


**DRAFT
FOR COMMITTEE DISCUSSION**

 Lake County Policy	<i>3.X Job Order Contract (JOC) Policy</i>
	Approved by the County Board on: May 10, 2022

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 source, firm fixed price / indefinite quantity construction contract procured in compliance with the Lake County Purchasing Ordinance.
- 2.2 The JOC program is intended for small to medium, simple, repetitive, and easily defined maintenance, repair, and minor renovation projects, of which the scope aligns transparently with the pre-priced catalog.
- 2.3 The JOC program shall not be used for large, complex or new construction projects that require extensive design.
- 2.4 The current JOC was approved on July 9, 2019 and is a 12-month contract with four additional one-year terms.
- 2.4.1 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.
- 2.4.2 Contractors and sub-contractor must meet criteria established in the contract.
- 2.5 In June 2019, the Lake County Finance Director established internal guidance that identified a threshold of \$350,000 at which the Finance and Administrative Committee would be advised of projects anticipated to exceed the threshold.

3. Scope

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

4. Authority

- 4.1 The County Administrator is directed to implement a solution or solutions that meets the requirements of this policy in accordance with all applicable codes or ordinances.
- 4.2 The Finance and Administration Committee has oversight of this policy and will be the final arbiter of any conflicts or concerns with the implementation of this policy.

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5. Policy

- 5.1 All JOC project task orders exceeding a threshold of \$350,000 require notification of the Finance and Administrative Committee prior to project task order execution.
- 5.2 All JOC project task orders exceeding \$1,000,000 require approval of the Finance and Administrative Committee (formal committee action) prior to project task order execution.
- 5.3 The County Administrator through the Director of Facilities and Construction Services shall provide 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.
- 5.4 At a minimum, this policy shall be reviewed by County Administration and the Finance and Administrative Committee prior to the approval of any new or amended JOC.

6. Severability

- 6.1 If any section or provision of this document 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
Original	May 10, 2022	22-0675	--