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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

17 November 20, 2018

CELIA ZAVALA
EXECUTIVE OFFICER

November 20, 2018

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:

**AWARD 13 JOB ORDER CONTRACTS
FOR MAINTENANCE, REPAIR, REMODELING AND REFURBISHMENT
OF COUNTY INFRASTRUCTURE AND FACILITIES,
ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS
(ALL DISTRICTS - 3 VOTES)**

SUBJECT

This action is to make necessary environmental findings; adopt the Job Order Contract Construction Task Catalog and Specifications; approve for advertisement bids to be received; authorize the Director of Internal Services Department or his designee to award and execute 13 separate Job Order Contracts to the lowest responsive and responsible bidders and approve the issuance of work orders for projects not subject to the State Public Contract Code.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the adoption of the Job Order Contract Construction Task Catalog and Specifications, proposed award of Job Order Contracts and; issuance of work orders for previously approved projects are not a project and; that the issuance of work orders for previously approved projects, which are not subject to the State Public Contract Code are within the scope of the previous exemption finding under the California Environmental Quality Act, for the reasons stated in this letter and in the record of the action.
2. Adopt the October 2018 Job Order Contracts Construction Task Catalog and Specifications.
3. Instruct the Executive Officer of the Board to advertise for bids to be received and Internal

BIDS: December 17, 2018 at 9:00 a.m.

Services Department to open bids on December 17, 2018 for 13 separate Job Order Contracts in accordance with the Instruction Sheet for Publishing Legal Advertisements (Attachment I).

4. Authorize the Director of ISD or his designee to award and execute five general and eight specialty Job Order Contract agreements: one Electrical, one Fire Alarm, two HVAC, one Low Voltage, one Paint, one Plumbing, and one Roofing, in the form previously approved by County Counsel, and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds, and insurance certificate filed by the contractors. Agreements JOC151, JOC152, JOC153, JOC154, JOC155, EJOC44, FA JOC2, HVAC JOC5, HVAC JOC6, LV JOC3, PAINT JOC11, PLUMB JOC3 and ROOF JOC4, are each for a not-to-exceed amount of \$4.9 million. The aggregate not-to-exceed amount of the 13 Job Order Contracts is \$63.7 million.
5. Authorize the Director of Internal Services Department or his designee, to make the determination that a bid is nonresponsive and to reject a bid on that basis, to award to the next lowest responsive and responsible bidder; and to waive inconsequential and non-material deficiencies in bids submitted, in accordance with the bid specifications.
6. Authorize the Director of the Internal Services Department or his designee, to issue work orders for projects that are not subject to the State Public Contract Code, including maintenance work, as applicable, in an amount not-to-exceed \$4.9 million per work order, subject to the limitation that the aggregate amount of all work orders issued under a particular Job Order Contract does not exceed the \$4.9 million not-to-exceed contract amount of the Job Order Contract. For all work orders in excess of \$150,000 on projects that are not subject to the Public Contract Code, the Board will be notified, one week in advance, with a Board Memo.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find the award of the 13 Job Order Contracts (JOCs), adoption of the October 2018 JOC Construction Task Catalog and Specifications, advertisement for bids, and award of 13 separate JOCs are not a project and that the issuance of work orders described herein for previously approved projects are within the scope of the previous finding of exemption under the California Environmental Quality Act (CEQA), and authorize the Director of The Internal Services Department (ISD) or his designee to execute 13 JOCs and issue work orders under the JOCs.

JOCs are a competitively procured, flexible, cost-effective unit price contracting method used by ISD to accomplish maintenance, repair, refurbishment, remodeling, and alteration of County infrastructure and facilities without extensive plans and specifications. The State Public Contract Code (PCC) provides that JOCs are annual contracts that may be awarded for repair, remodeling, refurbishment, or other repetitive work, but not for new construction. The JOC delivery method reduces administrative requirements and lowers direct construction costs while meeting all federal, State, and County procurement requirements. The recommended JOCs will augment ISD's ability to effectively and efficiently maintain, repair (including emergency repairs), refurbish and remodel County infrastructure and facilities.

ISD will utilize Board-approved as needed consultants for design/engineering services to aid in the

completion of projects. JOCs and in-house Crafts (subject to the "Force Account" limits set forth in the PCC) will be utilized to complete maintenance, repair, refurbishment and remodel projects. ISD will obtain the necessary jurisdictional approvals as required for the proposed projects.

In addition to the \$20 million in projects approved by the Board on May 1, 2018, the capacity sought for approval in this Board Letter will provide additional capacity to support approximately \$80,000,000 in high priority projects in the forthcoming Board Letter for the Deferred Maintenance program and additional department funded projects requiring JOC contracting.

ISD Facilities Operations Service has initiated a five-year project planning process that coincides with the Chief Executive Office's (CEO) five-year funding plan to identify Deferred Maintenance (DM) projects, including "Force Account" work that will necessitate the hiring of additional Crafts staff. In addition to the DM projects, all other DM work for projects costing less than the statutory "Force Account" limit of \$50,000, will have work performed by in-house Crafts staff, except in circumstances such as timeline conflicts, capacity, project complexity, and etc., that would require ISD to use a contractor.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goal No. III, Realize Tomorrow's Government Today, Strategy III.3 - Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability. Continually assess our efficiency and effectiveness, maximize and leverage resources, and hold ourselves accountable.

FISCAL IMPACT/FINANCING

Maintenance, repair, refurbishment, remodeling, and alteration work will be funded through the appropriate maintenance, capital, refurbishment, or infrastructure project budgets. ISD's Fiscal Year (FY) 2018-19 Adopted Budget includes \$95.5 million in appropriation for JOC 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. For capital projects, no work will be assigned to these JOCs without authorization from the CEO. There are no minimum obligations on these contracts.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Board's Civic Art Policy last amended on August 11, 2015, is exempt from allocation to the proposed contracts as this action does not approve any specific capital improvement or refurbishment project.

Approval of the recommended actions will delegate authority to the Director of ISD or his designee, to issue work orders for projects that are not subject to the PCC, including maintenance work, as applicable, in an amount not-to-exceed \$4.9 million per work order, subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the \$4.9 million not-to-exceed contract amount of the JOC.

Pursuant to Board Motion adopted on October 31, 2017, ISD will be providing Board notification, one week in advance, for all work orders in excess of \$150,000 on projects that are not subject to the PCC, unless prohibited by law, regulation or funding source.

For projects subject to the PCC, ISD will seek advance approval from the Board to issue JOC work orders for any such project that exceeds \$75,000.

Pursuant to the recommendation of the Auditor Controller, in a report dated April 17, 2017, the various County departments who utilize JOC, including ISD, the Department of Public Works, Parks and Recreation and the Community Development Commission, have prepared ordinances, in coordination with County Counsel and the CEO, that delegate authority to their respective Directors to approve and deliver projects of up to \$75,000 through JOC. The draft ordinances are expected to be presented to the Board by the CEO by the third quarter of 2018. Until the approval of said ordinances, ISD will continue to return to the Board to seek advanced approval from the Board to issue JOC work orders for projects that are subject to the PCC, with a monetary value of \$75,000 or less.

PCC Section 20128.5 allows an individual JOC to have a single year term and a maximum value of \$4.9 million per JOC. A 1997 amendment to the PCC 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 Program, Safely Surrendered Baby Law, the Child Support Compliance Program, Defaulted Property Tax Reduction Program, Countywide Local and Targeted Worker Hiring Policy, and County Preference Programs. The JOC agreements are not Proposition "A" contracts and therefore are not subject to the County's Living Wage Program.

Data regarding the bidders' 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 2018 Construction Task Catalog and Specifications include the contractual provisions, methods, and material requirements necessary for this project are on file with ISD. For JOC projects involving repair or alteration of County buildings, if the cost of the work exceeds \$50,000, such project must be performed via a competitively-procured construction contract, not by County employees, due to the "Force Account" limitations set forth in the PCC. However, ISD is researching and developing future staffing models in conjunction with County stakeholders to utilize County workforce to the maximum extent possible.

ENVIRONMENTAL DOCUMENTATION

The recommended actions, to adopt the JOC Construction Task Catalog and Specifications, advertise for bids and award of JOCs, are not a project under California Public Resources Code section 21065 and are excluded from the definition of a project under Section 15378 (b) (5) of the State CEQA Guidelines, because they are organizational or administrative activities of government which will not result in direct or indirect physical change in the environment.

On May 1, 2018 the Board approved a list of high-priority repair projects for various County departments and found them exempt from CEQA, since the work associated with the JOC projects consisted of maintenance, repair, refurbishment, remodeling, and minor alteration of existing structures and facilities with negligible or no expansion of existing use, which is generally

categorically exempt under Section 15301 of the State CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

As work orders are proposed under the approved JOCs for work not previously found to be exempt under CEQA by the Board, ISD will review each proposed activity and determine whether exemptions similarly apply and will return to the Board to recommend CEQA findings for any work which is not exempt.

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 post the invitation for 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 PCC.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

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

Please return one adopted copy of this Board letter to the ISD Facilities Operations Service.

The Honorable Board of Supervisors

11/20/2018

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Respectfully submitted,

A handwritten signature in blue ink that reads "Scott Minnix". The signature is written in a cursive, flowing style.

SCOTT MINNIX

Director

SM:SH:ME:EU:lc:jl

Enclosures

c: Executive Office, Board of Supervisors
Chief Executive Officer
Chief Operations Officer
County Counsel

ATTACHMENT I

INTERNAL SERVICES DEPARTMENT: JOB ORDER CONTRACTS FOR MAINTENANCE, REPAIR, REMODELING AND REFURBISHMENT OF COUNTY INFRASTRUCTURE AND FACILITIES ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS, AWARD JOB ORDER 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 the County of Los Angeles, Internal Services Department, Facilities Operations Service, Alterations & Improvements Division, 1100 N. 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

<u>SPECS.</u>	<u>PROJECT</u>	<u>BID DOC. FEE</u>	<u>DATE</u>	<u>TIME</u>
JOC Specs.	JOC 151	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	JOC 152	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	JOC 153	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	JOC 154	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	JOC 155	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	EJOC 44	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	FA JOC 2	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	HVAC JOC5	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	HVAC JOC6	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	LV JOC3	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	PAINT JOC11	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	PLUMB JOC3	\$75.00 each	12/17/2018	9:00 a.m.
JOC Specs	ROOF JOC4	\$75.00 each	12/17/2018	9:00 a.m.

Copies of the project manual and technical specifications may be obtained at or after the **mandatory** Pre-bid Conference located at 1100 N. Eastern Avenue, Los Angeles, California, 90063 for the fee stated above (cash or check only to ISD's Cashier Office). It is **required** that the pre-bid conference be attended by the **President or Owner** of each Bidder only, the Bidder **must** submit to the County the Articles of Incorporation or a

notarized document identifying the attendee as President or Owner within 24 hours after the conference. In County's sole discretion, failure to comply with the requirement of this Article may be a basis to reject the bid as nonresponsive.

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 by ISD Job Order Contract (JOC) 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. For bid information, please call (323) 267-3129.

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 (JOC151, JOC152, JOC153, JOC154, and JOC155). Contractors bidding the Electrical JOC (EJOC44) are required to possess a "C-10" license at time of bid. Contractors bidding the Fire Alarm JOC (FA JOC2) are required to possess a "C-7" and a "C-10" license at time of bid. Contractors bidding the HVAC JOCs (HVAC JOC5, HVAC JOC6) are required to possess a "C-20" license at time of bid. Contractors bidding the Low Voltage JOC (LV JOC3) are required to possess a "C-7" license, a "C-10" license and the Bosch and Sielox certified dealership letters at time of bid. Contractors bidding the Paint JOC (PAINT JOC11) are required to possess a "C-33" license at time of bid. Contractors bidding the Plumbing JOC (PLUMB JOC3) are required to possess a "C-36" license at time of bid. Contractors bidding the Roofing JOC (ROOF JOC4) are required to possess a "C-39" 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 JOC contracts/projects at 1:00 P.M. on December 4, 2018, 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. It is **required** that the pre-bid conference be attended by the **President or Owner** of each Bidder only, the Bidder **must** submit to the County the Articles of Incorporation or a notarized document identifying the attendee as President or Owner within 24 hours after the conference. In County's sole discretion, failure to comply with the requirement of this Article may be a basis to reject the bid as nonresponsive. For further directions, please contact Ms. Sue Chang at (323) 267-3129 or Ms. Lolitta Cheung 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 State 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) 267-2225.



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 November 20, 2018.

CELIA ZAVALA, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES