

Memorandum

TO: Chair, Financial and Administrative Committee
FROM: Carl Kirar, Director – Facilities and Construction Services
DATE: November 17, 2023
RE: Update regarding the use of Job Order Contracting (JOC) for projects exceeding \$350,000

1. Lake County established an internal policy in June 2019 for JOC Project Guideline and Project Development Protocol that identified a threshold of \$350,000, at which the Finance and Administrative Committee should be advised of projects anticipated to exceed the threshold.
2. As part of the Fiscal Year 2024 Budget Process, funding was appropriated as part of the Facility Assessment Program. Projects exceeding the \$350,000 threshold:
 - a. Phase 2 of the renovation and development of existing space in the basement of the administration tower to house a consolidated Facilities and Construction Services Department Office. Work will include continued significant upgrades to the HVAC, building automation, fire suppression, and electrical systems of the building. Cost is not to exceed the amount of \$1,200,000.
3. Execution of this project using the JOC contract is in the best interest of Lake County.