What is JOC?

Job Order Contracting (JOC) is a construction procurement process that puts in place on-call contractors ready to perform a series of small to medium sized construction projects with a single, competitively bid contract. It eliminates the time and expense of completing the normal design-bid-construct cycle for each project. JOC allows the University to decrease procurement time and cost, while maintaining a high level of construction quality.

Bidding Process:
The bid documents for JOC: (1) A Construction Task Catalog® (CTC) containing a variety of construction tasks with preset unit prices based on local costs; (2) Technical Specifications setting forth the quality of workmanship and the quality of materials for the construction tasks; and (3) Standard Form of Agreement.

Contractors competitively bid Adjustment Factors to be applied to the preset unit prices for working during Regular Shift, Shift Differential, Time and a Half, and Double Time. The University bids two separate JOCs. Each contract was awarded to the bidder submitting the lowest Adjustment Factors. The two Contractors are now on-call ready to perform construction work anywhere on the endowed campus and University-owned, SUNY program-occupied facilities.

Calculating the Job Order Price:
The price for each Job Order will be the sum of the following calculations: the unit price for each task required, multiplied by the quantity, multiplied by the appropriate Adjustment Factor. Prices are never negotiated.

Construction Administration:
JOC is a procurement process, once the Job Order is issued, work is scheduled, inspected, approved, paid for, and closed out in accordance with standard University procedures.

Initiating the JOC Process:
The request to perform work is submitted to the Project Services Group. The requestor must: 1. Prepare a preliminary scope of work; 2. Establish a reasonable budget; and 3. Identify a contact person that will act as the Client Representative throughout the process. The Project Services Group will make a recommendation as to whether the proposed project is appropriate for Job Order Contracting.

Five Steps for Producing a Job Order

1. The Project Services Group schedules and conducts a Joint Scope Meeting with the Contractor, Client Representative and others at the site to review the preliminary scope of work, answer questions, and develop a construction schedule.

2. Following the Joint Scope Meeting, the Contractor prepares a draft Detailed Scope of Work that is submitted to and reviewed by the Client Representative and the Project Services Group. The Client Representative must approve the Detailed Scope of Work before the process continues. Once finalized, the Detailed Scope of Work is sent to the Contractor along with a Request for Proposal.

3. The Contractor then prepares a Proposal Package which will include a Price Proposal (listing the tasks and quantities from the CTC), a list of proposed subcontractors, and a construction schedule.

4. The Project Services Group reviews the Proposal Package and, if necessary, requires the Contractor to make the appropriate changes and then submits the Proposal Package to the Client Representative.

5. If the Proposal Package is approved by the Client Representative, Facility Services issues a Job Order to the Contractor to complete the Detailed Scope of Work, for the Job Order Price, according to the approved construction schedule.

Why use Job Order Contracting?

• Saves Time and Money
• Produces a Detailed Scope of Work
• You pay a Competitively Bid Price
• Delivers High Quality Construction
Timeline of Activities

Types of Work

- General Construction
- Mechanical
- Plumbing
- Electrical

Types of Projects

- Small to medium sized construction projects
- Renovation Projects
- Time critical projects
- Completing work of non-performing contractors

Project Services Group Guide
To Job Order Contracting

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