LOS ANGELES COUNTY
ISD
INTERNAL SERVICES

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COUNTY OF LOS ANGELES
Internal Services Department
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*To enrich lives through effective and caring service.*

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May 2, 2006

**Agenda Date: May 16, 2006**

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:

**ADOPT AND ADVERTISE**
**JOB ORDER CONTRACTS**
**(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Adopt the Job Order Contract April 2006 Price Books and April 2006 Specifications for the repair and refurbishment of various County facilities and instruct the Executive Officer to advertise for bids for ten (10) Job Order Contracts on May 22, 2006, in accordance with the attached "Instruction Sheet for Publishing Legal Advertisements."

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The Internal Services Department (ISD) uses Job Order Contracts (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 repair, maintenance, and refurbishment of County facilities.

ISD plans on initiating a new solicitation for JOC contractors during May 2006. In order for ISD to solicit bids for any new JOC awards, the Board must adopt the JOC Unit Price Books and Specifications and instruct the Executive Office to advertise for bids.

## 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:

There is no fiscal impact to the County from this recommended action. It merely adopts a price book which is a prerequisite to ISD's ability to solicit for JOC contractors.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Board approval of the recommended actions is required by Public Contract Code Sections 20124 and 20125. The Specifications contain all of the Board, CAO, and County Counsel required provisions related to contracting.

## 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:

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements." Following receipt of bids, we will return to your Board to request approval to award the JOC contracts.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

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:**

Your approval of the recommendation will provide the resources necessary for ISD to provide timely facility project services to County departments and agencies. Please return one stamped copy of the approved Board letter to ISD.

Respectfully submitted,

Dave Lambertson
Director

DL:TB:sc
Attachment
c: Chief Administrative Officer
Executive Officer, Board of Supervisors

JOC AdoptAdvertise 062105

**ATTACHMENT**

**JOB ORDER CONTRACTS (JOC)**
**REPAIR AND REFURBISHMENT OF COUNTY FACILITIES**
**ADOPT AND ADVERTISE**
**SPECS. VARIOUS**

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 15 days prior to the bid opening date.

**OFFICIAL NOTICE**
**INVITING BIDS**

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

| SPECS. | PROJECT | BID DOC. FEE | DATE OF BID OPENING |
|---|---|---|---|
| JOC Specs. | General JOC # 63 | $ 50 | 6/20/06 |
| JOC Specs. | General JOC # 64 | $ 50 | 6/20/06 |
| JOC Specs. | General JOC # 65 | $ 50 | 6/20/06 |
| JOC Specs. | General JOC # 66 | $ 50 | 6/20/06 |
| JOC Specs. | General JOC # 67 | $ 50 | 6/20/06 |
| JOC Specs. | General JOC # 68 | $ 50 | 6/20/06 |
| JOC Specs. | Electrical EJOC #17 | $ 50 | 6/20/06 |
| JOC Specs. | Electrical EJOC #18 | $ 50 | 6/20/06 |
| JOC Specs. | Mechanical MJOC #14 | $ 50 | 6/20/06 |
| JOC Specs. | Mechanical MJOC #15 | $ 50 | 6/20/06 |

Copies of the project manual and technical specifications may be obtained at the 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) 267-2619. 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 at 10:15 a.m. on bid opening date in the ISD/FOS A&I 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#63, JOC#64, JOC #65, JOC#66, JOC#67, JOC#68). Contractors bidding Electrical JOCs (EJOC#17, EJOC#18) are required to possess a "C-10" license at time of bid. Contractors bidding the Mechanical JOCs (MJOC#14, MJOC#15) 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.

## PRE-BID CONFERENCE

**A pre-bid conference will be held for all JOC bids at 10:00 a.m. on June 7, 2006, ISD/FOS A&I Large Conference Room at 1100 N. Eastern Avenue, Los Angeles, CA 90063 to provide information on the project, bidding process, and answer any questions that potential bidders may have. It is strongly recommended that a principal of the company or a person authorized to make decisions for the company to attend the pre-bid conference. For further directions, please contact Ms. Shirley Chang at (323) 267-2619 or 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) 267-2864.

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) 267-2436, 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) 267-2436, 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 May 16, 2006.

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