

**Before the Board of Supervisors in and for the  
County of Monterey, State of California**

Resolution No. \_\_\_\_\_

**Resolution Approving the Job Order Contracting Policy Guidelines and Authorizing Issuance of Job Orders Pursuant to Job Order Contracting Policy Guidelines**

WHEREAS, Public Contract Code Section 20128.5 provides that counties may award annual contracts for repair, remodeling or other repetitive work to be done according to unit prices. This is commonly referred to as Job Order Contracting (JOC), and is typically done by developing a construction task catalog that is then competitively bid. Job Order Contracting improves economy and efficiency in completing many public works projects, including urgent and time sensitive projects.

WHEREAS, in April 2013, the Board of Supervisors approved an Agreement between the County of Monterey and The Gordian Group, Inc. to provide the County with a Job Order Contracting (JOC) system.

WHEREAS, the JOC system proposed by The Gordian Group, Inc. uses an extensive catalog of construction tasks and associated technical specifications that contains over 260,000 individual items.

WHEREAS, the catalogs that The Gordian Group, Inc. developed are specifically designed for Monterey County. Each task within the catalogs is priced by The Gordian Group, Inc. in consideration of up-to-date local construction costs (labor, equipment and materials) and are specifically tailored for local needs and conditions.

WHEREAS, on July 30, 2013, the Board of Supervisors adopted the Monterey County Construction Task Catalogs, Roads & Bridges and Facilities Project Manuals, and Monterey County Technical Specifications and authorized the advertisement of the Notice to Contractors.

WHEREAS, on August 27, 2013, the Board of Supervisors adopted the Monterey County Construction Task Catalog, Project Manual and Technical Specifications for the Natividad Medical Center projects and authorized the advertisement of the Notice to Contractors.

WHEREAS, in order to ensure that all County departments and agencies use the JOC program in an appropriate and consistent manner, Job Order Contracting Policy Guidelines were developed. The purpose and scope of these Policy Guidelines is to provide an overview of the general guiding principles and regulatory requirements that form the basic foundation of the County's JOC process.

WHEREAS, the attached Policy Guidelines, together with this resolution approving it, constitute the order of the Board of Supervisors required under California Public Contracts Code Section 20128.5. In accordance with Section 20128.5, no job shall be performed under a Job Order Contract approved by the Board, except as approved by persons authorized by the Board, acting in accordance with these Policy Guidelines.

WHEREAS, the head of each Department and Agency (hereinafter referred to as "Department Heads") authorized to process the JOC shall designate a departmental Project Manager (PM) responsible for ensuring compliance with the provisions of this Policy.

WHEREAS, these Policy Guidelines apply to all County departments and agencies that process Job Order Contracts and authorize the following Department Heads to process and approve Job Orders under JOC:

- Director of the Resource Management Agency (RMA);
- Director of Public Works;
- Director of the Parks Department;
- Chief Executive Officer of the Natividad Medical Center (NMC).

WHEREAS, the Contracts-Purchasing Officer is also authorized to approve Job Orders in cases of emergency only.

NOW THEREFORE, BE IT RESOLVED THAT, the Board of Supervisors of the County of Monterey does hereby:

1. Finds that the above recitals are true and correct;
2. Finds that the attached Job Order Contracting Policy Guidelines are in accordance with Section 20128.5 of the Public Contract Code
3. Orders that no job shall be performed under a Job Order Contract approved by the Board, except as approved by persons authorized by the Board, acting in accordance with these Policy Guidelines
4. Finds that these Policy Guidelines apply to all County departments and agencies that process Job Order Contracts and authorizes the following Department Heads to process and approve Job Orders under JOC
  - a. Director of the Resource Management Agency (RMA)
  - b. Director of Public Works
  - c. Director of the Parks Department
  - d. Chief Executive Officer of the Natividad Medical Center (NMC)
  - e. Contracts-Purchasing Officer (in cases of emergency only).
5. Orders that the Department Heads authorized to process the JOC shall designate a departmental Project Manager (PM) responsible for ensuring compliance with the provisions of this Policy.

**PASSED AND ADOPTED** upon motion by Supervisor \_\_\_\_\_ seconded by Supervisor \_\_\_\_\_ and carried this 17<sup>th</sup> day of September 2013 by the following vote, to-wit:

AYES:  
NOES:  
ABSENT:

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original resolution of said Board of Supervisors duly made and entered in the minutes thereof of Minute Book\_\_\_ for the meeting on \_\_\_\_\_.

Dated:

Gail T. Borkowski, Clerk of the Board of Supervisors  
County of Monterey, State of California

By \_\_\_\_\_  
, Deputy