

October 19, 2017

18-053

AUTHORIZE THE USE OF JOB ORDER CONTRACTING METHOD, AS ONE OF THE APPROVED CLASS SPECIAL PROCUREMENTS

PREPARED BY: Avelina Gulmatico, Procurement Coordinator, Finance Purchasing/FMS Purchasing

FINANCIAL RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration  
Mark Mitsui, College President

REPORT: The College is seeking authorization from the Board of Directors to use the Job Order Contracting (JOC) procurement method, a process similar to the Flexible Spending Contracting Pool (PCC 47-0288, #20), as one of the approved solicitation methods.

The purpose of the JOC process is to establish a particular class of services where: 1) the need for such service is ongoing in nature; 2) where it is difficult to anticipate the service need, time, amount, availability of contractors; or 3) where service needs arise so quickly that it is not practical or cost-effective to conduct individual solicitations. Under the JOC process, a single (*competitively selected*) contractor will assume responsibility to contract for and have on hand a team of sub-contractors to support the College's facility maintenance, repair and operations (MRO) work. Those jobs are all estimated to be under \$149,000 per project. This new approach of meeting the ongoing MRO needs would substantially relieve the Facilities Management Services (FMS) and the Purchasing Services of significant low dollar, high volume transactional work by shifting it to the successful JOC provider.

Utilizing a JOC provider will eliminate a significant number of individual solicitations which are in the intermediate level (under \$149,000) procurement processes, all the associated work, required negotiations, solicitation and contract document generation, and on-going day to day administration including oversight and payments.

Once the JOC provider is selected, they will immediately begin to build a “pool” of available sub-contractors on a requirement basis skilled in every trade areas necessary to meet the College Facilities MRO needs.

With the Board of Directors approval, the FMS Department intends to process/issue a Request for Proposal (RFP), select and negotiate a JOC contract, and allow the selected JOC provider time to build their local infrastructure, recruit MRO sub-contractors and train the College FMS staff on how to best employ the JOC process.

In anticipation of using the JOC process, FMS submitted a separate item before the Board of Directors’ review and approval for an increase on existing general construction services contracts. The JOC primary goals are to reduce low value transactional activity and *to promote a contracting process that will improve Minority, Women-owned and Emerging Small Business (MWESB) participation.*

The College is seeking authorization that would allow the use of the JOC process, an approach that the College has not previously used, this it is identified as a pilot project. FMS will submit the RFP evaluation result and award recommendation for the Board of Directors’ review and approval. The plan is for the selected JOC provider to pilot the general contracting services and electrical maintenance services, and if this pilot is successful, provide the options of expanding to other trade services.

**RECOMMENDATION:** That the Board of Directors, acting as the Local Contract Review Board for the College authorize the use of Job Order Contracting, as one of the approved solicitation methods.