

 Lake County Policy	<i>3.9 Job Order Contract (JOC) Policy</i>
	Approved by the County Board on: December 12, 2023

1. Purpose and Intent

1.1 The purpose and intent of this policy is to provide clear guidance on the execution and reporting requirements for the Job Order Contract (JOC) program.

2. Background

2.1 The JOC is a competitively bid, multiple sourced, firm fixed price / indefinite quantity construction contract procured in compliance with the Lake County Purchasing Ordinance (Competitive Bidding § 33.035 General (U)(1).

2.2 The JOC program is intended for maintenance, repair, construction, renovation, and security projects, of which the scope aligns transparently with the pre-priced catalog.

2.3 The current JOC is a 12-month contract with four additional one-year terms that are executed based on satisfactory performance by awarded contractors.

2.3.1 The value per contractor per year is \$50,000 guaranteed minimum with \$2,000,000 potential maximum. Total potential maximum of the JOC program with the three JOC contractors is \$6,000,000.

2.3.2 Contractors and sub-contractors must meet criteria established in the contract.

2.4 Lake County established an internal policy in June 2019 for JOC Project Guideline and Project Development Protocol that the Finance and Administrative Committee should be advised of projects anticipated to exceed the threshold of \$350,000.

3. Scope

3.1 This policy applies to the execution and management of the Lake County Government JOC.

4. Authority

4.1 The Authority as stated in 3.1 Finance policy, Section 4 applies.

5. Policy

5.1 JOC meets all established county purchasing ordinances.

5.2 All executed JOC project job orders will be reported to the Finance and Administrative Committee.

5.3 An annual Job Order Contract procurement strategy will be provided to the Finance and Administrative Committee prior to the fiscal year start for all planned projects exceeding \$350,000 to include project data, estimated costs, and projected award dates.

- 5.4 All unplanned JOC project job orders exceeding a threshold of \$350,000 require approval of the Finance and Administrative Committee (formal committee action) prior to project job order execution.
- 5.5 The County Administrator through the Director of Facilities and Construction Services (FCS) shall provide the following:
 - 5.5.1 An annual report to the Finance and Administrative Committee in the first quarter of the fiscal year on the execution and administration of the JOC in the prior fiscal year.
 - 5.5.2 A quarterly status report to the Finance and Administration Committee of the Job Order Contract to include the number of job orders executed in the current fiscal year, value of job orders executed in the current fiscal year, the subcontractor’s name and value of job orders issued in the current fiscal year, and the value of local Lake County and Disadvantaged Business Enterprises (DBE) contractors. Until such time that a formal certification program is mandated, reporting of DBE businesses will be self-reported, not confirmed by County staff, and provided as informational only.
- 5.6 The County Administrator through the Director of FCS and the Finance-Purchasing Manager shall hold an annual Lake County contracting outreach conference with JOC contractors and local sub-contractors to promote local and DBE contracting opportunities with the County’s JOC program.
- 5.7 This policy shall be reviewed annually by Lake County staff and any recommended amendments brought to the Finance and Administrative Committee if changes are required.

6. Severability

- 6.1 If any section or provision of this policy should be held invalid by operation of law, none of the remainder shall be affected.

7. Non-Discrimination

- 7.1 Lake County prohibits the discriminatory application, implementation, or enforcement of any provision of this policy on the basis of race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, gender identity housing status, or any other protected category established by law, statute, or ordinance.

Policy History			
Version	Date Adopted	Legistar Item #	Notes
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