



Monterey County

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Board Report

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Approve proposed changes to Resolution No. 13-305 and to the County of Monterey Job Order Contracting (JOC) Policy Guidelines, to authorize the Director of Information Technology to process and approve Job Orders for stand-alone, low voltage cabling projects.

RECOMMENDATIONS:

It is recommended that the Board of Supervisors approve proposed changes to Resolution No. 13-305 and to the County of Monterey Job Order Contracting (JOC) Policy Guidelines to authorize the Director of Information Technology to process and approve Job Orders for stand-alone, low voltage cabling projects.

SUMMARY/DISCUSSION:

In 2013, the County of Monterey retained the Gordian Group to provide the County with a Job Ordering Contracting (JOC) System. This system is an economical and efficient process for completing many public works projects, including urgent and time sensitive projects for existing facilities, and for ensuring compliance with competitive bidding legal requirements applicable to works of public improvement.

Previously, the Information Technology Department (ITD) contracted for low voltage cabling work under a County Master Services Agreement, which covered all projects under ten thousand (\$10,000) dollars. Low voltage cabling work is involved in, for example, installing data, telephone, and video equipment, alarm systems, wireless connections and other common business network and communications equipment. Low voltage cabling can consist of a discrete, stand-alone project, for example, to install a television or to provide for computer equipment in new work spaces. Low voltage cabling can also be required as one of many components involved in a large scale project, for example, the buildout or remodel of an office building floor. This report recommends enabling the Director of ITD to use the JOC system to contract for discrete, stand-alone cabling projects only.

The Master Services Agreement expired in June of 2015. As a result, the low voltage cabling projects previously handled by ITD staff became the responsibility of Resource Management Agency (RMA) staff. All low voltage cabling projects were put on hold while a procedure for handling these projects in compliance with the applicable competitive bidding laws was developed.

In terms of workload, over 100 low voltage cabling projects were formerly handled annually by ITD staff; shift of this additional workload to RMA could create a hardship on RMA staff. By engaging ITD in the oversight of these particular projects, a layer of administration could be reduced, while ensuring compliance with the contract reporting and administrative processes

required by the Board of Supervisors.

It is therefore recommended that the Director of Information Technology be provided the authority to process and approve JOC Job Orders for discrete, stand-alone, low voltage cabling projects and such incidental electrical work as is necessary to complete these projects. The Board can do so by amendment of the County of Monterey Job Order Contracting (JOC) Policy Guidelines and by amendment of Resolution 13-305. Specifically, JOC Policy Guidelines, at page 5, section V.A.1, provide that the Board may revise the list of Departments and Agencies authorized to issue Job Orders by subsequent amendment of the guidelines. This list appears in the JOC Policy Guidelines at page 3, section III, entitled, "APPLICATION AND RESPONSIBILITY."

If the Board approves these changes, stand-alone, low voltage cabling projects, including incidental electrical work, will be managed by ITD under the auspices of the established JOC system. ITD will also have responsibility for associated administrative tasks such as designation of project managers, project initiation, project scoping, electrical work permitting, invoicing/billing, and reporting obligations to the County Capital Improvement Committee, as required by the JOC Guidelines. Larger, more comprehensive construction projects that include low voltage cabling as one of many components will continue to be handled by RMA staff. As permitted by law, ITD will contract out low voltage cabling contracts of less than \$4,000 pursuant to a new Master Agreement, awarded to a qualified vendor or vendors pursuant to County standard contracting policy.

OTHER AGENCY INVOLVEMENT:

RMA has been consulted and concurs in this recommendation, with the understanding that ITD is responsible for administrative responsibilities associated utilizing the JOC system, as noted above. County Counsel has reviewed the proposed amendments to the JOC Policy Guidelines and Resolution 13-305 as to form. The Contracts/Purchasing Department has been consulted and concurs in these recommendations.

FINANCING:

There will be no direct cost to the Information Technology Department funds or to the General Fund. JOC services are paid for within the approved budget allocation of each individual department that may choose to utilize vendor services through the JOC system. Any ITD staff time provided will be charged back to the Department utilizing the JOC services.

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Approved by:

Dianah Neff, Director of Information Technology, 759-6923

Attachments:

1. Amended Resolution No. 13-305, Job Order Contracting-Redlined
2. Amended Resolution No. 13-305, Job Order Contracting-clean version

3. Amended County of Monterey Job Order Contracting (JOC) Policy Guidelines- Redlined
4. Amended County of Monterey Job Order Contracting (JOC) Policy Guidelines-clean version