted for layoffs as well as qualified GAIN/GROW participants for employment openings, compliance with the Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support program. ISD has determined this contract is not subject to the Living Wage Program (County Code Chapter 2.201).

Data regarding the proposers' minority participation will be on file with ISD. The contractors will be selected upon final analysis and consideration without regard to race, creed, gender, or color.

The General Conditions and October 2008 Unit Price Book and Specifications include the contractual provisions, methods, and material requirements necessary for this project and are on file with ISD.

ENVIRONMENTAL DOCUMENTATION

California Environmental Quality Act (CEQA) requires public agency decision makers to document and consider the environmental implications of their actions.

JOC projects provide facilities repairs, maintenance and refurbishment services requested by County Departments, which are generally categorically exempt under CEQA. ISD will file all required Notices of Exemption for each categorically exempt project as required by CEQA. Your Board will be asked to make environmental determinations for any projects that are not categorically exempt.

CONTRACTING PROCESS

The Executive Officer of the Board will advertise the invitation for bids in various publications through out LA County. Additionally, ISD will advertise the invitation for bids on the Green Sheet publication and post the bids on the County's "Doing Business with Us" web site.

The recommended contracts will be solicited on an open-competitive basis and in accordance with applicable Federal, State, and County requirements. The County will award contracts to the lowest responsive and responsible bidder.

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IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these contracts will expedite the completion of maintenance, repair, and refurbishment of County infrastructure and facilities work managed by ISD. Minor impacts to tenant departments may occur while maintenance, repair, and refurbishment of County infrastructure and facilities work is underway.

There is no employee impact. JOCs are intended to augment, but not replace the County workforce, and to ensure our ability to respond to emergent requirements.

CONCLUSION

Upon Board approval, please return one adopted stamped copy of this letter to ISD.

Respectfully submitted,



Tom Tindall
Director

Attachments

c: Chief Executive Officer
County Counsel

ATTACHMENT A

**INTERNAL SERVICES DEPARTMENT: JOB ORDER CONTRACTS
FOR MAINTENANCE, REPAIR, AND REFURBISHMENT
OF COUNTY INFRASTRUCTURE AND FACILITIES
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PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. However, the first publication must appear at least 10 days prior to the bid opening date. Forward three reprints of this advertisement to Alteration & Improvements Division, Internal Services Department, 1100 Eastern Avenue, Los Angeles, California 90063.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that Internal Services Department (ISD) will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

<u>SPECS.</u>	<u>PROJECT</u>	<u>BID DOC. FEE</u>	<u>BID DEADLINES</u>	
			<u>DATE</u>	<u>TIME</u>
JOC Specs.	JOC 81	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	JOC 82	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	JOC 83	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	JOC 84	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	JOC 85	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	JOC 86	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	EJOC 23	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	EJOC 24	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	MJOC 20	\$50.00 each	12/04/08	10:00 a.m.
JOC Specs.	MJOC 21	\$50.00 each	12/04/08	10:00 a.m.

Copies of the project manual and technical specifications may be obtained at the **mandatory** Pre-bid Conference or Internal Services Department Bid Office located at 1100 N. Eastern Avenue, Los Angeles, California, 90063 for the fee stated above. For bid information, please call (323) 267-3129. Each bid shall be submitted on the required form sealed and filed at the Bid Office located at the first floor of 1100 N. Eastern Avenue, Los Angeles, CA 90063 no later than 10:00 a.m. on the date indicated above. Bids will be publicly opened, examined, and declared by ISD JOC Contract Administration approximately 15 minutes following the deadlines for submission of bids stated above in FOS Large Conference Room, 1100 N. Eastern Avenue, Los Angeles, CA 90063.

Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. These projects require the prime contractor to possess a "B" license at time of bid for General Contract JOCs (JOC#81, JOC#82, JOC #83, JOC#84, JOC#85, JOC#86). Contractors bidding Electrical JOCs (EJOC#23, EJOC#24) are required to possess a "C-10" license at time of bid. Contractors bidding the Mechanical JOCs (MJOC#20, MJOC#21) are required to possess a "C-20" license at time of bid. Contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PREBID CONFERENCE

ISD will hold a single **mandatory** pre-bid conference for all of the listed Job Order Contract (JOC) contracts/projects at 10:00 a.m. on November 24, 2008, Conference Room G101 at 1100 N. Eastern Avenue, Los Angeles, CA 90063 to provide information on the JOC, bidding process, and answer any questions that potential bidders may have. A bid submitted by a company that did not have a representative of the company sign in as being present at the mandatory pre-bid conference may be rejected as non-responsive, and it is strongly recommended that the representative who attends the mandatory pre-bid conference for the company be a principal of the company or a person authorized to make decisions for the company. For further directions, please contact Ms. Sue Chang at (323) 267-3129.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (323) 267-2619.



Upon 72 hours notice, ISD can provide program information and publication in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our office in Los Angeles (1100 N. Eastern Avenue, Los Angeles), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (323) 267-2432, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de notificación, ISD puede proporcionar información y publicaciones sobre el programa y formas alternos o hacer otras comodidades para gente incapacitada. Además, documentación sobre el programa está disponible en nuestra oficina principal en Los Angeles (1100 N. Eastern Avenue, Los Angeles) lo cual es accesible para individuos con incapacidades. Para solicitar comodidades SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (323) 267-2432, de Lunes a Jueves de las 7:00a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated November 5, 2008.

SACHI A. HAMAI, EXECUTIVE OFFICES
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES