County of Los Angeles
INTERNAL SERVICES DEPARTMENT
1100 North Eastern Avenue
Los Angeles, California 90063

JIM JONES
Director

"To enrich lives through effective and caring service"

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January 06, 2015

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

Dear Supervisors:

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

SUBJECT

This action is to adopt the Job Order Contract (JOC) Construction Task Catalog and Specifications; approve for advertisement bids to be received; award agreements to the Lowest Responsive and Responsible Bidders for 10 separate JOC agreements.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the adoption of the JOC Construction Task Catalog and Specifications, advertisement for bids and award of JOCs are exempt from the California Environmental Quality Act, for the reasons stated in this letter and in the record of the action.

2. Adopt the December 2014 JOC Construction Task Catalog and Specifications.

3. Instruct the Executive Officer of the Board to advertise for bids to be received for ten separate JOCs in accordance with the Instruction Sheet for Publishing Legal Advertisements (Attachment I).

4. Authorize the Director of Internal Services Department (ISD) or his designee to award and execute six general and four specialty (two electrical and two mechanical) JOC agreements in the form previously approved by County Counsel. The agreements are for a one-year term following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds, and effective on contract execution. JOC123, JOC124, JOC125, JOC126, JOC127, JOC128, EJOC37, EJOC38, MJOC34, and MJOC35 are each for a maximum amount of $4.5 million. The aggregate maximum amount for the ten agreements is $45 million.

5. Authorize the Director of ISD or his designee, to issue work orders for the maintenance, repair, remodeling and refurbishment of County facilities.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find that adoption of the JOC Construction Task Catalog and Specifications, advertisement for bids and award of JOCs are exempt from the California Environmental Quality Act (CEQA) and augment ISD's ability to effectively and efficiently maintain and repair (including emergency repairs) County infrastructure and facilities.

JOCs are a flexible, cost-effective unit price contracting method 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, but not for new construction. 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 Goal No. 1 for Operational Effectiveness 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 Fiscal Year (FY) 2014-15 Adopted Budget includes $45 million for these JOC agreement expenditures. ISD will only incur JOC expenditures to the extent that they are offset through County department and Contract Cities billings and within available appropriation. Because the agreements cross fiscal years, funding for these costs will be requested in future fiscal year budget requests. For capital projects, no work will be assigned to these JOCs without authorization from the Chief Executive Office. There are no minimum obligations on these contracts.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

Public Contract Code Section 20128.5 allows individual JOC to have a one-year term and a maximum value of $4.5 million per JOC. A 1997 amendment to the Public Contract Code allows annualized increases in the maximum contract value, based on the California Consumer Price Index.

The terms and conditions of the recommended contracts will be approved as to form by County Counsel prior to execution and will 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, the Child Support program, Defaulted Tax Program Ordinance, Local Worker Program, and Disabled Veteran Business Enterprise Preference Program. The JOC Agreements are not Proposition "A" contracts and therefore are not subject to the County's Living Wage Program.

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 December 2014 Construction Task Catalog and Specifications include the contractual provisions, methods, and material requirements necessary for this project and are on file with ISD.

ENVIRONMENTAL DOCUMENTATION

The recommended actions, to adopt the Job Order Contract Construction Task Catalog and Specifications, advertise for bids and award of JOCs, are categorically exempt from CEQA. JOC projects include repair, maintenance and refurbishment of existing structures and facilities as requested by County departments, which are generally categorically exempt under Section 15301, Class 1, of the State CEQA Guidelines. The proposed work involves either negligible or no expansion of existing use, and any replacement structures will have substantially the same purpose and capacity as structures replaced. ISD will file all required Notices of Exemption for each categorically exempt project as required by CEQA. For any work that is not determined to be exempt from CEQA following further assessment, ISD will return to the Board to recommend approval of the appropriate environmental documentation pursuant to CEQA prior to implementation of applicable work orders under the JOCs.

CONTRACTING PROCESS

The Executive Officer of the Board will advertise the JOC invitation for bids in various publications throughout the County of Los Angeles. 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 JOCs 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 pursuant to the State Public Contract Code.

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,

JIM JONES
Director

JJ:AE:jm

Enclosures

c: Chief Executive Officer
County Counsel

ATTACHMENT I

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

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 Alterations & 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:

BID DEADLINES

SPECS.	PROJECT	BID DOC. FEE	DATE	TIME
JOC Specs.	JOC 123	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	JOC 124	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	JOC 125	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	JOC 126	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	JOC 127	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	JOC 128	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	EJOC 37	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	EJOC 38	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	MJOC 34	$50.00 each	02/02/2015	9:00 a.m.
JOC Specs	MJOC 35	$50.00 each	02/02/2015	9:00 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 or (323) 267-2243. 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 9:00 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 Conference Room G101, 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 (JOC123, JOC124, JOC125, JOC126, JOC127, JOC128). Contractors bidding Electrical JOCs (EJOC37, EJOC38) are required to possess a "C-10" license at time of bid. Contractors bidding the Mechanical JOCs (MJOC34, MJOC35) are required to possess a "C-20" and "C-36" 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 9:00 a.m. on January 21, 2015, 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 will be rejected as non-responsive. 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 or Ms. Jane Lee at (323) 267-2243.

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) 267-2474.

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) 881-4599 or (323) 267-2445, 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 alternas 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) 881-4599 or (323) 267-2432, de Lunes a Jueves de 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California, dated January 6, 2015.

PATRICK OGAWA, ACTING EXECUTIVE OFFICES
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES