

Solano County  
Department of General Services  
**JOB ORDER CONTRACTING (2025)**

Mandatory In-Person  
Pre-Bid Presentation

March 12, 2025 (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<sup>®</sup> (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

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**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)

# Introduction

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## JOC contracts have:

- No minimum contract opportunity
- Maximum Initial Contract Value of **\$1,000,000 (\$6M 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
- Background checks are required depending on the location of the work being performed. Solano County would notify the contractor for which project(s) that background checks are required.

# Introduction: Overview of Work

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## Project Types May Include:

- Parking Lot Expansion
- Accessibility Improvements
- Equipment Replacement
- Renovations / Reconfigurations
- Residential Housing Lead-Based Paint Abatement

## Project Areas:

- Countywide (Solano)

## Projected Size of Projects:

- Average Project ~\$40k - \$500k

# JOC Overview

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## 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

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## 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

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- 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

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- 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

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- A Fixed Priced, Fast Track Procurement Process
- Job Orders are Lump Sum
- The Ability to Accomplish a Substantial Number of Individual Projects with Single, 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

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- 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

Step 1



Joint Scope Meeting

Step 2



Request for Proposal

Step 3



Proposal Development

Step 4



Price Proposal Review

Step 5



Issue Task Order

# JOC Process

Total Time Goal: Average 3-6 weeks



## JOC Overview: The Process

**NOTE: Durations noted on this slide are National Averages**

# JOC Process

## Joint Scope Meeting

- County, Gordian, & 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/Gordian 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 and Gordian reviews Contractor's price proposal & other information for completeness and accuracy

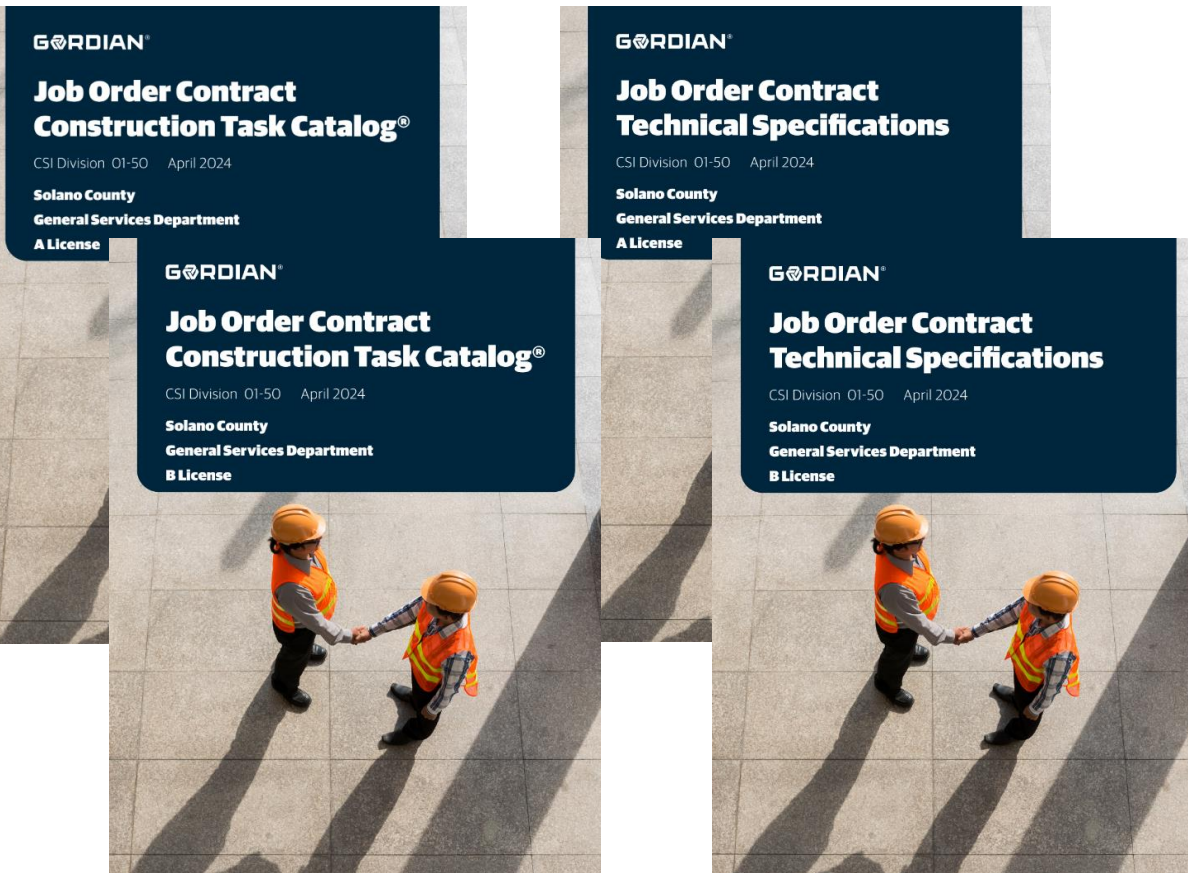
## Issue Job Order

- 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

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## Part One: Bidding Instructions

- Notice to Bidders
- Instructions to Bidders
- Bidder Information Sheet
- Non-Collusion Affidavit (Notarized)
- Certification (Worker's Compensation)
- Bid Form
- Bid Bond

# The Contract Documents: Contract Requirements

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## Part Two: Contract Requirements

- Agreement
- Performance Bond
- Payment Bond
- Insurance
- General Conditions
- Supplementary Conditions
- JOC Supplemental Conditions

# 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

**GORDIAN®**

### **Job Order Contract Construction Task Catalog®**

CSI Divisions 01-50 2025

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# 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 GORDIAN GROUP®**

**About the CTC:**

- ☑ This Construction Task Catalog® (CTC) was developed and customized by The Gordian Group, Inc., specifically for Solano County General Services Department, priced locally using current labor, material and equipment costs, and published in April 2024.
- ☑ 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 Solano County General Services Department. 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.

**MasterFormat™**

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

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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;

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**Using The Construction Task Catalog®**

disposal of excess material, and time for lunch and breaks.

**EQUIPMENT COSTS:**

- ☑ Equipment costs include all equipment used to accomplish the Task.
- ☑ Mobilization is included for all equipment (e.g. crane, excavators, backhoes, bobcats etc.) mobilization.
- ☑ Equipment costs include all operating expenses such as fuel, electricity, lubricants, etc.

**MATERIAL COSTS:**

- ☑ Material costs include the cost of delivery, and all incidentals and access to the installation.
- ☑ Material costs include manufacturer's shop drawings.
- ☑ Material costs for roofing, drywall, covering, ceiling tile, pipe, conduits, etc. include an allowance for waste intended to be all inclusive, but not types of construction materials sold in standard lengths, sizes and quantities.
- ☑ Material costs for imported aggregate, sand, soil, etc.) include miles from the closest approved source.

**The Adjustment Factors Include:**

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

**BUSINESS COSTS:**

- ☑ Office overhead, including, but not limited to, office equipment, office supplies, office furniture, and transportation.

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- ☑ Insurance and bonding.
- ☑ Profit.
- ☑ Job Order development services, Owner meetings, and other administrative services required by the Contract Documents.
- ☑ Subcontractor's overhead and profit.
- ☑ Cost of financing the work.
- ☑ Business risks such as the risk of a lower than expected volume of work, smaller than anticipated Job Orders, poor Subcontractor performance, and inflation or material cost fluctuations.

**PROJECT RELATED COSTS:**

- ☑ Project trailer, equipment and supplies, portable toilets, and hand wash stations for Contractor's use.
- ☑ Project management and project supervision.
- ☑ Services required to complete project filings and obtain permits.
- ☑ Preparation and modification of sketches, drawings, submittals, as-built drawings, project photographs and other project records.
- ☑ Incidental engineering and architectural services.
- ☑ Gang boxes and storage containers for Contractor's tools, equipment and materials.
- ☑ Basic safety and warning signage, minor barricades (e.g., construction tape, etc.) and personnel safety equipment (e.g., hard hats, safety harnesses with lifeline or cabling, protective clothing, safety glasses, face shields, etc.).
- ☑ Meeting Owner's security requirements.
- ☑ All taxes for which a waiver is not available including material sales tax and equipment rental.
- ☑ Removing and returning Owner's furniture and furnishings (e.g. chairs, tables, pictures, etc. but excluding modular furniture, furnishings fastened to the wall or floor, safes and other furniture requiring disassembly).
- ☑ Sealing windows, doors and other openings with plastic to contain construction dust and debris within the work area, or to protect existing surfaces.

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**PRICE VARIATIONS:**

- ☑ Contractors may experience direct costs that are different than the unit prices set forth in the CTC. While diligent effort was made to provide accurate, unit prices, it is the Contractor's responsibility to review and analyze the unit prices, and to calculate, prior to bidding, the Adjustment Factors accordingly.

**SUMMARY:**

- ☑ This list is not exhaustive and is intended to provide general examples of costs to be included in the Contractor's Adjustment Factors.
- ☑ The only compensation to be paid to the Contractor for Tasks will be:  
Unit Price X Quantity X Adjustment Factor
- ☑ No additional payments of any kind whatsoever will be made.
- ☑ All costs in excess of the unit prices, must be included in the Adjustment Factors.

**General Rules:**

- ☑ Unit prices are for complete and in-place construction and include all labor, equipment and material required to complete the Task as described in the CTC.
- ☑ All labor, material, equipment, spare parts, and documents required by a Technical Specification

# The Contract Documents: Construction Task Catalog®

## 32 16 Curbs, Gutters, Sidewalks, and Driveways (32 10)

### 32 16 13 Curbs and Gutters (32 16)

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 13-0057 for additional saw cuts within the 100'.

### 32 16 13 13 Cast-In-Place Concrete Curbs and Gutters (32 16 13)

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 Curbs Assemblies (32 16 13 13)

Note: Includes delivered concrete, forms, rebar, chairs (where necessary), expansion joints, finish and curing.

32 16 13 13-0002	LF	"B3" Cast In Place Concrete Curb .....	12.78	11.68
32 16 13 13-0003	LF	"B3" Cast In Place Concrete Curb - Radius .....	14.52	13.43
32 16 13 13-0004	LF	"B1" Cast In Place Concrete Curb .....	29.02	11.68
32 16 13 13-0005	LF	"B1" Cast In Place Concrete Curb - Radius .....	33.24	12.85
32 16 13 13-0006	LF	"A1-150" Cast In Place Concrete Curb .....	28.37	11.68
32 16 13 13-0007	LF	"A1-150" Cast In Place Concrete Curb - Radius .....	32.50	12.85
32 16 13 13-0008	LF	"A1-200" Cast In Place Concrete Curb .....	29.30	11.68
32 16 13 13-0009	LF	"A1-200" Cast In Place Concrete Curb - Radius .....	33.55	12.85
32 16 13 13-0010	LF	6" x 12" Cast In Place Concrete Curb (Type A1-6) .....	23.81	11.68
		<i>For Mountable Curb, Add</i> .....	1.59	
		<i>For Up To 20, Add</i> .....	14.10	
		<i>For &gt;20 To 50, Add</i> .....	7.99	
		<i>For &gt;50 To 100, Add</i> .....	3.06	
		<i>For &gt;500 To 1,000, Deduct</i> .....	-3.06	
		<i>For &gt;1,000, Deduct</i> .....	-5.18	
32 16 13 13-0011	LF	6" x 12" Cast In Place Concrete Curb - Radius (Type A1-6) .....	27.11	13.43

Price includes labor, material, and equipment

Demolition price, if applicable

Full description of task

Modifiers for variations or quantity discounts

# 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 thumbnail shows a page from the Construction Task Catalog with the following content:

**THE GORDIAN GROUP**

**Using The Construction Task Catalog®**

**About the CTC:**

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**MasterFormat™**

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

**CS**

**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.
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- ☑ Material costs for imported materials (e.g. aggregate, sand, soil, etc.) include delivery up to 15 miles from the closest approved source.

**The Unit Prices Include:**

**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.

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# 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 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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- ☑ Profit.

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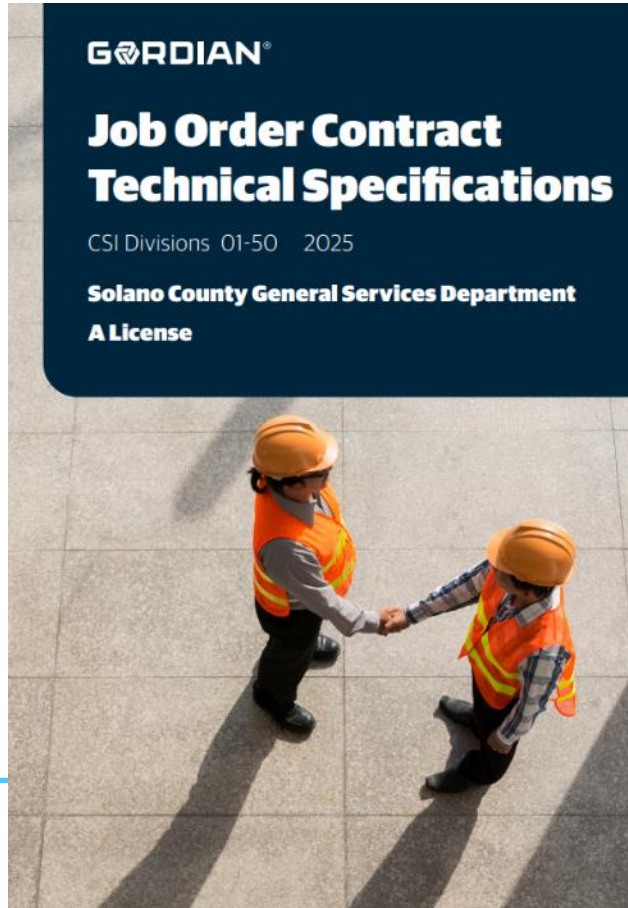
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# The Contract Documents: Technical Specifications

## Part Four – The Technical Specifications

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



# Solicitation Details

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- 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

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- Contractors Must Pay Prevailing Wages (per CA DIR)
- Contractors Must be Registered w/ CA DIR
- No Bond Requirement Initially
  - **Letter of Bond Ability by a Surety required (declaring bidder could bond up to the Maximum Annual Contract Value of \$1,000,000).**

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

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- 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

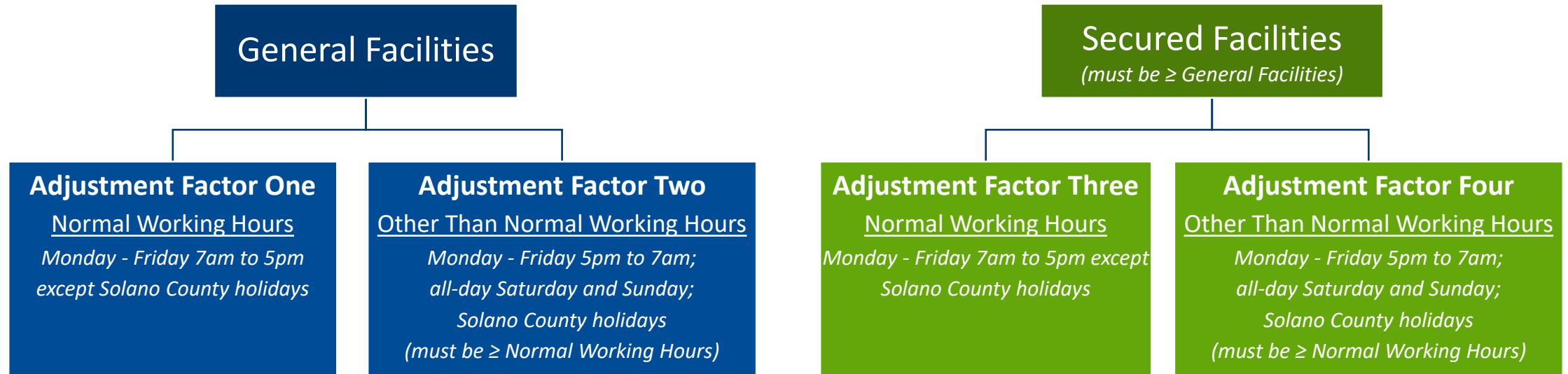
Value of Job Order	Liquidated Damages
\$0 to \$10,000	\$100/Day
\$10,001 to \$50,000	\$250/Day
Over \$50,000	\$500/Day

# 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 2024 – A	General Engineering “A”	\$0	\$1,000,000	1 Year	-	-
GSD JOC 2024 – B	General Building “B”	\$0	\$1,000,000	1 Year	-	-

# Solicitation Details

- Bidders must bid four (4) Adjustment Factors:



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

# Solicitation Details

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- Differing Site Conditions or Changes in Scope
  - Priced from Construction Task Catalog<sup>®</sup>
  - 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	ecc9a903-67a4-45a4-86e8-6d100d6682d7	Project Initiation		03/14/2019	procontractor@gmail.com
pProject	NewNppProject	Release Demo Contract	Proposal Due	03/14/2019	k.krishnamurthy@thegordiangro
KT	AdarshKT	AdarshKTJOC	Proposal Due	03/14/2019	k.krishnamurthy@thegordiangro
issue2	modifierissue2	2A520BA9-0157-47BB-9D7D-6D307AD22A95	Proposal Approved	03/14/2019	k.krishnamurthy@thegordiangro
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@thegordiangro
checkVersionTotalls...	NewJOCheckVer...	Release Demo Contract	Proposal Approved	03/12/2019	k.krishnamurthy@thegordiangro

## 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

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- Access to JOC Software, Construction Task Catalog<sup>®</sup>, 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

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- 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

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- 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

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- **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

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- **Adjustment Factor #1**: General (non-Secured) Facility, Normal Working Hours
  - Interior Renovation (Sample Project)
    - 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.

# Calculating the Adjustment Factors: Sample Project: Price Proposal

- **Adjustment Factor #1:** General (non-Secured) Facility, Normal Working Hours
  - Interior Renovation (Sample Project)

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

Summary   Detail   Spreadsheet   Compare Versions   **Spreadsheet Review**   Catalog   History

All Items ▾   Columns

This is a read-only view.

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

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

---

- **Adjustment Factor #1:** General (non-Secured) Facility, Normal Working Hours
  - Interior Renovation (Sample Project)

## Direct Cost of Work from CTC

• Doors/Hardware	\$ 8,282.09
• Lighting	\$ 13,119.77
• Plumbing	\$ 11,886.53
• <u>Replace Boiler</u>	<u>\$ 33,055.73</u>
TOTAL = \$ 66,344.12	

## Direct Cost of Work from Quotes or Estimates

• Doors/Hardware	\$ 7,250.00
• Lighting	\$ 12,750.00
• Plumbing	\$ 10,500.00
• <u>Replace Boiler</u>	<u>\$ 34,500.00</u>
TOTAL = \$ 65,000.00	



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

---

- **Adjustment Factor #1:** General (non-Secured) Facility, Normal Working Hours

- Interior Renovation (Sample Project)

• 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 #1 (E / F) = 1.1855**

\*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 ≥ ‘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 ≥ 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	<u>1</u> . <u>1</u> <u>0</u> <u>0</u> <u>0</u>	x 0.65	= <u>0</u> . <u>7</u> <u>1</u> <u>5</u> <u>0</u>
2.	General Facilities, Other Than Normal Working Hours Adjustment Factor	<u>1</u> . <u>1</u> <u>5</u> <u>0</u> <u>0</u>	x 0.05	= <u>0</u> . <u>0</u> <u>5</u> <u>7</u> <u>5</u>
3.	Secured Facilities, Normal Working Hours Adjustment Factor	<u>1</u> . <u>2</u> <u>0</u> <u>0</u> <u>0</u>	x 0.25	= <u>0</u> . <u>3</u> <u>0</u> <u>0</u> <u>0</u>
4.	Secured Facilities, Other Than Normal Working Hours Adjustment Factor	<u>1</u> . <u>2</u> <u>5</u> <u>0</u> <u>0</u>	x 0.05	= <u>0</u> . <u>0</u> <u>6</u> <u>2</u> <u>5</u>
	<b>Sum the Extended Total column.</b>			= <b><u>1</u> . <u>1</u> <u>3</u> <u>5</u> <u>0</u></b>
5.	<b>The Sum is the Award Criteria Figure.</b>			



# Bid Considerations: Contractor Adjustment Factors

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## Importance of Adjustment Factors:

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

$$\begin{array}{r} \text{Unit Price} \quad \times \quad \text{Quantity} \quad \times \quad \text{Adjustment Factor} \quad = \quad \text{Total for Task} \\ + \\ \text{Unit Price} \quad \times \quad \text{Quantity} \quad \times \quad \text{Adjustment Factor} \quad = \quad \text{Total for Task} \\ + \\ \text{Unit Price} \quad \times \quad \text{Quantity} \quad \times \quad \text{Adjustment Factor} \quad = \quad \text{Total for Task} \\ \hline \text{Total Job Order Price} \end{array}$$

# Bid Considerations: Risks of Low Adjustment Factor

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- 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

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- 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

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- 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

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- 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

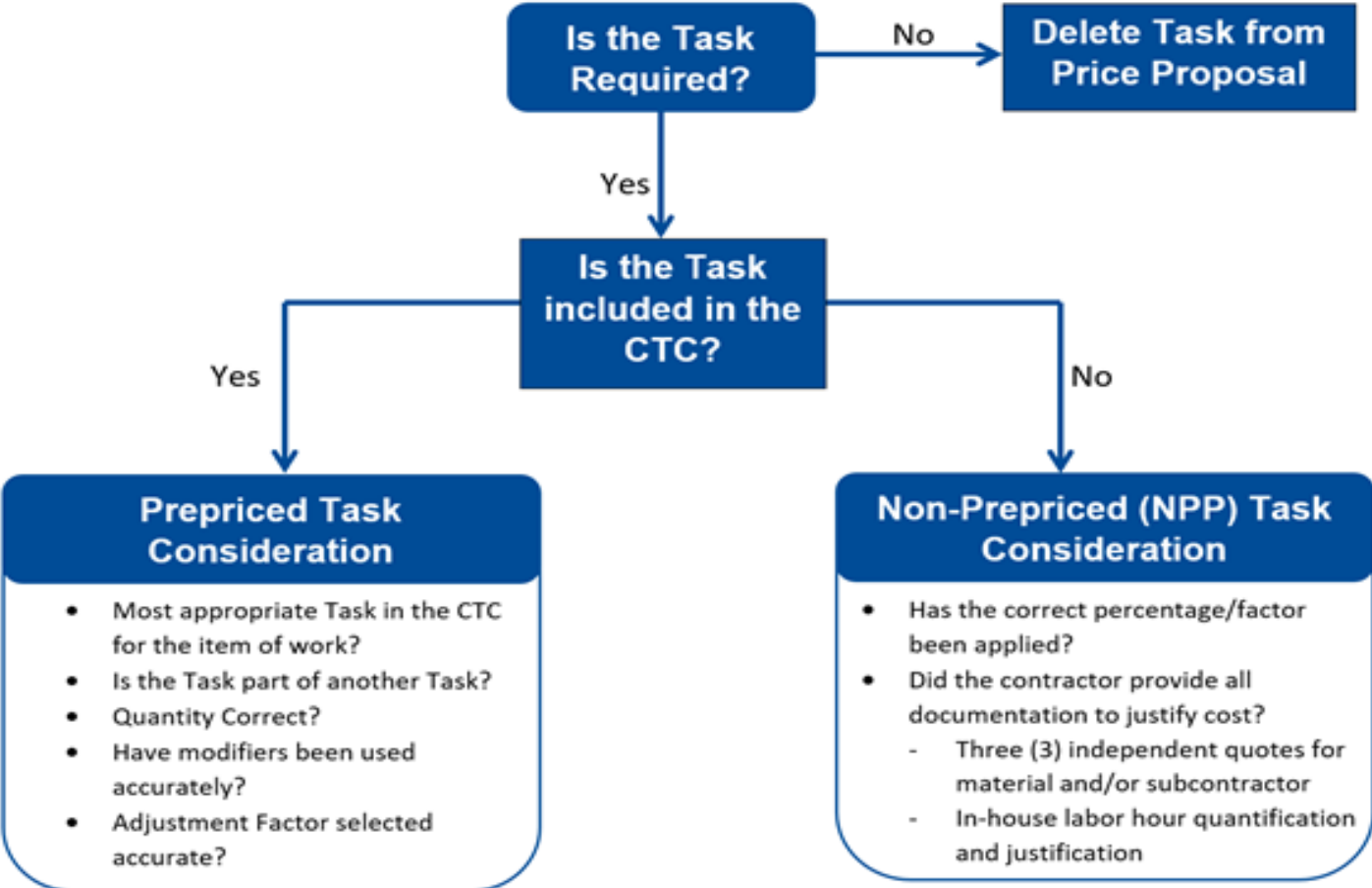
# Bid Considerations: Expectations from Contractors

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- 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

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- 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

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- 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 Workflow
- Experience Delays in Job Order Issuance due to County's Budget Procedures

# The Rewards

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- 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

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- 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

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- Bid Document (Project Manual) is available from Solano County's website.
- Project Manual Contains:
  - Bidding and General Requirements
  - Technical Specifications (for each JOC Contract / license type)
  - Construction Task Catalog<sup>®</sup> (for each JOC Contract / license type)

# Bid Submission

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

# Bid Submission

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- Complete and submit the following as your Bid (Section 00 41 00 – Bid Form):
  - Bidder's Information
  - Bid Form
  - Non-Collusion Affidavit (Notarized)
  - Certification Concerning Worker's Compensation
  - Letter from a Surety for bonding up to \$1,000,000
  - Corporate Resolution authorizing signature of Document
- 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

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- Request for Information (RFI)
  - **Due: March 20, 2025 (5pm, local time)**
  - Send all RFIs (by email), using RFI Bid Form per question to:  
Donny Mandrell: [dmandrell@solanocounty.gov](mailto:dmandrell@solanocounty.gov)
- **Sealed Bids**
  - **Due: March 26, 2025 (2pm, local time)**
    - **ATTN: Donny Mandrell**  
Capital Projects Coordinator  
Solano County Department of General Services  
Capital Projects Management Division  
675 Texas Street, Suite 2500  
Fairfield, CA 94533

THANK YOU