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DEPARTMENT OF GENERAL SERVICES
Capital Projects Management Division



SOLANO
COUNTY

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Fax (707) 784-7912

DATE: March 8, 2023
TO: All Interest Bidders

SUBJECT: Addendum 01
RFI and Additional Documents to be Included to Contract Documents for:
Solano County, General Services Department 2023 Job Order Contracts

This ADDENDUM shall be considered part of the bid documents for the above-mentioned projects as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this ADDENDUM shall govern and take precedence.

Bidders are notified that they shall make **any** necessary adjustment(s) in their estimates on account of this ADDENDUM. It will be construed that each bidders' proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Clarifications reflect inquiries and information from the Mandatory Pre-Bid Meeting held on Tuesday, March 7, 2023.

This ADDENDUM supersedes the original PROJECT MANUAL dated February 21, 2023, where it contradicts them; all other conditions remain unchanged.

The clarifications and/or additions and/or deletions that are described in this ADDENDUM shall be included in the Specifications and/or Drawings.

The bid date remains the same; bids are due by 2:00 PM local time, March 23, 2023, at the Solano County General Services Department, Capital Projects Management Division, 675 Texas Street, Suite 2500, Fairfield, California 94533.

Acknowledgment of receipt of this ADDENDUM is required on the Bid Form. The Acknowledgment Form is included in the Specifications of Page 1, Section 00 41 00.

ADDENDUM NO. 1

Addendum No. 1 is being issued to the Contract Bid Documents for the above referenced project.

PART A – COUNTY CLARIFICATIONS/REVISIONS TO PROJECT MANUAL

PART A – LIST OF QUESTIONS AND ANSWERS

Inquiry 01

What if Solano County has scope written with drawings and specifications, does the County still need to complete a joint scope walk?

Clarification/Response:

Once JOC contracts are awarded, each Job Order requires joint scope walk. This gives the contractors the opportunity to review the plans and specs onsite, ensure the drawings are constructable, and provide feedback to the County if there may be any missing scope.

Inquiry 02

Is it mandatory for the bidders to be local to Solano County?

Clarification/Response:

No, it is not required for a contractor to be within the Solano County to submit bids. However, the County is asking for local participation, which can be provided through subcontractor once JOC contracts are awarded.

Inquiry 03

Is prevailing wage factored into CTC pricing?

Clarification/Response:

Yes. Prevailing wage is factored in the labor portion of the CTC. Refer to Page 00 – 1 of each CTC.

Inquiry 04

Last year there was material price increase of 30% within 3 months, what happens to those costs?

Clarification/Response:

The CTC includes current labor, material, and equipment costs. The General Conditions also includes Material Price Spike Adjustment for material costs more than 25% above the cost of the material in the CTC. The County requires additional back-up documentation for the request. Refer to *Specification 00 72 00 – General Conditions*, part 12.1.5 – Material Price Spike Adjustment.

Inquiry 05

Is commissioning and special inspections included in CTC pricing?

Clarification/Response:

Commissioning is included in CTC pricing, but special inspections for a third party are not included. There will be additional costs for third party inspections, if required.

Inquiry 06

Sometimes when pouring concrete there may be someone on pour watch that will have to go into overtime, will contractors be able to get paid for the overtime?

Clarification/Response:

Contractors should apply proper adjustment factors (such as “other than normal working hours” or overtime) for tasks within Job Orders, once JOC contracts are awarded.

Inquiry 07

Do we have to divide by 4 on the bid Form?

Clarification/Response:

No, Bidders will multiply the different “Adjustment Factors” by the “Multipliers” to come up with the “Extended Total”. Next, Bidders take the sum of “Extended Total” to calculate the “Lowest Award Criteria” (which is used to determine the lowest apparent competitive bid).

Below is an example of how to calculate “Lowest Award Criteria” from Bidders’ Adjustment Factors. Once JOC contracts are awarded, the four adjustment factors will be applied to awarded JOC Contractor’s Job Orders.

	Adjustment Factor Name	Adjustment Factor Bid	X	Multiplier	=	Extended Total
1.	General Facilities, Normal Working Hours Adjustment Factor	1.1855	X	0.50	=	0.5928
2.	General Facilities, Other Than Normal Working Hours Adjustment Factor	1.2500	X	0.30	=	0.3750
3.	Secured Facilities, Normal Working Hours Adjustment Factor	1.2500	X	0.10	=	0.1260
4.	Secured Facilities, Other Than Normal Working Hours Adjustment Factor	1.3000	X	0.10	=	0.1300
<hr/>						
5.	The Sum is the Award Criteria Figure.	Sum the column		Extended Total	=	1.2238

Inquiry 08

Is there a requirement to competitively bid subcontractors?

Clarification/Response:

As a contractor you can use any subcontractor you want, however the county has an opportunity to review the subcontractors and ensure there are no previous issues in the past with those subcontractors. There is a subcontractor expectations list in the bid documents, please make sure you review.

Inquiry 09

What is considered “local office”?

Clarification/Response:

Local office is defined as having a local office within northern California (and not out of state).

Inquiry 10

Who pays the 1% License fee?

Clarification/Response:

Awarded JOC Contractors are required to pay 1% of all Job Order (projects) as a license fee for using Gordian Cloud ("Gordian JOC Solution™). Once Job Order Notice to Proceed is issued, payment is expected within 60 to 90 calendar days. Refer to *Specification 00 52 00 – Agreement Between Owner and Contractor*, Article 7 – Miscellaneous Provisions, 7.4 – Software Licensing.

Inquiry 11

Before assuming a Non Pre-Priced Task, can contractors search the CTC electronically?

Clarification/Response:

Yes, awarded JOC contractors can search the CTC to confirm if the task is included or not. Awarded JOC Contractors are advised to contact and discuss with Gordian about the task in question. If Non Pre-Priced Task is used, three (3) quotes are required to ensure the lowest price is being provided. Refer to *Specification 00 74 00 – JOC Supplemental Conditions and Procedure for Ordering Work*, part 5.2.2 – Non Pre-priced Task for more information.

Inquiry 12

When will the sign in sheet be available?

Clarification/Response:

Mandatory Pre-Bid Sign-in sheets, along with Pre-Bid presentation will be issued via addendum by March 8, 2023. Refer to Attachment A – Mandatory Pre-Bid Sign-In Sheets and B – JOC Pre-Bid Presentation. Also, contact information for the following:

Inquiries/RFIs regarding the solicitation – using RFI Bid Form (due by 5pm on March 10, 2023):

Jorjet Potier, mjpotier@solanocounty.com

General inquiries about Gordian's program:

Jennifer A. O'Hara, j.ohara@gordian.com

Inquiry 13

If we want to submit for 2 JOC contracts, do I need to submit 2 envelopes?

Clarification/Response:

Yes. Each bid shall be delivered in separate envelope bearing on the outside: bidder's name, bidder's address, and the Job Order Contract. Refer to *Specification 00 21 00 – Instructions to Bidders*, part 1.04.C for more information.

PART B – COUNTY CLARIFICATIONS/REVISIONS TO PROJECT MANUAL

Clarification 01

Mandatory Pre-Bid Sign-In Sheets

See Attachment A for Mandatory Pre-Bid Sign-In Sheets.

Clarification 02

Pre-Bid Presentation

See Attachment B for Pre-Bid Presentation.

PART B – LIST OF ADDITIONAL DOCUMENTS (ATTACHED AS PART OF THIS ADDENDUM)

- Attachment A – Mandatory Pre-Bid Sign-In Sheets
- Attachment B – Pre-Bid Presentation

(END OF ADDENDUM 1)

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Project: Job Order Contracting (JOC) 2023 – Solano County, General Services Department
Mandatory Pre-Bid Meeting; Page 1 **of** 10
Time/Date: 10:00 AM, Tuesday, March 7, 2023
Location: 675 Texas Street, Fairfield, CA 94533, 6th floor, Conference Room 6004 (revised location)
(original location: 1st Floor, Multi-Purpose Room 1600)

SIGN-IN SHEET

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ZACH BRANDNER PRESIDENT	PETERSON MECHANICAL	21819 8TH ST E. SONOMA CA 95416	(707) 975- 1450	zach@petersonmechanical.com
London Criss Support Specialist	Tremco		(510) 5188579	LCriss@Tremcoinc.com
SEBASTIAN SWIERSTOK PRESIDENT	PRO BUILDERS	7020 DRYWOOD WAY, ORANGEVALE CA 95682	916 225 0373	sebastian@ sacprobuilders.com
W. Peter Collins owner	W.P. Collins Construction Inc.	729 Maryland st. Fairfield CA 94533	415 706-1462	peter.wpcconstruction@gmail.com
Steve Harder P.M.	Gilbane	1740 Creekside VAKS DR. Suite 100 Sac. CA 95827	408 248 4376	JHarder@GilbaneCo.com

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NAME & TITLE	COMPANY	ADDRESS	PHONE NO.	EMAIL
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Bill Ditzel	Allied Construction Services	7602 National DR Livermore CA	925-570 9646	BillD@AlliedSVCS.com
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HASNAIN ALI Account Manager	Spectrum Services Group, Inc.	3841 North Freeway Blvd. #120 Sacramento, CA 95825	916- 760- 7913	HALI @ SPECTRUM- INC.NET
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SIGN-IN SHEET

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RICH EGAN SENIOR ADVISOR	TREMCO/WTI	361 CORDELL DR DANVILLE, CA 94526	925 570 6997	REGAN@TREMCOINC.COM
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JEFF BENSON ACCOUNT EXEC	GORDIAN	SACRAMENTO		

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F. FRANK DUARTE PRES.	AZTEC CONSULTANTS	2021 OMEGA RD. ST. 200 SAN RAMON	925 837- 1650	estimating@ azteccom.com
JEFF LOVITT PROJECT EXEC	RODAN BUILDERS	3486 Investment St B HAYWARD CA 94545	650 508 1700	bidserodanbuilders.com
JOSE LOZANO	WESTERN ROOFING SERVICE	15002 WICKS BLVD. SAN LEANDRO CA 94577	415-850- 5268	jlozano@westroof.com

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Kimberly Fogelman Ex. ASSISTANT	American Mechanical	1275 Boulevard Walnut creek, Ca	(510) 468-5969	Kfogelman@ami-HVAC.com
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David Miller Vice President	Solano County Roofing	4349 Cordelia Rd. Fairfield, CA 94534	510. 432 1481	dmiller.scr@gmail.com

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CHUCK LISTER PRESIDENT	LISTER CONSTR. INC	896 ALDRIDGE RD VACAVILLE CA 95648	707 451 2813	CHUCKL@LISTERINC.NET RICKC@LISTERINC.NET
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Solano County
Department of General Services
JOB ORDER CONTRACTING

Mandatory In-Person
Pre-Bid Presentation

March 7, 2023 (10am local time)



Pre-Bid Conference Agenda

Part I: The Job Order Contracting (JOC) Program

- Introduction
- JOC Overview
- JOC Process
- The Contract Documents
- Understanding the Construction Task Catalog[®] (CTC)
- Solicitation Details

Part II: Analyzing the Bid Process

- CTC Structure
- Calculating the Adjustment Factors
- Filling Out the Bid Form
- Bid Considerations
- Pre-Priced vs. Non Pre-Priced Tasks
- Possible Events
- The Rewards
- How to Obtain Bid Document
- Bid Submission
- Important Dates / Questions



Part I: The Job Order Contracting (JOC) Program



Introduction

Solano County – Department of General Services intends to award at least one (1) JOC Contract for each of the following license types:

- A License (General Engineering)
- B License (General Building)
- C-10 License (Electrical)
- C-20 License (Warm-Air Heating, Ventilating and Air-Conditioning)
- C-39 License (Roofing)

Introduction

JOC contracts have:

- Minimum contract opportunity of **\$25,000**
- Maximum Initial Contract Value of **\$2,000,000 (\$5.4M Statutory Limit)**

Term of JOC Contracts = **one (1) year from Contract's Notice to Proceed**

- Work will be issued under the Job Order Contracting Program
- Work will be administered by the Department of General Services
- Gordian will administer JOC contracts and support the County and all JOC Contractors
- Job Orders may be issued (but not necessarily completed) within term of contract

Introduction: Overview of Work

Project Types May Include:

- Accessibility Improvements
- Renovations / Reconfigurations
- Equipment Upgrades / Replacements
- Reroofing
- Residential Housing Lead-Based Paint Abatement
- Detention Facilities Improvements
- Detention Facilities Major Equipment Replacements / Upgrades

Project Areas:

- Countywide (Solano)

Projected Size of Projects:

- Average Project ~\$40k - \$1M
- Refer to “5-Year Capital Facilities Improvement Plan – FY 2022/23 – 2026/27” found in <https://www.solanocounty.com/depts/genserv/cpm/notices.asp>

JOC Overview

Definition

- Indefinite delivery/indefinite quantity process (IDIQ)
- Enable contractors to complete a substantial number of individual projects with a **single bid**
- Tasks based on competitively-bid, **preset prices**

Value

- Saves time and money
- Provides transparency and auditability
- Agreed-upon pre-pricing

JOC Overview: Umbrella Contract

Part 1 Bidding the Umbrella Job Order Contract

Owner
Advertises
Job Order
Contract



Contractors
Submit
Bids



Owner
Awards
Umbrella
Job Order
Contract

Part 2 Procuring Individual Projects From Owner

Owner
Project A

Subcontracting
Opportunities

Owner
Project B

Subcontracting
Opportunities

Owner
Project C

Subcontracting
Opportunities

JOC Overview:

Why JOC Works For Contractors

- Good work is rewarded with more work
 - Profit is a function of volume
 - Volume is driven by performance
 - JOC provides a steady flow of work
 - Win a higher percentage of proposed projects
 - Easier process for project proposals
- Long-term relationship with County of Solano
 - Good work is rewarded with more work
 - Develop partnership with the County
- Ability to leverage Subcontractor and Supplier relationships
- Ability to sell value, not just compete to be the lowest price

JOC Overview: Why JOC Works For Contractors

- Reduced Risk
 - Fixed prices
 - No negotiations
 - Payment for every element of work performed
 - Ability to provide input during scope development
 - Eliminates quibbling over change orders
 - Reduced chance of claims
- Build bond capacity
- Larger presence and enhanced reputation in the local community

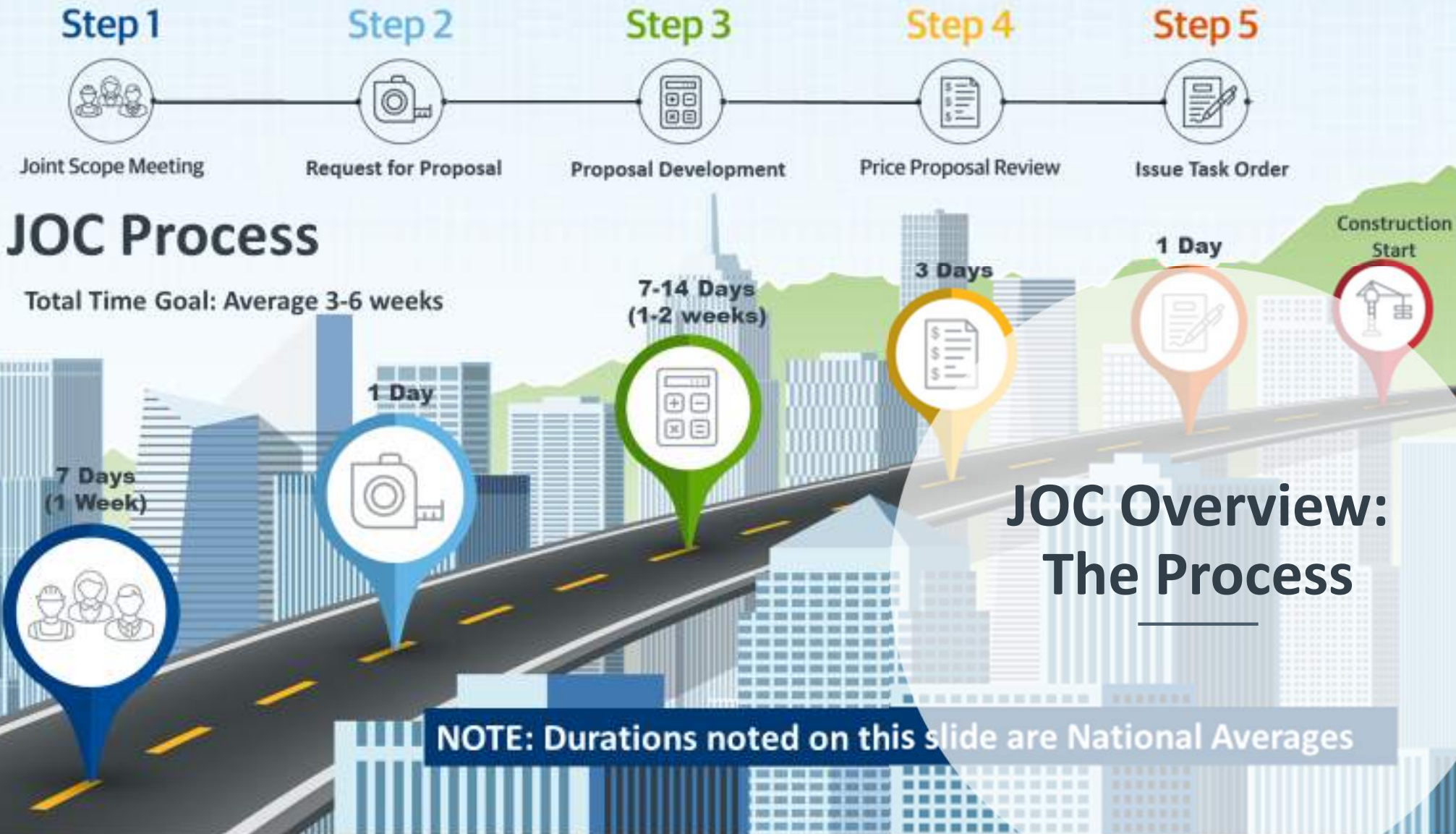
JOC Overview:

Why JOC Works For Facility Owners

- A Fixed Priced, Fast Track Procurement Process
- Job Orders are Lump Sum
- The Ability to Accomplish a Substantial Number of Individual Projects with Competitively Bid Contracts
- Contractor Has A Continuing Financial Incentive To Provide
 - Responsive Services
 - Accurate Proposals
 - Quality Work on Time
 - Timely Close Out
- Future Job Orders Tied to Contractor Performance
 - No Obligation To Award Specific Projects
 - The County can Use All Other Methods For Accomplishing Projects

JOC Overview: Why JOC Works For Facility Owners

- Increases use of local businesses
 - The absence of pre-established quantities inhibits trade staffing by the prime contractor
 - Responsiveness requires the prime to use multiple local subcontractors
 - No bonding requirement for the sub, faster payment, and less red tape, thereby expanding business opportunities for small businesses
 - The County reviews and approves all Subcontractors prior to issuing Job Orders
- Increases Transparency
 - The County Has the Ability to See and Review the Back-Up Pricing Details
- Schedule Flexibility
 - No Shelf Life for Prices or Job Orders
 - Fast procurement cycle is good for end of fiscal year projects



JOC Process

Joint Scope Meeting

- County & Contractor (A&E and subs also) jointly develop Detailed Scope of Work
- County determines final scope and level of documentation required

Request for Proposal

- County issues Request for Proposal

Proposal Development

- Contractor prepares Price Proposal
- Cost of each project = Unit Prices x Quantities x Adjustment Factor
- Price is fixed, always based on unit prices, never negotiated
- Contractor also develops schedule, list of subcontractors, subcontractor participation
- Compliance, submittals

Proposal Review

- County reviews Contractor's price proposal & other information
- County and Gordian confirms proposal is complete and accurate

Issue Job Order

- County issues Job Order and Notice to Proceed
- Risk of performance remains with Contractor
- No adjustment of quantities after Job Order issued
- No Change Orders – differing site conditions are treated as a separate job order

JOC Benefits

- Simplifies the procurement process
- Responsive Services
- Improves the quality of work
- Increases local subcontractor participation
- Volume is driven by performance
- Develop partnership with Owner
- Reduced Risk & increases transparency
- A Fixed Priced, Fast Track Procurement Process
 - Eliminates pricing negotiations
- No Shelf Life for Prices or Job Orders
- The JOC process allows for a higher percentage of projects to be delivered on time and within budget

The Contract Documents



- **Part One:** Bidding Instructions (Instructions and Execution Documents)
- **Part Two:** Contract Requirements (Terms and Conditions)
- **Part Three:** The Construction Task Catalog®
- **Part Four:** The Technical Specifications

The Contract Documents: Bidding Instructions

Part One: Bidding Instructions

- Notice to Bidders
- Instructions to Bidders
- Bidder Information Sheet
- Bid Form
- Performance Bond
- Payment Bond
- Bid Bond

PROJECT MANUAL

BID SET

February 21, 2023



General Services Department 2023 Job Order Contracts:

- "A" License (General Engineering)
- "B" License (General Building)
- "C-10" License (Electrical)
- "C-20" License (Warm-Air Heating, Ventilating and Air-Conditioning)
- "C-39" License (Roofing)


PREPARED BY:

GENERAL SERVICES DEPARTMENT
Capital Projects Management Division
675 Texas Street, Suite 2500, Fairfield, California

The Contract Documents: Contract Requirements

Part Two: Contract Requirements

- Agreement
- Bonds and Insurance
- General Conditions
- Supplementary Conditions
- JOC Supplemental Conditions

 General Services Department (GSD) 2023 Job Order Contracts
675 Texas Street, Suite 2500, Fairfield, CA 94533

SECTION 00 52 00 – AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made as of the ___ day of _____, 2023 between the COUNTY OF SOLANO, a political subdivision of the State of California, (referred to as "Owner") and CONTRACTOR NAME. (referred to as "Contractor") for the following Project:

The Project: **GSD 2023 Job Order Contracts, (select):**

- "A" License (General Engineering)
- "B" License (General Building)
- "C-10" License (Electrical)
- "C-20" License (Warm-Air Heating, Ventilating and Air-Conditioning)
- "C-39" License (Roofing)

The Owner and the Contractor agree as set forth below.

ARTICLE 1
THE CONTRACT DOCUMENTS

The Contract documents consist of this Agreement, the General Conditions and those documents enumerated in Sub-paragraph 1.1.1 of the General Conditions, which documents are incorporated into and made a part of this Agreement.

ARTICLE 2
THE WORK

The Contract is a yet to be defined quantity contract for construction labor, material, equipment for construction work and related services to be performed within Solano County.

The Contractor shall perform all the Work of this Contract which will be set forth in the Detailed Scopes of Work for the Job Order Sum within the Job Order Completion Time.

ARTICLE 3
TIME OF COMMENCEMENT AND CONTRACT TERM

The term of this Job Order Contract commences on the effective date of the Contract.

The term of this Job Order Contract is either for one year or when issued Job Orders totaling the Maximum Contract Value have been completed, whichever occurs first. All Job Orders must be issued, but not necessarily completed within one calendar year of the Notice to Proceed date of the Contract. County will not issue any new Job Orders after the expiration of this Agreement.

Any Job Order authorized prior to the expiration of the Agreement must be completed within the time specified in the Job Order. In the event the scheduled completion for any Job Order extends beyond the term of this Agreement, Contractor and County agree that the terms of this Agreement shall continue in effect and be applicable for such Job Orders.

A separate Job Order Notice to Proceed will be issued for each Job Order. Each Job Order will specify a time limit for completion of the Detailed Scope of Work as stated on the Job Order Notice to Proceed.

February 21, 2023
Issue for Bid

00 52 00 - 1
Agreement Between owner and Contractor

The Contract Documents: Construction Task Catalog®

Part Three: The Construction Task Catalog®

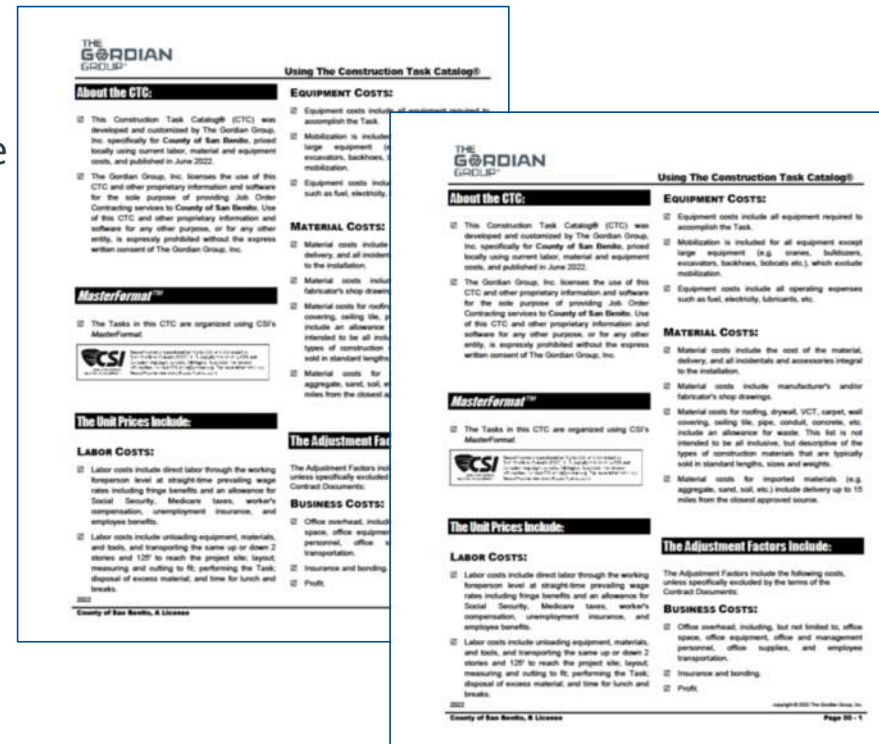
- Catalog of Pre-Priced Construction Tasks
- Organized by Construction Specifications Institute (CSI)
- Based on Local Labor, Material & Equipment Costs
- The tasks represent the “Scope of Work” for the contract



The Contract Documents: Construction Task Catalog®

Part Three: The Construction Task Catalog®

- Contractor must review and understand “Using the Construction Task Catalog®”
- Rules of the game
- Make sure you get paid for all appropriate tasks
- Pages 00 – 1 to 00-6 of the CTC



The Contract Documents: Construction Task Catalog®

32 16	Curbs, Gutters, Sidewalks, and Driveways <small>(32 16)</small>		
32 16 13	Curbs and Gutters <small>(32 16)</small>		
	Note: Includes transitions. Demolition Includes two saw cuts (each end) of curbs and gutters for lengths up to 100'. See CSI section 02 41 19 13-0001 for additional saw cuts within the 100'.		
32 16 13 13	Cast-In-Place Concrete Curbs and Gutters <small>(32 16 13)</small>		
	Note: Includes concrete, forms, rebar (where required), rebar chairs (where necessary), expansion joints, finish and curing.		
32 16 13 13-0001	Cast In Place Concrete Curb And Gutter <small>(32 16 13 13)</small>		
	Note: Includes concrete, forms, rebar, chairs (where necessary), transitions, expansion joints, finish and curing.		
32 16 13 13-0002	LF 6" x 12" Cast In Place Concrete Gutter With 6" Curb And Face - Straight.....	27.38	12.73
	<i>For Up To 20, Add</i>	18.66	
	<i>For >20 To 50, Add</i>	10.44	
	<i>For >50 To 100, Add</i>	4.11	
	<i>For >500 To 1,000, Deduct</i>	-3.60	
	<i>For >1,000, Deduct</i>	-6.08	
	<i>For Mountable Or Rolled Curb And Gutter, Add</i>	1.95	

Price includes labor, material, and equipment

Full description of task

Modifiers for variations or quantity discounts

Demolition price, if applicable

The Contract Documents: Construction Task Catalog®

Understanding the General Rules of the Construction Task Catalog®:

- Unit Prices are for Complete and In-Place Construction
- Unit Prices Include Labor, Material and Equipment. Do Not Add Labor to Repointing Task.
- Unit Prices Include the Cost of Delivery to Project Site, Unloading, Storage and Handling. Delivery Height is up to 2 ½ Stories
- Unit Prices Include Testing, Calibration, Balancing Etc. for New Work
- Unit Prices Include all Fasteners, Bolts, Anchors, Adhesives Etc. For New Work
- Unit Prices for Tasks Such as Windows, Doors, Frames, Countertops Etc. Include Sealant and Caulk

THE GORDIAN GROUP

Using The Construction Task Catalog®

About the CTC:

- ❑ This Construction Task Catalog® (CTC) was developed and customized by The Gordian Group, Inc. specifically for County of San Benito, priced locally using current labor, material and equipment costs, and published in June 2022.
- ❑ The Gordian Group, Inc. licenses the use of this CTC and other proprietary information and software for the sole purpose of providing Job Order Contracting services to County of San Benito. Use of this CTC and other proprietary information and software for any other purpose, or for any other entity, is expressly prohibited without the express written consent of The Gordian Group, Inc.

MasterFormal™

- ❑ The Tasks in this CTC are organized using CSI's MasterFormat.

CSI

The Unit Prices Include:

LABOR COSTS:

- ❑ Labor costs include direct labor through the working foreperson level at straight-time prevailing wage rates including fringe benefits and an allowance for Social Security, Medicare taxes, worker's compensation, unemployment insurance, and employee benefits.
- ❑ Labor costs include unloading equipment, materials, and tools, and transporting the same up or down 2 stories and 125' to reach the project site; layout; measuring and cutting to fit; performing the Task; disposal of excess material; and time for lunch and breaks.

EQUIPMENT COSTS:

- ❑ Equipment costs include all equipment required to accomplish the Task.
- ❑ Mobilization is included for all equipment except large equipment (e.g. cranes, bulldozers, excavators, backhoes, bobcats etc.), which exclude mobilization.
- ❑ Equipment costs include all operating expenses such as fuel, electricity, lubricants, etc.

MATERIAL COSTS:

- ❑ Material costs include the cost of the material, delivery, and all incidentals and accessories integral to the installation.
- ❑ Material costs include manufacturer's and/or fabricator's shop drawings.
- ❑ Material costs for roofing, drywall, VCT, carpet, wall covering, ceiling tile, pipe, conduit, concrete, etc. include an allowance for waste. This list is not intended to be all inclusive, but descriptive of the types of construction materials that are typically sold in standard lengths, sizes and weights.
- ❑ Material costs for imported materials (e.g. aggregate, sand, soil, etc.) include delivery up to 15 miles from the closest approved source.

The Adjustment Factors Include:

The Adjustment Factors include the following costs, unless specifically excluded by the terms of the Contract Documents:

BUSINESS COSTS:

- ❑ Office overhead, including, but not limited to, office space, office equipment, office and management personnel, office supplies, and employee transportation.
- ❑ Insurance and bonding.
- ❑ Profit.

2022
County of San Benito, A Licensee

Page 00 - 1

The Contract Documents: Construction Task Catalog®

Understanding the General Rules of the Construction Task Catalog®:

- Demo Price Includes Loading into Truck or Dumpster.
- If Item Demolished as Part of Different Task, It will Not be Paid for Separately
- Contractor Paid for Installed Quantities Only. Waste is Included in Unit Price
- Assembly Prices take Precedence over Component Pricing
- 14' Working Height for All Work Except Masonry
- 4' Working Height for Masonry
- Dumpsters are a Separate Task

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The Unit Prices Include:

LABOR COSTS:

- ❑ Labor costs include direct labor through the working foreperson level at straight-time prevailing wage rates including fringe benefits and an allowance for Social Security, Medicare taxes, worker's compensation, unemployment insurance, and employee benefits.
- ❑ Labor costs include unloading equipment, materials, and tools, and transporting the same up or down 2 stories and 125' to reach the project site; layout; measuring and cutting to fit; performing the Task; disposal of excess material; and time for lunch and breaks.

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- ❑ Insurance and bonding.
- ❑ Profit.

2022
County of San Benito, A Licensee

Page 00 - 1

The Contract Documents: Construction Task Catalog®

Understanding the General Rules of the Construction Task Catalog®:

- Moving and Returning Furniture Occupying Less than 55% of Floor Area. For Example, Moving Classroom Furniture to Paint
- Labor for Protecting Work in Place. For Example, a Laborer to Stay After a Concrete Pour
- Minor Barricades and Signage
- Portable Toilet, Field Office, Field Office Equipment for Contractor's Use
- Layout, Site Engineering for the Work Itself

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MasterForm™

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CSI

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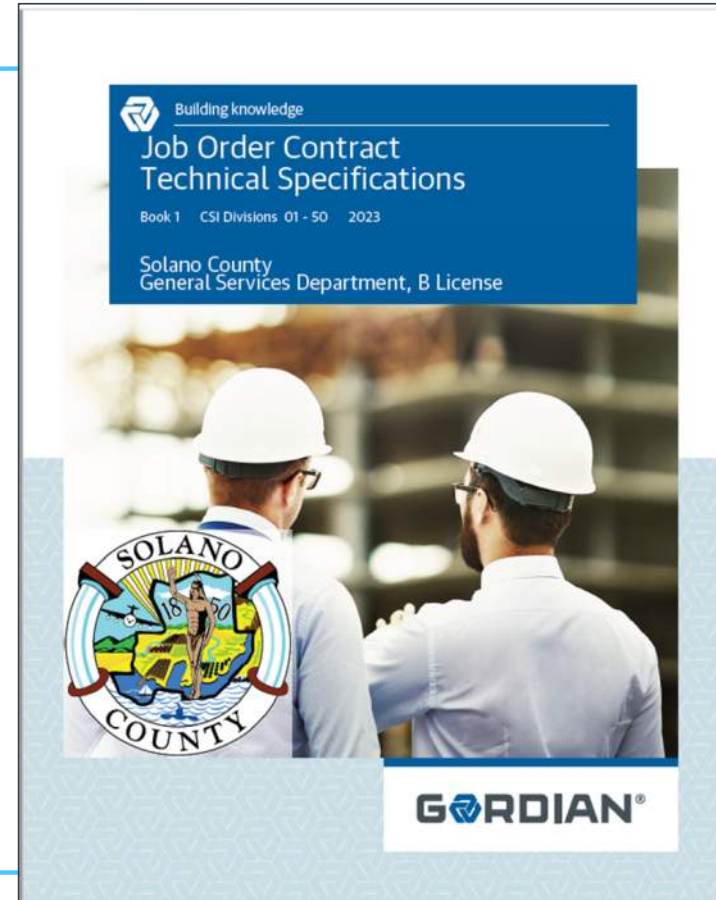
2022
County of San Benito, A Licensee

Page 00 - 1

The Contract Documents: Technical Specifications

Part Four – The Technical Specifications

- Specifies Quality of Materials and Workmanship
- Corresponds with Tasks in the Construction Task Catalog®



Solicitation Details

- The County may, at its sole determination, award more than one Job Order Contract (per license type)
- For each JOC Contract (per license type):
 - No Contractor will be permitted to submit more than one (1) bid
 - Related Contractors are prohibited from submitting more than one bid
- Job Orders may be issued (but not necessarily completed) within one calendar year of the Notice to Proceed date of JOC contracts
- Pre-Award Surveys must be completed by the apparent low bidders within 5 days of Notice of Intent to Award the Contracts to assess responsibility in accordance with the Public Contract Code Section 1103

Solicitation Details

- Contractors Must Pay Prevailing Wages (per CA DIR)
- Contractors Must be Registered w/ CA DIR
- Bond Requirements
 - \$25,000 Bid Bond (certified bid bond or certified check)
 - \$1,000,000 *Payment Bond
 - \$1,000,000 *Performance Bond
 - *upon award; minimum and may increase to total value of outstanding Job Orders
- Minimum Insurance Requirements (refer to Article 11 of General Conditions)
 - \$5,000,000 General Liability
 - \$2,000,000 Automobile Liability
 - \$2,000,000 Workers' Compensation and Employer's Liability
- NO Right of Refusal to Perform Work
 - Element of Default

Solicitation Details

- Retention
 - 5% Retainage for each Job Order
 - Released Notice of Completion
- Liquidated Damages
 - On a Job Order-by- Job Order basis
- Payment
 - Partial Payments shall be made in Accordance to approved Schedule of Values submitted with the Job Order Proposal
- Local Participation
 - The County encourages the use of local subcontractors and suppliers

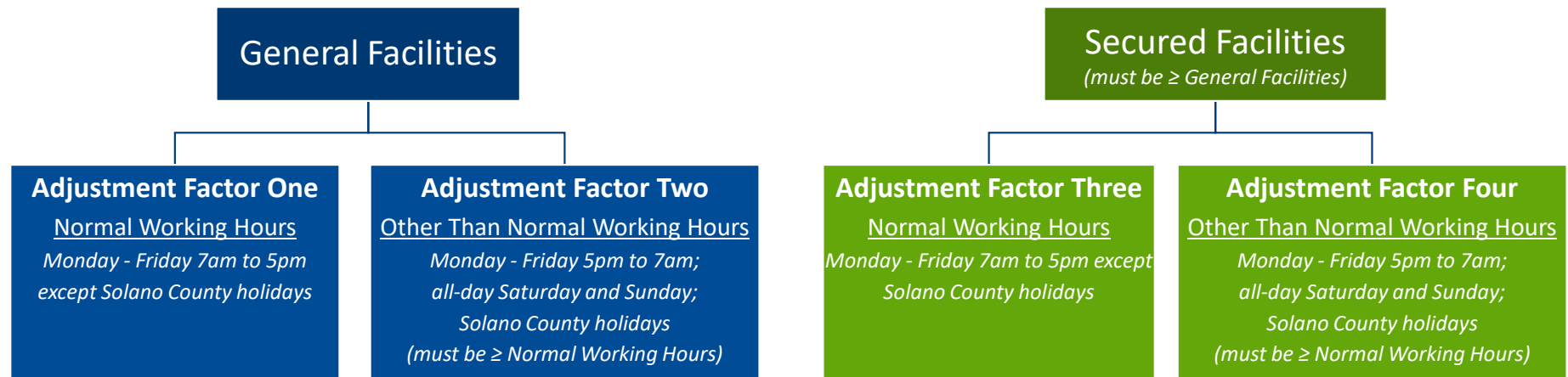
Value of Job Order	Liquidated Damages
\$0 to \$10,000	\$100/Day
\$10,001 to \$50,000	\$250/Day
Over \$50,000	\$500/Day

Solicitation Details

Contract	Contract Type	Minimum Contract Value	Estimated Annual Contract Value	Maximum Total Contract Term	Bid Bond	Initial Payment & Performance Bonding (Each)
GSD JOC 2023 – A	General Engineering “A”	\$25,000	\$2,000,000	1 Year	\$25,000	\$1,000,000
GSD JOC 2023 – B	General Building “B”	\$25,000	\$2,000,000	1 Year	\$25,000	\$1,000,000
GSD JOC 2023 – C-10	Electrical	\$25,000	\$2,000,000	1 Year	\$25,000	\$1,000,000
GSD JOC 2023 – C-20	Warm air Heating, Ventilating and Air Conditioning	\$25,000	\$2,000,000	1 Year	\$25,000	\$1,000,000
GSD JOC 2023 – C-39	Roofing	\$25,000	\$2,000,000	1 Year	\$25,000	\$1,000,000

Solicitation Details

- Bidders must bid four (4) Adjustment Factors:



- Lowest Award Criteria (based on Adjustment Factors) from a Responsive, Responsible Bidder Wins!

Solicitation Details

- Differing Site Conditions or Changes in Scope
 - Priced from Construction Task Catalog[®]
 - Supplemental Job Order
- No Negotiated Change Orders
- Prior to Bidding the County cannot
 - Identify or Commit to any Specific Project or Location
 - Identify or Commit to any Specific CTC Tasks or Quantities
- Filings and Permits
 - Fees paid for all Permits reimbursed 100% - **No Markup**

Solicitation Details

Job Order Name	Contract Name	Status	Price Proposal Total	Last Updated	Last Updated By
ctionTest001	ReportActionTes...	ReportActions001	Project Initiation	03/14/2019	r.yenugu@thegordiangroup.com
job2n	Release Demo Contract	Proposal Due		03/14/2019	procontractor@gmail.com
job1	ecc9a903-67a4-45a4-85e8-6d100d6682d7	Project Initiation		03/14/2019	procontractor@gmail.com
pProject	NewNPpProject	Release Demo Contract	Proposal Due	03/14/2019	k.krishnamurthy@thegordiangr
CT	AdarshKT	AdarshKTJOC	Proposal Due	03/14/2019	k.krishnamurthy@thegordiangr
Issue2	modifierissue2	2A520BA9-0157-478B-9D7D-60307A022A95	Proposal Approved	03/14/2019	k.krishnamurthy@thegordiangr
ction_Test111	ReportAction_Te...	Release Demo Contract	Project Initiation	03/13/2019	r.yenugu@thegordiangroup.com
jotoapprove	Release Demo Contract	Proposal Approved		03/13/2019	k.krishnamurthy@thegordiangr
CheckVersionTotalls...	NewJOCheckVer...	Release Demo Contract	Proposal Approved	03/12/2019	k.krishnamurthy@thegordiangr

Internet Based Software Provided with Contract

- JOC Gordian Cloud Software Expedites the Job Order Process
 - Price Proposals
 - Subcontractor Lists
 - Tracking Dates
 - Required Job Order Forms
- Training provided

Solicitation Details:

1% Contractor License Fee

- Access to JOC Software, Construction Task Catalog[®], other proprietary materials
 - Most advanced technology and data in the marketplace.
 - Paperless
 - Efficient
 - Tasks and prices input directly... no fishing through old files and estimating books for costs
- JOC process training
- Software training
- Software support
- Included in the Contractor's Adjustment Factor
 - Consider with the Bid as an Overhead cost
 - 1% of Job Order Price



Part II: Analyzing the Bid Process



CTC Structure

- CTC is organized by Construction Specifications Institute (CSI)
- Two Unit Costs
 - One for Installed Costs
 - One for Demolition Costs
- Some Unit Costs Have Modifiers which Qualify the Task and Alter the Unit Price
 - Quantity Adjustments
 - Position of Work-confined or Restricted Working Space
 - Associated Items
 - Owner Supplied Material

CTC Structure

- Read Guidelines for Using and Interpreting the CTC
- Read Section and Notes for Description of What the Unit Cost Includes
 - Paint Prices Include: Prep Work, Cutting In, Taping, Floor Protection, Etc.
- Each Task Is Listed Only Once and Positioned Where It Is First Mentioned
 - Many Selective Demolition Items Are in Site Work
- Assembly Versus Component Prices
 - Always Use Assembly Costs Where Applicable: Concrete Walks, Concrete Slabs, Chain Link Fencing, Etc.

Calculating the Adjustment Factors: Method to Calculate

- **Use Historical Project Data**
 - Select a Completed Project
 - You Know Scope and Direct Costs
 - Price Project From CTC
 - Add on Overhead and Profit
 - Calculate the Adjustment Factor

Calculating the Adjustment Factors: Sample Project: Detailed Scope of Work

- Interior Renovation

- Doors and Hardware
 - Replace 12 interior doors, hinges and hardware
 - Doors shall be 3x7, solid core wood doors
 - Grade 2 locksets with knobs
 - Replace 2 push bar exist devices and door closers on exit doors
- Interior Lighting
 - Replace all lay-in troffer fixtures on first and second floors. 48 in total
 - Replace 4 exit fixtures
 - Replace 12 industrial fixtures in shop area
- Plumbing Fixtures
 - Replace 8 bathroom sinks, 8 faucets, and 8 toilets in men's and women's bathroom in admin building and shop area
 - Replace 4 water fountains
- Replace Boiler
 - Demo existing boiler and as much piping and venting to accommodate new boiler. Install a new 1028 mbh oil fired cast iron boiler. No access for packaged boiler. Must field assemble sections. Provide new piping as required.
- Assumption: General (non-Secured) Facility; Normal Working Hours

Calculating the Adjustment Factors: Sample Project: Price Proposal

Job Order: P1200017A Honokaa Elementary Portable P2 (P3028) Reroof Total: \$139,283.95 [Return to Job Order](#) X

Summary Detail Spreadsheet Compare Versions Spreadsheet Review Catalog History

All Items - Columns

This is a read-only view.

✓	☒	CSI Number	Description	User Notes	UOM	Line Total	Their Response	Your Suggestion	Reason Comment
			01 General Requirements						
	☒		NPP for Demo		CY	\$305.32	Accepted	Accepted	Type note...
	☒	012216000004	Negotiated Travel Costs Off Oahu Island		EA	\$20.36	Accepted	Accepted	Type note...
	☒	012220000002	Asbestos Removal Worker		HR	\$985.05	Accepted	Accepted	Type note...
		Modifier 0004	For Foreman, Add			\$73.88			
	☒	012220000002	Asbestos Removal Worker		HR	\$985.05	Accepted	Accepted	Type note...
		Modifier 0004	For Foreman, Add			\$73.88			
			07 Thermal And Moisture Protection						
	☒	070130990010	Remove Damage, Replace And Finish Wood Shingles		CSF	\$7,164.28	Accepted	Accepted	Type note...
			11 Equipment						
	☒	110110130008	18' Aluminum Arm Replacement With Bolts		EA	\$17,895.71	Accepted	Accepted	Type note...
	☒	110110130008	18' Aluminum Arm Replacement With Bolts		EA	\$29,826.18	Accepted	Accepted	Type note...
	☒	110110130008	18' Aluminum Arm Replacement With Bolts		EA	\$17,895.71	Accepted	Accepted	Type note...

Calculating the Adjustment Factors: Sample Price: CTC vs. Quote

Direct Cost of Work from CTC

- Replace Boiler \$ 33,055.73
- Doors/Hardware \$ 8,282.09
- Lighting \$ 13,119.77
- Plumbing \$ 11,886.53

TOTAL = \$ 66,344.12

Direct Cost of Work from Quotes or Estimates

- Replace Boiler \$ 34,500.00
- Doors/Hardware \$ 7,250.00
- Lighting \$ 12,750.00
- Plumbing \$ 10,500.00

TOTAL = \$ 65,000.00

Calculating the Adjustment Factors: Sample Price: Putting it all together

• A.	Direct Cost of Work from Quotes	\$65,000.00
• B.	Overhead 10%*	<u>\$ 6,500.00</u>
• C.	Subtotal (Cost & O/H)	\$71,500.00
• D.	Profit 10%*	<u>\$ 7,150.00</u>
• E.	Subtotal (Cost & O/H & Profit)	\$78,650.00
• F.	Price From CTC	\$66,344.12

• **Adjustment Factor (E / F) = 1.1855**

(Adjustment Factor 1: General Facility, Normal Working Hours)

*Sample Only. Contractor to determine O/H & Profit.

Prepare this calculation for more than one sample project.

Filling Out the Bid Form

- Adjustment Factors and Extended Totals should be rounded to four (4) decimal places.
- Use conventional rounding methodology (i.e., if the number in the 5th decimal place is 0-4, the number in the 4th decimal remains unchanged; if the number in the 5th decimal place is 5-9, the number in the 4th decimal is rounded upward).
- **‘Other Than Normal Working Hours’ Adjustment Factors \geq ‘Normal Working Hours’ Adjustment Factors** (Failure to do so shall be grounds for bids to be rejected as non-responsive)
- **Any ‘Secured Facilities’ Adjustment Factors \geq any of the ‘General Facilities’ Adjustment Factors** (Failure to do so shall be grounds for bids to be rejected as non-responsive)
- **Lowest Award Criteria (“Sum the Extended Total column”) from a Responsive, Responsible Bidder Wins!**

	Adjustment Factor Name	Adjustment Factor Bid	X Multiplier	= Extended Total
1.	General Facilities, Normal Working Hours Adjustment Factor	__ . __ _ _ _ _	X 0.50	= __ . __ _ _ _ _
2.	General Facilities, Other Than Normal Working Hours Adjustment Factor	__ . __ _ _ _ _	X 0.30	= __ . __ _ _ _ _
3.	Secured Facilities, Normal Working Hours Adjustment Factor	__ . __ _ _ _ _	X 0.10	= __ . __ _ _ _ _
4.	Secured Facilities, Other Than Normal Working Hours Adjustment Factor	__ . __ _ _ _ _	X 0.10	= __ . __ _ _ _ _
Sum the Extended Total column.				= __ . __ _ _ _ _
5.	The Sum is the Award Criteria Figure.			



Bid Considerations: Contractor Adjustment Factors

Importance of Adjustment Factors:

- Determines Lowest Bidder AND
- Used to Price Individual Job Orders
- Price Proposal Total Becomes the Lump Sum Job Order Amount

Unit Price	x	Quantity	x	Adjustment Factor	=	Total for Task			
+		Unit Price	x	Quantity	x	Adjustment Factor	=	Total for Task	
+		Unit Price	x	Quantity	x	Adjustment Factor	=	Total for Task	
								<hr/>	Total Job Order Price

Bid Considerations: Risks of Low Adjustment Factor

- Leads to Arguments in Proposal Review
 - Unsupportable Tasks
 - Exaggerated Quantities
- Leads to Delays in Work Order Development
 - Takes Longer to Review Proposals
- Creates an Adversarial Relationship
 - Reduced Volume of Work
 - Will Shorten Contract
 - Lost Profitability
- No Second Chance to Improve your Margin

Bid Considerations

- Evaluating the CTC
 - How does the CTC compare to how you do business
 - Accuracy of Evaluation
- There Are NO Change Orders to Improve the Margin
- Prepare Defendable and Complete Proposals
 - Price Proposal, Schedule, Drawings/sketches, Complete Submittal Packages and Subcontractor Listing
- Price Escalations During Contract Term (refer to “Material Price Spike Adjustment” in General Conditions)

Bid Considerations

- Staff to Match Volume
 - Must Be Responsive to the County
 - Professionally Competent
 - Management Skills
 - Problem Solvers With People Skills
 - Team Members
- Staff for Procedures
 - Scoping
 - Proposal Development and Review
 - Construction
 - Administration
- Be Knowledgeable in Computer Operations
 - Electronic Transfer of Data and Drawings
- Must Be Able to Develop a Non-Adversarial Partnership

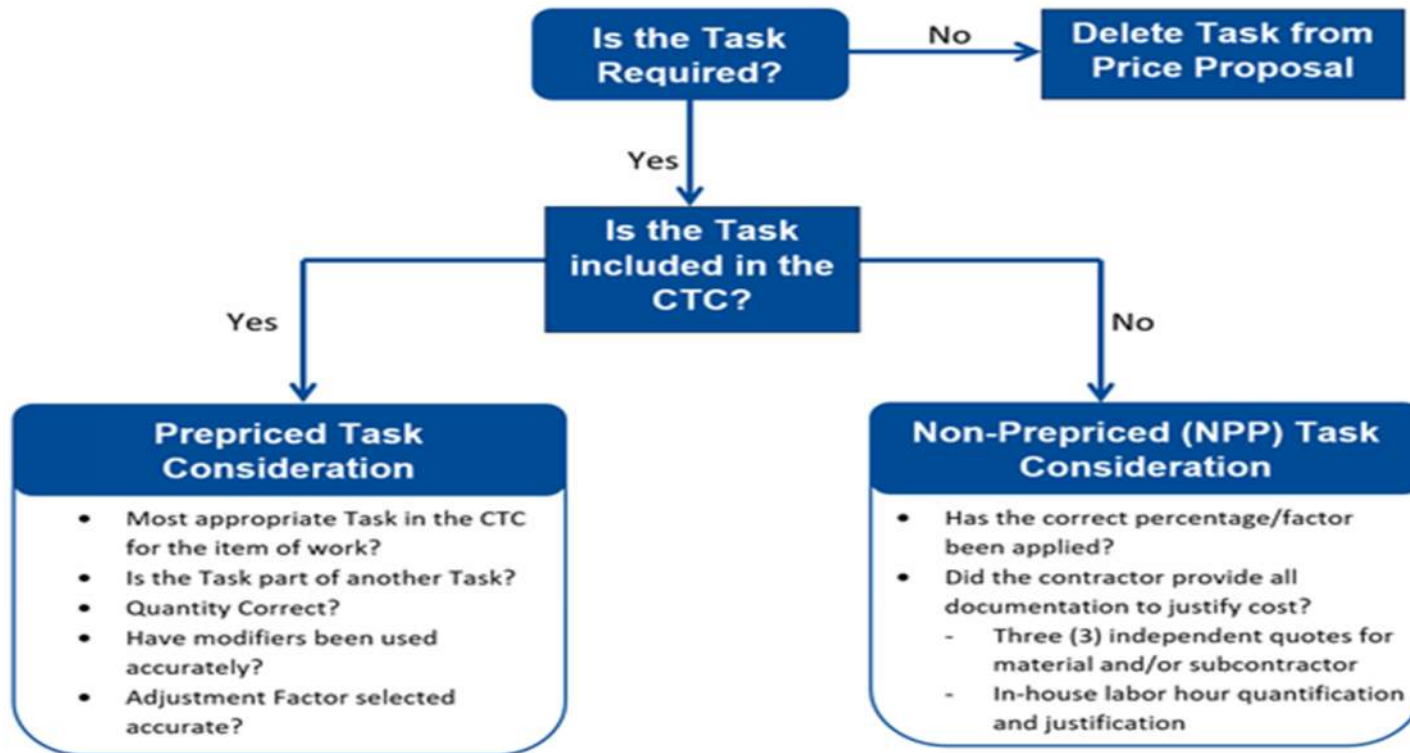
Bid Considerations

- Contractor Performance Directly Related to Volume of Work:
 - Quality workmanship
 - Timely Completion
 - Responsive, Defendable Proposals
 - Demonstrated Performance
- Capacity of Subcontractors
- Cost to 'Bail Out' And/or Finance Subs
- JOC Is a Performance Based Contract
 - Maximize Maximum Value of the Contract by Performing at a High Level

Bid Considerations: Expectations from Contractors

- Prepare Incidental Drawings or Sketches for Some Projects
 - Justify Quantity Calculations
 - Explain Detail of Work
- Prepare Proposals for Some Projects That Might be Canceled
- Margins on CTC Tasks Vary
- Some Projects are More Profitable than Others
- Maintain a Fully Functioning Local Office
- Hold Required Licenses
- 1% of each Job Order is a Contractor License Fee for Gordian proprietary software access

Pre-Priced vs. Non Pre-Priced Tasks



Non Pre-Priced Tasks

- Contractor must have permission from Solano County General Services Department to use a Non-Pre-priced Task prior to submission
- Three (3) Quotes on vendors' or subcontractors' letterhead
- Justification for less than three (3) Quotes
- Contractor is paid the amount in the formula indicated to the right:

Contractor Performed Duties

A= The number of hours for each labor classification and hourly rates

B= Equipment costs (other than small tools)

C= Three independent quotes for all materials

Total Cost for self-performed work = **(A+B+C) x Adjustment Factor (AF)**
(Only if A & B cannot be priced out of the CTC)

For Work performed by Subcontractors:

If the Work is to be subcontracted, the Contractor must submit three independent bids from Subcontractors. If three quotes or bids cannot be obtained, the Contractor will provide the reason in writing for the County's approval as to why three quotes cannot be submitted.

D = Subcontractor Costs (supported by three quotes)

Total Costs of Non Pre-Priced Task = D x AF (Normal Working Hours)

Possible Events

- Prepare Proposals for Projects that may be canceled
- Lose Money on Some CTC Items and Projects
- Experience a Long Lead Time Before Receiving a Positive Cash Flow
- Experience Interruptions in Work Flow
- Experience Delays in Job Order Issuance due to County's Budget Procedures

The Rewards

- JOC Can Be Profitable
 - Correlated to Contractor's Performance
- Continuing Relationship
 - Partnership
 - Don't Have to Chase Work
- Professionally Rewarding
 - Partner in Project Development
 - Opportunity to Apply Construction Expertise

Review of Key Points

- Focus on Total Potential Value of Contract
- Evaluate Construction Task Catalog®
 - Analyze Unit Prices
 - Know the General Guidelines for Using the CTC
- Contractor Performance Drives Volume
 - Ability to Market Program and Services
 - Responsive Service
 - Accurate Proposals
 - Safe and Clean Project Sites
 - High Quality Construction
 - On-Time Completion
 - On Time Close Out

How to Obtain Bid Document

- Bid Document (Project Manual) is available from Solano County's website:

<https://www.solanocounty.com/depts/genserv/cpm/notices.asp>

- Project Manual Contains:
 - Bidding and General Requirements
 - Technical Specifications (for each JOC Contract / license type)
 - Construction Task Catalog[®] (for each JOC Contract / license type)

Bid Submission

- Review the Bid Documents for Bid Submission Directions
- Confirm the Record of your Attendance at this Pre-Bid Meeting

Bid Submission

- Complete and submit the following as your Bid (Section 00 41 00 – Bid Form):
 - Bidder's Information
 - Bid Form
 - Certified Bid Bond or certified check for \$25,000
 - Completed and notarized Non-Collusion Affidavit
 - Corporate Resolution authorizing signature of Document
 - Completed Certification Concerning Worker's Compensation
- Bids shall not expire for a period of 90 calendar days from the bid date.
- Each bid shall be delivered in separate envelope bearing on the outside: bidder's name, bidder's address, and the Job Order Contract

Important Dates / Questions

- Request for Information (RFI)
 - **Due: March 10, 2023 (5pm, local time)**
 - Send all RFIs (by email), using RFI Bid Form per question to:
Jorjet Potier: mjpotier@solanocounty.com

- **Sealed Bids**
 - **Due: March 23, 2023 (2pm, local time)**
 - **ATTN: Jorjet Potier**
Capital Projects Coordinator, Senior
Solano County Department of General Services
Capital Projects Management Division
675 Texas Street, Suite 2500
Fairfield, CA 94533



THANK YOU

