

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 25.65	Issue 1	Page 1 of 5
JOB ORDER CONTRACT (JOC) ADMINISTRATIVE PROCEDURE	Effective Date September 14, 1998		

1. Purpose

1.1 To assure all members of the City of San Diego’s teams involved with a Job Order Contract (JOC) understand their roles and tasks involved in successfully implementing the contract.

2. Policy

2.1 To assign responsibility for implementing a Job Order Contract. This regulation is intended to provide policy direction for the advertising, award and administration of a Job Order Contract.

3. Responsibilities and Procedures - General

Responsibility

Action

Initiating Department

3.1 The Initiating Department will identify the need for a Job Order Contract (JOC) within its department, identify potential funding sources, and one or more projects with an estimated value at the Job Order Contract minimum commitment amount (currently \$50,000).

3.2 The Initiating Department shall ensure a Job Order Contract is only used for emergency work, repair work, and minor routine construction. For purposes of this regulation, the following definitions shall apply:

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Authorized

(Signed by Michael T. Uberuaga)

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CITY MANAGER

(Signed by Ed Ryan)

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AUDITOR & COMPTROLLER

(Signed by Casey Gwinn)

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CITY ATTORNEY

(Signed by Rich Snapper)

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PERSONNEL DIRECTOR

(Signed by Charles G. Abdelnour)

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CITY CLERK

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- a. Emergency work - work required to protect health, safety, or property.
- b. Repair work - work required to return a public facility or infrastructure to proper operating condition.
- c. Minor routine construction - a Public Works construction project with a value of \$500,000 or less for the construction, modification, upgrade, and/or reconstruction of public building, streets, utilities, and/or other public facilities.

The Job Order Contract shall not be used to procure items, such as furniture and equipment, that do not qualify under the above definitions.

- 3.3 The Initiating Department will establish internal procedures which comply with this Administrative Regulation.
- 3.4 The Initiating Department will prepare a Request for Council Action (1472) to go to City Council for authorization to advertise and award Job Order Contracts not to exceed a duration of 2 years, and a value of \$10,000,000. The Initiating Department shall identify all costs associated with the proposed Job Order Contract and the percentage of the work that the prime contractor is required to perform. No single Task Order, including modifications to Task Orders, shall exceed \$500,000, except in the case of a bonafide emergency affecting health, safety or property, or when specifically authorized by City Council.
- 3.5 Once approved by City Council, the Initiating Department will advertise and award the contract under a sealed competitive bid process based on specifications providing for unit-cost terms for all labor, material and equipment necessary to perform all work contemplated for individual Task Orders.

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- 3.6 The Initiating Department identifies a project which is needed to support the Initiating Department's mission.
- 3.7 The Initiating Department evaluates the various project delivery systems that are available, including but not limited to traditional design, bid, construct design-build and general requirements contract (JOC).
- 3.8 If the Job Order Contract system is selected, the Initiating Department records the reasons for the selection, including but not limited to cost and schedule.
- 3.9 Upon selection of the Job Order Contract system, the Initiating Department develops a cost estimate for each Task Order, conducts a formal negotiation for each Task Order, and prepares a written Record of Negotiations to ensure a competitive price.
- 3.10 The Initiating Department will prepare a Request for Determination and forward request to Development Services Department for official determination.
- Development Services Department 3.11 Development Services Department will make a determination concerning the Project and forward it to the Initiating Department.
- Initiating Department 3.12 If not exempt from CEQA, the Initiating Department will prepare the necessary environmental documentation.
- 3.13 The Initiating Department will identify all necessary permits.
- 3.14 When requesting approval of a specific Task Order, the Initiating Department shall disclose to the City Manager or his designated representative all costs related to the specific Task Order and shall identify the percentage of work that the prime contractor will perform. The Initiating Department shall

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prepare and submit a Job Order Contract (JOC) Task Information Sheet (copy attached) to the City Manager or his designated representative.

City Manager

3.15 The City Manager, or his designated representative shall certify the Job Order Contract project meets one or more of the criteria listed below:

- a. Strict compliance with the bidding requirements will work an incongruity and be unavailing as to the final result; or
- b. Strict compliance will not produce an advantage; or
- c. Advertising for bids is undesirable because it will be practically impossible to obtain what is needed or required; or
- d. A bonafide emergency exists affecting health, safety or property.

3.16 The City Manager and his designated representative are prohibited from subdividing any public work which logically should be performed as a single contract transaction requiring the expenditure of more than \$500,000 into separate Task Order requirements for purposes of avoiding this limitation.

Initiating Department

3.17 The Initiating Department shall:

- Request a Purchase Order (P.O.) be issued for each Task Order in an amount corresponding to the Notice to Proceed (NTP).
- Ensure the P.O. is approved prior to issuance of the NTP.

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- Ensure a P.O. modification is issued for all changes to Task Orders.

- 3.18 Upon approval of a Task Order by the City Manager or his designated representative with a value equal to or greater than \$250,000, the Initiating Department on behalf of the City Manager shall immediately inform the City Auditor and Comptroller in writing of the City Manager's decision, the project or task for which the Task Order is issued, and the facts justifying the certification issued pursuant to Section 3.5 of this Administrative Regulation.
- 3.19 The Initiating Department shall ensure a final waiver is received from the Job Order Contract contractor prior to the issuance of a Notice of Completion and final payment for each task.
- 3.20 The Initiating Department shall submit a quarterly report to the Mayor and City Council for all Task Orders having a value greater than \$250,000. The report shall include a description of the work and the value of the Task Order.

City of San Diego  
Job Order Contract (JOC) Task Information Sheet

JOC# \_\_\_\_\_ Department/Division \_\_\_\_\_

JOC Contractor \_\_\_\_\_

Task# \_\_\_\_\_ Task Location \_\_\_\_\_

Task Description \_\_\_\_\_

\_\_\_\_\_

Requested by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

Assigned Project Manager \_\_\_\_\_ Phone # \_\_\_\_\_

Brief justification for use of JOC funds \_\_\_\_\_

\_\_\_\_\_

***Estimated Project Cost:***

Cost of Prime Contractor \$ \_\_\_\_\_

Cost of Subcontractor(s) \$ \_\_\_\_\_ List \_\_\_\_\_

\$ \_\_\_\_\_

Unit Price Book Fees \$ \_\_\_\_\_

Total Estimated Cost \$ \_\_\_\_\_

(not including additional City or  
Construction Management  
personnel costs)

Supervisory Approval \_\_\_\_\_ (Name) \_\_\_\_\_ (Title)

\_\_\_\_\_ City Manager or designated representative approval \_\_\_\_\_ (Date)