



**MICHAEL OWH**  
Director

**County of Los Angeles**  
**INTERNAL SERVICES DEPARTMENT**

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*Speed. Reliability. Value.*

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June 30, 2026

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 15 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 environmental findings; approve and adopt two Job Order Contract unit price books from Job Order Contract Consultants: Cannon/Parkin, Inc., dated April 2026 and The Gordian Group, Inc., dated April 2026; advertise for bids to be received; approve and authorize the Director of Internal Services Department, or their designee, to award and execute 15 separate Job Order Contracts to the lowest responsive and responsible bidders; and approve the issuance of Work Orders.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the adoption of the two Job Order Contract unit price books from Cannon/Parkin, Inc., dated April 2026, and The Gordian Group, Inc., dated April 2026, approval for advertisement for bids, the proposed award of 15 Job Order Contracts, and related recommended actions are not a project under the California Environmental Quality Act, and that issuance of Work Orders for projects that have previously been determined to be exempt from the California Environmental Quality Act are within the scope of the previous exemption findings under the California Environmental Quality Act, for the reasons stated in this letter and in the record of the proposed action.
2. Approve and adopt The SimpleBid Book Job Order Contracting Unit Price Catalog prepared by Cannon/Parkin, Inc., dated April 2026.

3. Approve and adopt the Job Order Contract Construction Task Catalog and Specifications prepared by The Gordian Group, Inc., dated April 2026.

4. Instruct the Executive Officer of the Board of Supervisors to advertise for bids to be received by 3 p.m. Pacific Time on July 31, 2026, and Internal Services Department to publicly open bids on August 3, 2026, for five (5) separate Job Order Contracts (JOC213, JOC214, HVACJOC40, ROOFJOC25, and EJOC64) using Cannon/Parkin, Inc.'s SimpleBid Job Order Contract System, in accordance with the Notice Inviting Bids.

5. Instruct the Executive Officer of the Board of Supervisors to advertise for bids to be received by 3 p.m. Pacific Time on July 31, 2026, and Internal Services Department to publicly open bids on August 3, 2026, for 10 separate Job Order Contracts (JOC210, JOC211, JOC212, GEJOC208, GEJOC209, HVACJOC38, HVACJOC39, EJOC63, EJOC65, and FIREJOC3) using The Gordian Group, Inc.'s Job Order Contract System, in accordance with the Notice Inviting Bids.

6. For each of the 15 Job Order Contracts, authorize the Director of Internal Services Department, or their 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.

7. Approve and authorize the Director of Internal Services Department, or their designee, to award and execute seven (7) general and eight (8) specialty Job Order Contract agreements, which consist of: three (3) heating, ventilating, and air conditioning, one (1) roofing, three (3) electrical, and one (1) fire protection 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 evidence of the required insurance by the contractors. Agreements JOC210, JOC211, JOC212, JOC213, JOC214, GEJOC208, GEJOC209, HVACJOC38, HVACJOC39, HVACJOC40, ROOFJOC25, EJOC63, EJOC64, EJOC65, and FIREJOC3 are each for a not-to-exceed amount of \$6.2 million. The aggregate not-to-exceed amount of the 15 Job Order Contracts is \$93,000,000.

8. For each of the 15 Job Order Contracts, authorize the Director of Internal Services Department, or their 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 \$330,000 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 \$6,200,000 contract amount of the Job Order Contract for agreements JOC210, JOC211, JOC212, JOC213, JOC214, GEJOC208, GEJOC209, HVACJOC38, HVACJOC39, HVACJOC40, ROOFJOC25, EJOC63, EJOC64, EJOC65, and FIREJOC3. For all Work Orders in excess of \$150,000 on projects that are not subject to the State Public Contract Code, the Board of Supervisors will be notified, one week in advance.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will make findings under the California Environmental Quality Act (CEQA); adopt two Job Order Contracts (JOCs) Unit Price Books from JOC Consultants: Cannon/Parkin, Inc., dated April 2026, and The Gordian Group, Inc., dated April 2026; advertise for bids to be received and opened for 15 JOCs; authorize the Director of Internal Services Department (ISD), or their designee, to determine that a bid is nonresponsive and to reject a bid on that basis, including the authority to waive inconsequential and nonmaterial deficiencies, award and execute 15

JOC agreements, and issue corresponding JOC Work Orders for projects that are within the scope of previous findings of exemption under CEQA.

JOC is a competitively procured, flexible, cost-effective unit price contracting method used by ISD to accomplish maintenance, repair, refurbishment, remodeling, and alteration of County of Los Angeles (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, refurbishment, remodeling, 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 maintain, repair (including emergency repairs), refurbish, and remodel County infrastructure and facilities.

The proposed 15 JOCs would be utilized by ISD's Capital Projects Division to complete Facility Reinvestment Program (FRP) projects and Client Department Funded (CFP) capital, maintenance, and renovation projects. For purposes of clarification on the approval processes discussed herein, FRP projects are approved by the Board of Supervisors (Board) by "Cohort", in which multiple projects are recommended for approval within a single Board letter to provide a program view. CFP funded projects are recommended for approval as individual Board letters for individual projects as departments tend to fund them one at a time.

ISD would utilize Board-approved, as-needed consultants for design/engineering services to augment JOC Work Orders. JOCs would be utilized to complete maintenance, repair, refurbishment, remodeling, and alteration projects. ISD will obtain the necessary jurisdictional approvals, as required, for the proposed projects, if approved.

In addition to the FRP projects, all other proposed work for projects costing less than the statutory "Force Account" limit of \$125,000 would be performed by in-house crafts staff, except in circumstances such as timeline conflicts, capacity, project complexity etc., that would require ISD to use a contractor.

### **Implementation of Strategic Plan Goals**

The recommended actions support the County of Los Angeles (County) Strategic Plan: North Star 1: Make Investments that transform lives, Focus Area Goal B. Employment and Sustainable Wages, Strategy iii. Job Creation; North Star 2: Foster vibrant and resilient communities, Focus Area Goal E. Economic Health, Strategy ii. Small Businesses; and North Star 3: Realize tomorrow's government today, Focus Area Goal G. Internal Controls and Processes, Strategy ii. Manage and Maximize County Assets by investing in public infrastructure, continually assessing our efficiency and effectiveness, maximizing and leveraging our resources, and holding ourselves accountable.

To increase its contractor pool, ISD continues to conduct contractor outreach efforts each year. This outreach program consists of a team comprised of staff assigned to targeted matchmaking and industry outreach events. At these events, the team registers contractors into the County vendor portal, represents the County's many contracting opportunities, and provides access to resources and a point of contact for interested parties. For the current calendar year, ISD participated and intends to actively participate in outreach events including the Construction Network event in collaboration with the Department of Public Works and ISD Procurement Services (May 2026), the

BuildOUT California Founders Day Celebration (June 2026), the Dream Big Small Business Conference – Focus on the Olympics (July 2026), and Construction Inclusion Week (September 2026).

Bonding assistance, provided by Merriwether and Williams Insurance Services, is offered at no charge to participating contractors. The Contractor Development and Bonding Program (CDBP) offers various services such as business assessments, workshops and training for business development, and cost subsidies in an effort to help contractors grow in bonding capacity and performance which enables them to be more capable in bidding and performing successfully on County contracts.

The JOC contracts will include the requirement for the contractors to prepare and submit a comprehensive annual Community Based Enterprise (CBE) and Preference Program Enterprise (PPE) Subcontracting Plan that outlines their commitment to achieve twenty five percent (25%) CBE and PPE (certified by Los Angeles County) subcontracting utilization under the Contract, along with a quarterly CBE and PPE Utilization Report to ISD. This will ensure that work for JOCs is more equitably awarded (through subcontracting) to the County's vendor community, specifically its Local Small Business Enterprises (LSBE) and CBE.

### **FISCAL IMPACT/FINANCING**

Maintenance, repair, refurbishment, remodeling, and alteration work would be funded through the appropriate maintenance, capital, refurbishment, or infrastructure project budgets. ISD's Fiscal Year (FY) 2025-26 Adopted Budget included \$78.30M in appropriation for JOC capacity. The remainder of the \$88.40M 2024 JOC capacity that will be available for FY 2026-27 is approximately \$25.9M. The remainder of the \$86.10M 2025 JOC capacity that will be available for FY 2026-27 is projected at \$67.60M. The new capacity sought by ISD Facilities Service of \$93.0M plus the total \$25.9M and \$67.60M balance from FY 2025-26 will equal \$186.5M in JOC capacity available for FY 2026-27. There is \$82.22M appropriated for JOC capacity in the ISD's FY 2026-27 Chief Executive Office (CEO) Recommended Budget. Because the agreements cross fiscal years, ISD will request necessary appropriation through future budget submissions and/or budget adjustments. JOC agreements have a one-year term, and any remaining balance expires at the end of the term. ISD will only incur JOC expenditures to the extent that they are offset through CEO, County department, and within available appropriation. There are no minimum obligations on these contracts (Enclosure B).

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Board's Civic Art Policy, last amended on August 4, 2020, is exempt from allocation to the proposed contracts as this action does not approve any specific capital improvement or refurbishment project. Individual projects proposed under the JOC contracts will be evaluated to determine applicability to the Board's Civic Art Policy.

For each of the 15 JOCs, the Director of ISD, or their designee, is authorized, under the Los Angeles County Code, Section 2.81.050, and in accordance with the authority provided by PCC Sections 20128.5 and 20145, to issue Work Orders for projects that are subject to the PCC, including repair, remodeling and refurbishment work, in an amount not-to-exceed \$330,000 per Work Order, subject

to the limitation that the aggregate amount of all Work Orders issued under a particular JOC does not exceed the \$6,200,000 contract amount of the JOC for agreements JOC210, JOC211, JOC212, JOC213, JOC214, GEJOC208, GEJOC209, HVACJOC38, HVACJOC39, HVACJOC40, FJOC5, ROOFJOC25, EJOC63, EJOC64, and FIREJOC3.

ISD will seek advance approval from the Board for all repair, remodeling, refurbishment projects that exceed the delegated authority limits set forth in the County Code and/or the County's fiscal manual.

Approval of the recommended actions will authorize the Director of ISD to issue Work Orders for projects that are not subject to the PCC, including maintenance work, as applicable, in an amount not-to-exceed \$6,200,000 per Work Order for agreements JOC210, JOC211, JOC212, JOC213, JOC214, GEJOC208, GEJOC209, HVACJOC38, HVACJOC39, HVACJOC40, ROOFJOC25, EJOC63, EJOC64, EJOC65, and FIREJOC3, subject to the limitation that the aggregate amount of all Work Orders issued under a particular JOC does not exceed the \$6,200,000 contract amount of the JOC for agreements JOC210, JOC211, JOC212, JOC213, JOC214, GEJOC208, GEJOC209, HVACJOC38, HVACJOC39, HVACJOC40, ROOFJOC25, EJOC63, EJOC64, EJOC65, and FIREJOC3.

Pursuant to the Board Motion adopted on October 31, 2015, ISD will provide a Board notification, one week in advance, for all Work Orders more than \$150,000 that are not subject to the State PCC, unless prohibited by law, regulation, or funding source. PCC Section 20128.5 allows an individual JOC to have a single year term and a maximum value of \$6,200,000 per JOC. A 1997 amendment to the State PCC allows annualized increases in the maximum contract value, based on the California Consumer Price Index.

## **ENVIRONMENTAL DOCUMENTATION**

The approval of JOC210, JOC211, JOC212, JOC213, JOC214, GEJOC208, GEJOC209, HVACJOC38, HVACJOC39, HVACJOC40, ROOFJOC25, EJOC63, EJOC64, EJOC65, and FIREJOC3 and other related actions are not a project under California Public Resources Code Section 21065 and are excluded from the definition of a project under Section 15378 (b)(4) and (5) of the State CEQA Guidelines, because they involve the creation of government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment or are organizational or administrative activities of government which will not result in direct or indirect physical changes in the environment.

Issuance of Work Orders for previously approved projects not subject to the State PCC are with the scope of the findings of exemption as determined by your Board on May 22, 2019, December 15, 2019, November 30, 2021, and February 7, 2023, for FRP projects. The scope of projects includes alterations, renovations, repair, and refurbishment of existing facilities. The approved work was previously determined to be exempt under Sections 15301 (a), (d), and (l), 15302 (b) and (c), and 15303 of the CEQA Guidelines and Classes 1(c), (d), (h), (i), (j), (l) and (m), 2(a), (b) and (e), and 3 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because the projects involved maintenance and repair of existing facilities and structures with negligible or no expansion of existing use; and replacement of existing facilities or components at the

same site with facilities of substantially the same purpose and capacity. There have been no changes to the work previously found to be exempt since the time of approval that requires additional findings under CEQA.

For all other Work Orders that may be issued in the future under the 15 JOCs, the proposed work is similarly anticipated to meet the requirements for categorical exemption under CEQA since the work will consist of the repair and building system replacement projects at County buildings and facilities with negligible or no expansion of use and where replacement facilities or components will have the same purpose and capacity. As Work Orders are proposed under the 15 approved JOCs for work not previously found to be exempt under CEQA, ISD will review each proposed activity and determine whether exemptions apply prior to the issuance of Work Orders. ISD will return to the Board to recommend appropriate CEQA findings and approval of issuance of individual Work Orders for any work which is not exempt, prior to issuance of Work Orders for any such work.

### **CONTRACTING PROCESS**

The Executive Officer of the Board will advertise the JOC invitation for bids in various publications throughout the County, including hyper-local and ethnic media. Additionally, ISD will post the Invitation for Bids on the County's "Doing Business with the County" website and Vendor Self Service (VSS) Portal, as well as on ISD's Facebook, LinkedIn, Instagram, and X.

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 PCC.

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

The use of these JOCs 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 such work is underway. ISD will coordinate with each of the affected departments and the JOC contractors to phase and schedule the work to minimize disruption to facility operations and to maintain public access to the greatest extent possible.

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

### **CONCLUSION**

Please return one adopted copy of the Board letter to the ISD Capital Projects Division and the Chief Executive Office – Capital Programs Division.

The Honorable Board of Supervisors

6/30/2026

Page 7

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Michael OWH", with a circular flourish at the end.

MICHAEL OWH

Director

MO:QH:DD:kc

Enclosures

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

**ENCLOSURE A**

**INTERNAL SERVICES DEPARTMENT  
AWARD 15 JOB ORDER CONTRACTS  
FOR MAINTENANCE, REPAIR, REMODELING, AND REFURBISHMENT  
OF COUNTY INFRASTRUCTURE AND FACILITIES  
ADOPT AND ADVERTISE VARIOUS SPECIFICATIONS  
(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, Capital Projects Division, 1100 N. Eastern Avenue, Los Angeles, California 90063.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that Internal Services Department (ISD) will receive electronic bids for furnishings, materials, labor, and equipment required to complete construction for the following 15 separate Job Order Contracts (JOCs):

- GENERAL BUILDING: JOC210, JOC211, JOC212, JOC213, JOC214
- GENERAL ENGINEERING: GEJOC208, GEJOC209
- ELECTRICAL: EJOC63, EJOC64, EJOC65
- FIRE PROTECTION: FIREJOC3
- HEATING, VENTILATING, AND AIR CONDITIONING (HVAC): HVACJOC38, HVACJOC39, HVACJOC40
- ROOFING: ROOFJOC25

Copies of the Solicitation Documents may be downloaded free of charge by visiting the following websites:

- [Doing Business With – Los Angeles County \(lacounty.gov\)](http://lacounty.gov)
- <https://lacovss.lacounty.gov/webapp/vsspsrv11/altselfservice>

JOC210, JOC211, JOC212, JOC213, JOC214, GEJOC208, GEJOC209, HVACJOC38, HVACJOC39, HVACJOC40, ROOFJOC25, EJOC63, EJOC64, EJOC65, and FIREJOC3 will have a one (1) year term and a Maximum Contract Value of \$6,200,000. The contract, if awarded, will be awarded to a responsible contractor with the lowest responsive bid; however, the County reserves the right to reject any and all bids or to waive inconsequential and non-material errors and discrepancies.

Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. Bidders must possess a valid license, for the applicable JOC, at the time of bid. License requirements for each of the JOCs are summarized below:

Type	Classification	License
General	General Building (JOC210, JOC211, JOC212, JOC213, JOC214)	B
	General Engineering (GEJOC208, GEJOC209)	A
Specialty	Electrical (EJOC63, EJOC64, EJOC65)	C-10
	Fire Protection (FIREJOC3)	C-16
	Heating, Ventilating and Air-Conditioning (HVACJOC38, HVACJOC39, HVACJOC40)	C-20
	Roofing (ROOFJOC25)	C-39

Bids must be submitted electronically via Los Angeles County’s Vendor Self Service (VSS) portal by 3 p.m. Pacific Time (PT) on August 14, 2026, and no bids may be submitted after that date and time. It is the sole responsibility of the submitting Bidder to ensure that its bid is received before the submission deadline. Submitting Bidders shall bear all risks associated with delays. **No hand-delivery, mail-in, facsimile (fax), or electronic mail (e-mail) copies will be accepted.** The bids must be submitted on the bid forms included in the Bidder’s Instructions. The bids shall be opened publicly on August 17, 2026, at 3:00 p.m., via MS Teams. To receive the Microsoft Teams (MS Teams) link Bid Opening, please contact: [jocsolicitation@isd.lacounty.gov](mailto:jocsolicitation@isd.lacounty.gov).

- To submit a bid, Bidders must be registered with the VSS portal at: <https://lacovss.lacounty.gov/webapp/vsspsrv11/altselfservice>
- For VSS registration, please refer to the Vendor Help Guide at: <https://lacovss.lacounty.gov/LoginExternal/Forms/VendorHelpGuideMenu.pdf>
- For technical assistance, please contact the ISD eCAPS Help Desk at: [edl-eproc\\_func@isd.lacounty.gov](mailto:edl-eproc_func@isd.lacounty.gov)

All questions about the meaning or intent of the Solicitation Documents shall be submitted to the County in writing, via email, at [jocsolicitation@isd.lacounty.gov](mailto:jocsolicitation@isd.lacounty.gov). Questions shall be answered via a formal written Addendum issued by ISD. Questions must be received by August 6, 2026. Only questions answered by formal written Notice will be binding. Oral and other interpretations or clarifications will be without legal effect.

ISD will hold a **single mandatory pre-bid conference** on-line via MS Teams for all the listed JOCs at 10:00 a.m. on July 30, 2026, 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/owner of the bidding organization

Enclosure A  
June 30, 2026  
Page 3

or by a duly appointed and documented in writing designee of each Bidder. In the County's sole discretion, failure to comply with this requirement may be a basis to reject the bid as nonresponsive. To pre-register and receive the MS Teams link for the pre-bid conference, please contact: [jocsolicitation@isd.lacounty.gov](mailto:jocsolicitation@isd.lacounty.gov).

## **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) 267-2344.



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 June 30, 2026.

EDWARD YEN, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES

Year	Authorized Capacity	*Awarded Capacity	FY 2025-26 Estimated Capacity Usage	FY 2026-27 Available Capacity
2024 JOC	\$88,400,000	\$59,300,000	\$27,700,000	\$25,900,000
2025 JOC	\$86,100,000	\$86,100,000	\$18,500,000	\$67,600,000
2026 Proposed JOC	\$93,000,000	TBD	\$0	\$93,000,000
<b>Total</b>	--		<b>\$46,200,000</b>	<b>\$186,500,000</b>

\*Represents the total amount ISD awarded to JOC contractors.