

# County of San Mateo

## Engineering, Construction, Roads and Utilities

# Job Order Contracting

## Pre-bid Conference

February 19, 2026 @ 10:00 AM

JOC-2622

JOC-2623

JOC-2624

JOC-2625

**Bid Details Webpage:**

<https://procurement.opengov.com/portal/smcgov/projects/237432>





# Meeting Procedures

- This meeting is being recorded and will be posted on the Project website after the meeting.
- Today's meeting will start with a presentation, which will be followed by a question-and-answer period.
- During the question-and-answer period, please click the "raise hand" feature in "Reaction" to indicate you wish to speak.
- If you are joining by phone, use \*9 to raise your hand.
- When you hear your name called, please unmute your microphone and you may begin speaking.
- To get to all the questions. Speakers' questions will be limited to one minute. If there is time at the end of the meeting, additional time will be granted to speakers. (One minute time limit may be extended depending on number of attendees.)
- Meeting will end promptly at 11:00 pm.



## Questions, Comments, and Input

### Contact:

John Schabowski [jschabowski@smcgov.org](mailto:jschabowski@smcgov.org)

Wency Ng [wng@smcgov.org](mailto:wng@smcgov.org)

Phone #: 650-363-4100

Project Website (presentation and zoom mtg recording will be posted here):

<https://www.smcgov.org/publicworks/job-order-contracts-engineering-construction-roads-and-utilities-joc-2622-thru-joc-0>

Open Gov Link Direct to project

<https://procurement.opengov.com/portal/smcgov/projects/237432>

**COUNTY** OF **SAN MATEO**





# Pre-Bid Conference Agenda

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## Part I:

- JOC Overview
- JOC Process
- JOC Contract Documents
- Solicitation Details
- Understanding the Construction Task Catalog® (CTC)

## Part II:

- Calculating the Adjustment Factors
- Contractor Adjustment Factors
- Risk of Low Adjustment Factors
- Bid Considerations & Review
- Questions

# Introduction



County of San Mateo Has Advertised:

- Four (4) Class A License, JOC Contracts for General Construction with a maximum value of \$5,000,000 each
  - JOC-2622
  - JOC-2623
  - JOC-2624
  - JOC-2625

Work Will Be Issued Under the Job Order Contracting Program

Work Will Be Administered Through The County of San Mateo Department of Public Works, ECRU (Engineering, Construction, Roads, and Utilities)

Gordian® Trains and Supports the County of San Mateo and JOC Contractors



# Job Order Contracting

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## Definition

- Fixed Priced, Indefinite Quantity, Competitively Bid Contract
- Enable contractors to complete a substantial number of individual projects with a **single bid**
- Tasks based on competitively-bid, **preset prices**

## Value

- Saves time and money
- Provides transparency and auditability



# JOC is an Umbrella Contract

## Part 1 Bidding the Umbrella Job Order Contract

Owner  
Advertises  
Job Order  
Contract



Contractors  
Submit  
Bids



Owner  
Awards  
Umbrella  
Job Order  
Contract

## Part 2 Procuring Individual Projects From Owner

Owner  
Project A

Subcontracting  
Opportunities

Owner  
Project B

Subcontracting  
Opportunities

Owner  
Project C

Subcontracting  
Opportunities

# JOC Process





# JOC Benefits

- Simplifies the procurement process
- Responsive Services
- Improves the quality of work
- Increases local subcontractor participation
- Volume is driven by performance
- Develop partnership with Owner
- Reduced Risk & increases transparency
- A Fixed Priced, Fast Track Procurement Process
  - Eliminates pricing negotiations
- No Shelf Life for Prices or Job Orders
- The JOC process allows for a higher percentage of projects to be delivered on time and within budget





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# Questions?

Next: Contract Documents

# Contract Documents: Front End Documents



## Bid Documents

- Notice to Contractors
- Special Provisions
- Contract Requirements
- Proposal
- Agreement

Title Sht. JOC-2622 to 2625

COUNTY OF SAN MATEO  
STATE OF CALIFORNIA

CONTRACT DOCUMENTS  
AND  
SPECIFICATIONS  
FOR

JOB ORDER CONTRACT FOR  
ENGINEERING, CONSTRUCTION, ROADS AND UTILITIES  
PROJECT NO. JOC-2622  
PROJECT NO. JOC-2623  
PROJECT NO. JOC-2624  
PROJECT NO. JOC-2625

WITH WORK  
IN SAN MATEO COUNTY

APPROVED: February 11, 2025



ANN MADER STILLMAN  
(R.C.E. No. 47882)  
Director of Public Works

.....

Department of Public Works  
County of San Mateo  
555 County Center, 5th Floor  
Redwood City, California 94063-1665



# Contract Documents Construction Task Catalog



## PART ONE: Table of Contents

## PART TWO: The Construction Task Catalog®

## PART THREE: The Technical Specifications

## PART FOUR: Using the Construction Task Catalog®

THE GORDIAN GROUP

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12 Steel Joists 1

13 Steel Trusses 1

14 Steel Beams 1

15 Steel Columns 1

16 Steel Bracing 1

17 Steel Connections 1

18 Steel Fabrication 1

19 Steel Erection 1

20 Steel Maintenance 1

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25 Steel Use 1

26 Steel Welding 1

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100 Steel Workmanship 1



THE GORDIAN GROUP

Using The Construction Task Catalog®

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92 Equipment Costs 1

93 Material Costs 1

94 MasterForm™ 1

95 The Unit Prices Include 1

96 Labor Costs 1

97 Equipment Costs 1

98 Material Costs 1

99 MasterForm™ 1

100 The Unit Prices Include 1



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# Questions?

Next: Solicitation Details



# Solicitation Details

## Prior to Bidding, the County Will Not:

- Identify or Commit to any Specific Project or Location
- Identify or Commit to any Specific CTC Tasks or Quantities

| Contract | Contract Type                 | Minimum Contract Value | Maximum Contract Value | Contract Term | Initial Payment & Performance Bonding (Each) | Payment & Performance Bonding Increased by (Each) |
|----------|-------------------------------|------------------------|------------------------|---------------|----------------------------------------------|---------------------------------------------------|
| JOC-2622 | Class A - General Engineering | \$0                    | \$5,000,000            | 1 Year        | \$500,000                                    | \$500,000 increments to \$5,000,000               |
| JOC-2623 | Class A - General Engineering | \$0                    | \$5,000,000            | 1 Year        | \$500,000                                    | \$500,000 increments to \$5,000,000               |
| JOC-2624 | Class A - General Engineering | \$0                    | \$5,000,000            | 1 Year        | \$500,000                                    | \$500,000 increments to \$5,000,000               |
| JOC-2625 | Class A - General Engineering | \$0                    | \$5,000,000            | 1 Year        | \$500,000                                    | \$500,000 increments to \$5,000,000               |



# Solicitation Details

- **Differing Site Conditions or Changes in Scope**
  - Supplemental Job Order
  - Priced from Construction Task Catalog®
  - No Negotiated Change Orders
- **Filings and Permits**
  - Fees paid for all Permits and other Reimbursable Fees reimbursed 100% - **No Markup**
- **Liquidated Damages**
  - On a Job Order - by - Job Order basis
  - Sliding Scale Based on Job Order Value
- **Bid Security: \$25,000**
- **Required registration with the Department of Industrial Relations**
- **Work location(s)**
  - This Contract is for construction work and related services to be performed within a **designated area of the County**. However, if the need arises, the County reserves the right to require the Contractor to work at any location or facility under the jurisdiction of the County.



# Contractor License Fee

Access to eGordian<sup>®</sup>, Construction Task Catalog<sup>®</sup>, other proprietary materials

- Most advanced technology and data in the marketplace.
- Paperless
- Efficient
- Tasks and prices input directly... no fishing through old files and estimating books for costs

JOC process training

eGordian<sup>®</sup> software training

Included in the Contractor's Adjustment Factor

- Consider with the Bid as an Overhead cost
- 1% of Job Order Price



# Solicitation Details

## Internet Based Software Provided with Contract

- eGordian Software Automates the Proposal Process

The screenshot displays the eGordian web application interface. The top navigation bar includes links for Home, Apps, Tools, eQC, Videos, and Help. The main content area is divided into two panels: 'Job Orders' and 'Price Proposal List (Beta)'. Both panels feature a search bar, a 'New' button, and a 'Customize' button. The 'Job Orders' panel shows a table with columns for Project Number, Job Order Number, Title, and Project Status. The 'Price Proposal List' panel shows a table with columns for Project Number, Job Order Number, Name, and Total \$. Both panels include pagination controls at the bottom.

| Project Number | Job Order Number  | Title                                        | Project Status        |
|----------------|-------------------|----------------------------------------------|-----------------------|
| 00114-001-0100 | 00114-001-0100-01 | Emergency Work - Franklin Park               | RFIF                  |
| 00112-000-0102 | 00112-000-0102-01 | Stormwater work at 801-001                   | RFIF                  |
| 00113-001-0102 | 00113-001-0102-01 | SPS - Resurfacing Customer Lobby, Alteration | Closed Out            |
| 00114-001-0007 | 00114-001-0007-01 | Remediation Fire Station Signs               | RFIF                  |
| 00114-001-0007 | 00114-001-0007-01 | Lockville Trailer Work                       | Proposed              |
| 00114-001-0104 | 00114-001-0104-01 | Service Call #10                             | RFIF                  |
| 00114-001-0008 | 00114-001-0008-01 | Brass Run MS site and paving work            | RFIF                  |
| 00114-001-0008 | 00114-001-0008-01 | County Mty - Resurfacing, Milling Area       | Construction Complete |
| 00114-001-0008 | 00114-001-0008-01 | Neenah PG                                    | RFIF                  |
| 00114-001-0008 | 00114-001-0008-01 | Don't Center Locking Stock                   | Under Construction    |

| Project Number | Job Order Number  | Name                               | Total \$    |
|----------------|-------------------|------------------------------------|-------------|
| 00114-001-0100 | 00114-001-0100-01 | Emergency Work - Franklin Park     | \$10,000.00 |
| 00112-000-0102 | 00112-000-0102-01 | Stormwater work at 801-001         | \$10,000.00 |
| 00114-001-0007 | 00114-001-0007-01 | Remediation Fire Station Signs     | \$10,000.00 |
| 00114-001-0008 | 00114-001-0008-01 | Neenah PG                          | \$1,000.00  |
| 00114-001-0008 | 00114-001-0008-01 | Coordination of Existing Utilities | \$10,000.00 |
| 00114-001-0008 | 00114-001-0008-01 | Emergency Response Work            | \$1,000.00  |
| 00114-001-0008 | 00114-001-0008-01 | Repair Work at 801-001             | \$10,000.00 |
| 00113-001-0008 | 00113-001-0008-01 | West Stormwater Repair             | \$10,000.00 |
| 00113-001-0008 | 00113-001-0008-01 | West Stormwater Repair             | \$10,000.00 |
| 00112-001-0100 | 00112-001-0100-01 | Neenah PG                          | \$10,000.00 |



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# Questions?

Next: CTC



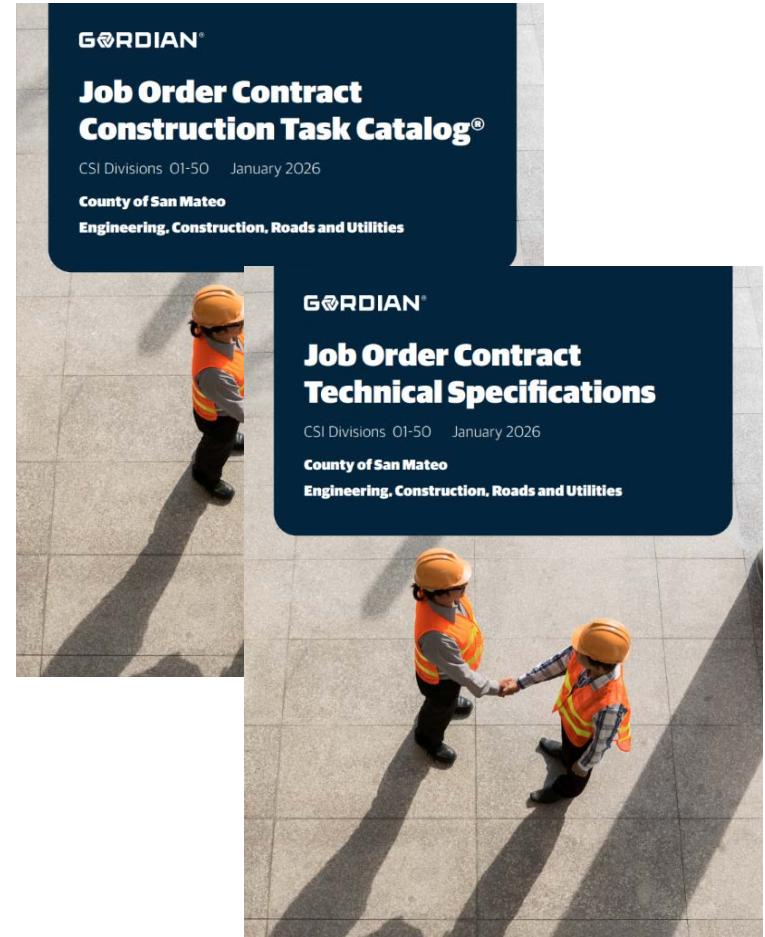
# Construction Task Catalog®

## Construction Task Catalog®

- Catalog of Pre-Priced Construction Tasks
- Based on Local Labor, Material & Equipment Costs
- Unit prices are for Direct Cost of Construction only
- The tasks represent the “Scope of Work” for the contract
- Items that list manufacturer and model number are to specify quality and must be used as equal instead of Non-Prepriced items

## Technical Specifications

- Specifies Quality of Materials and Workmanship
- Corresponds with Tasks in the Construction Task Catalog®

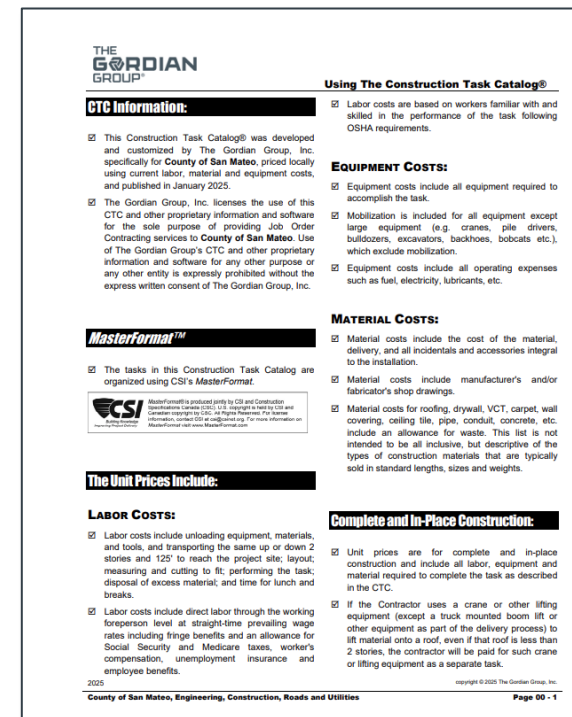


# Construction Task Catalog®



## Understanding the Construction Task Catalog®

- Contractor must review and understand “Using the Construction Task Catalog®” (AKA: “The Big Note”)
- Rules of the game
- Make sure you get paid for all appropriate tasks
- Unit Prices are for Complete and In-Place Construction
- Unit Prices Include Labor, Material and Equipment. Do Not Add Labor to Repointing Task.
- Unit Prices Include the Cost of Delivery to Project Site, Unloading, Storage and Handling.
- Demo Price Includes Loading into Truck or Dumpster.
- If Item Demolished as Part of Different Task, It will Not be Paid for Separately



# Construction Task Catalog®

## CalTrans Specific Tasks in the CTC



- 900+ CalTrans specific Tasks were added to the CTC.
- These Tasks are based on CalTrans standard specifications and include the CalTrans item code.
- All unit prices were calculated using local labor, material and equipment costs.
- Including CalTrans specific Tasks makes it easier to prepare and approve Price Proposals, increases administrative efficiency for both Contractors and Owners and results in more work being completed.

| GORDIAN®                                                                                                                                                                                                                                                                                                                                                                                                |     |     |                                                         | Custom Standards And Assemblies 50                      |                      | 50 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|---------------------------------------------------------|---------------------------------------------------------|----------------------|----|
|                                                                                                                                                                                                                                                                                                                                                                                                         |     |     |                                                         | CALTRANS Custom Standards And Assemblies 50 89          |                      |    |
|                                                                                                                                                                                                                                                                                                                                                                                                         |     |     |                                                         | CALTRANS Construction Performance Requirements 50 89 80 |                      |    |
| MINOR                                                                                                                                                                                                                                                                                                                                                                                                   | CSI | UOM | DESCRIPTION                                             | TOTAL DIRECT UNIT COST                                  | DEMOLITION UNIT COST |    |
| <b>50 Custom Standards And Assemblies</b>                                                                                                                                                                                                                                                                                                                                                               |     |     |                                                         |                                                         |                      |    |
| <b>50 89 CALTRANS Custom Standards And Assemblies (50 89)</b>                                                                                                                                                                                                                                                                                                                                           |     |     |                                                         |                                                         |                      |    |
| <b>50 89 80 CALTRANS Construction Performance Requirements (50 89)</b>                                                                                                                                                                                                                                                                                                                                  |     |     |                                                         |                                                         |                      |    |
| Note: Refer to www.dot.ca.gov for CALTRANS Standard Plans and Specifications                                                                                                                                                                                                                                                                                                                            |     |     |                                                         |                                                         |                      |    |
| <b>50 89 81 CALTRANS DIVISION I - GENERAL PROVISIONS (50 89 81)</b>                                                                                                                                                                                                                                                                                                                                     |     |     |                                                         |                                                         |                      |    |
| <b>50 89 81 01 PAYMENT (50 89 81)</b>                                                                                                                                                                                                                                                                                                                                                                   |     |     |                                                         |                                                         |                      |    |
| Note: Includes equipment mobilization, hauling over 25 miles, overtime, specialty labor, specialty equipment, reimbursables and permits per CALTRANS Standard. See CSI section 01 22 16 00-0001 for Reimbursable fees and permits, 01 22 20 00-0000 for specialty labor, 01 22 23 00-0000 for specialty equipment, 01 71 13 00-0000 for equipment mobilization, 01 74 19 00-0129 for hauling >25 miles. |     |     |                                                         |                                                         |                      |    |
| 50 89 81 01-0001                                                                                                                                                                                                                                                                                                                                                                                        | EA  |     | CALTRANS 999990 MOBILIZATION.....                       |                                                         |                      |    |
| Note: (One Time Per Job) See CSI section 01 71 13 00-0000 for mobilization of equipment.                                                                                                                                                                                                                                                                                                                |     |     |                                                         |                                                         |                      |    |
| <b>50 89 82 CALTRANS DIVISION II - GENERAL CONSTRUCTION (50 89 82)</b>                                                                                                                                                                                                                                                                                                                                  |     |     |                                                         |                                                         |                      |    |
| <b>50 89 82 12 TEMPORARY TRAFFIC CONTROL (50 89 82)</b>                                                                                                                                                                                                                                                                                                                                                 |     |     |                                                         |                                                         |                      |    |
| Note: Includes flagging, apparel, temporary traffic control devices, and equipment for flaggers, must comply with the latest California MUTCD per CALTRANS Standard.                                                                                                                                                                                                                                    |     |     |                                                         |                                                         |                      |    |
| 50 89 82 12-0001                                                                                                                                                                                                                                                                                                                                                                                        | EA  |     | CALTRANS 120110 FLASHING ARROW SIGN.....                |                                                         |                      |    |
| 50 89 82 12-0002                                                                                                                                                                                                                                                                                                                                                                                        | EA  |     | CALTRANS 120116 TYPE II BARRICADE.....                  |                                                         |                      |    |
| 50 89 82 12-0003                                                                                                                                                                                                                                                                                                                                                                                        | EA  |     | CALTRANS 120119 TRAFFIC CONE.....                       |                                                         |                      |    |
| 50 89 82 12-0004                                                                                                                                                                                                                                                                                                                                                                                        | EA  |     | CALTRANS 120120 TYPE III BARRICADE.....                 |                                                         |                      |    |
| 50 89 82 12-0005                                                                                                                                                                                                                                                                                                                                                                                        | EA  |     | CALTRANS 120140 BARRICADE (LEFT IN PLACE).....          |                                                         |                      |    |
| 50 89 82 12-0006                                                                                                                                                                                                                                                                                                                                                                                        | SF  |     | CALTRANS 120149 TEMPORARY PAVEMENT MARKING (PAINT)..... |                                                         |                      |    |
| 50 89 82 12-0007                                                                                                                                                                                                                                                                                                                                                                                        | LF  |     | CALTRANS 120151 TEMPORARY TRAFFIC STRIPE (TAPE).....    |                                                         |                      |    |
| 50 89 82 12-0008                                                                                                                                                                                                                                                                                                                                                                                        | SF  |     | CALTRANS 120152 TEMPORARY PAVEMENT MARKING (TAPE).....  |                                                         |                      |    |
| 50 89 82 12-0009                                                                                                                                                                                                                                                                                                                                                                                        | LF  |     | CALTRANS 120159 TEMPORARY TRAFFIC STRIPE (PAINT).....   |                                                         |                      |    |
| 50 89 82 12-0010                                                                                                                                                                                                                                                                                                                                                                                        | EA  |     | CALTRANS 120165 CHANNELIZER (SURFACE MOUNTED).....      |                                                         |                      |    |



# JOC CTC Example

|                             |       |    |
|-----------------------------|-------|----|
| Exterior Improvements       | 32    |    |
| Bases, Ballasts, And Paving | 32 10 | 32 |
| Unit Paving                 | 32 14 |    |

| MINOR<br>CSI UOM DESCRIPTION                                                                                                                                                                    | TOTAL DIRECT<br>UNIT COST | DEMOLITION<br>UNIT COST |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------------|
| <div>CSI MasterFormat</div> <div>Full description of task</div> <div>Price includes labor, material + equipment for your location</div> <div>Demolition price</div>                             |                           |                         |
| <b>32 16 Curbs, Gutters, Sidewalks, And Driveways</b> (32 10)                                                                                                                                   |                           |                         |
| <b>32 16 13 Curbs And Gutters</b> (32 16)                                                                                                                                                       |                           |                         |
| Note: Includes transitions. Demolition Includes two saw cuts (each end) of curbs and gutters for lengths up to 100'. See CSI section 02 41 19 13-004.3 for additional saw cuts within the 100'. |                           |                         |
| <b>32 16 13 13 Cast-In-Place Concrete Curbs And Gutters</b> (32 16 13)                                                                                                                          |                           |                         |
| Note: Includes concrete, forms, rebar, chairs (where necessary), expansion joints.                                                                                                              |                           |                         |
| <b>32 16 13 13-0001 Concrete Curb, Cast In Place</b> (32 16 13 13)                                                                                                                              |                           |                         |
| Note: Includes delivered concrete, forms, rebar, chairs (where necessary), expansion joints, finish and curing.                                                                                 |                           |                         |
| 32 16 13 13-0002 LF 6" X 12" Cast In Place Concrete Curb                                                                                                                                        | 7.18                      | 3.23                    |
| For Up To 20, Add                                                                                                                                                                               | 4.03                      |                         |
| For >20 To 50, Add                                                                                                                                                                              | 2.27                      |                         |
| For >50 To 100, Add                                                                                                                                                                             | 0.88                      |                         |
| For >500 To 1,000, Deduct                                                                                                                                                                       | -0.88                     |                         |
| For >1,000, Deduct                                                                                                                                                                              | -1.50                     |                         |
| 32 16 13 13-0003 LF 6" X 12" Cast In Place Concrete Curb - Radius                                                                                                                               | 8.18                      | 3.72                    |
| For Up To 20, Add                                                                                                                                                                               | 4.63                      |                         |
| For >20 To 50, Add                                                                                                                                                                              | 2.61                      |                         |
| For >50 To 100, Add                                                                                                                                                                             | 1.01                      |                         |
| For >500 To 1,000, Deduct                                                                                                                                                                       | -1.01                     |                         |
| For >1,000, Deduct                                                                                                                                                                              | -1.72                     |                         |

# Understanding the Construction Task Catalog<sup>®</sup>



## Include All Appropriate Tasks:

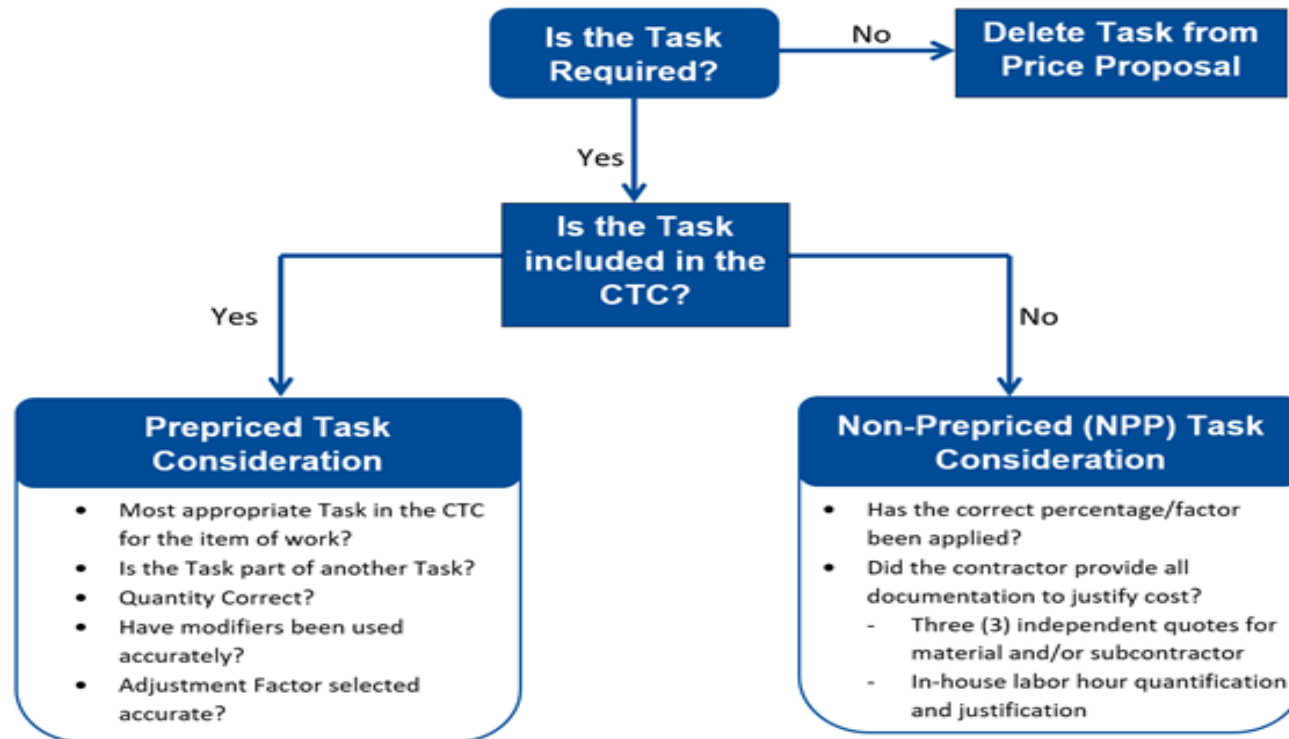
|                  |                                    |     |          |       |            |            |
|------------------|------------------------------------|-----|----------|-------|------------|------------|
| 32 16 23 00-0002 | 4" Cast In Place Concrete Sidewalk | SF  | \$5.06   | 400   | \$2,024.00 |            |
|                  | For Quantities 100 to 500, Add     | SF  | \$2.04   | 400   | \$816.00   |            |
| 32 11 16 00-0015 | 4" Crushed Aggregate Base          | SF  | \$0.63   | 400   | \$252.00   |            |
|                  | For Quantities Under 1000          | SF  | \$0.18   | 400   | \$72.00    |            |
| 01 71 13 00-0003 | Mobilize Backhoe                   | EA  | \$402.63 | 1     | \$402.63   |            |
| 31 23 16 36-0006 | Excavation by Backhoe              | CY  | \$3.75   | 11    | \$41.25    |            |
|                  | For Quantities Under 20 CY, Add    | CY  | \$3.75   | 11    | \$41.25    |            |
| 31 23 16 36-0028 | Loading Excess Materials           | CY  | \$3.42   | 13.75 | \$47.03    |            |
|                  | For Quantities Under 20 CY, Add    | CY  | \$3.42   | 13.75 | \$47.03    |            |
| 01 74 19 00-0029 | Hauling to Dump Site               | CYM | \$0.51   | 207   | \$105.57   |            |
| 01 74 19 00-0021 | Landfill Dump Fee                  | CY  | \$15.14  | 13.75 | \$208.18   | \$4,056.93 |
|                  |                                    |     |          |       |            | /400       |
|                  |                                    |     |          |       |            | \$10.14    |

Compare these prices

\* Sample only



# Non Pre-Priced Tasks





# Non Pre-priced Tasks (NPP)

Contractor must have permission from the County to use a Non Pre-priced Task prior to submission

Three (3) Quotes on vendors' or subcontractors' letterhead

Justification for less than three (3) Quotes

**Contractor is paid the amount in the following formula:**

- A=direct labor cost and fringe benefits per prevailing wage rates
- B=direct material costs (supported by quotes)
- C=direct equipment costs (supported by official posted state rental rates)
- D=allowable overhead costs =  $A \times 25\%$  (i.e. workers compensation insurance)
- E=allowable profit =  $(A + B + C) \times 10\%$

**The final price submitted for Non Pre-priced Tasks which are performed by a subcontractor is according to the following formula:**

- F=subcontractor costs (supported by quotes)
- G=Contractor allowance for subcontractor costs =  $F \times 15\%$
- Total cost of Non Pre-priced Task =  $A + B + C + D + E + F + G$



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# Questions?

Next: Adjustment Factors



# Method to Calculate



## Historical Project Data

- Select a Completed Project You Know Scope and Direct Costs
- Price Project From CTC
- Add on Overhead and Profit
- Calculate the Adjustment Factor

## Create a Representative Project

- Create a Scope of Work
- Get Sub Quotes or Estimate Cost
- Price Project From CTC
- Add on Overhead and Profit
- Calculate the Adjustment Factor

**GORDIAN®**



# Proposal Building Example Project

Select multiple projects that you are familiar with based on your trade

- Doors and Hardware
- Interior Lighting
- Plumbing Fixtures
- Replace Boiler
- Include any exclusions
- **Normal Working Hours Apply**



# Sample Project – CTC Price vs. Quotes



## Direct Cost of Work from CTC

- Replace Boiler \$ 48,911.43
- Doors/Hardware \$ 9,748.46
- Lighting \$ 15,845.00
- Plumbing \$ 14,986.76

TOTAL = \$ 89,491.65

## Direct Cost of Work from Quotes or Estimates

- Replace Boiler \$ 47,500.00
- Doors/Hardware \$ 9,250.00
- Lighting \$ 16,750.00
- Plumbing \$ 12,500.00

TOTAL = \$ 89,000.00



## Sample Project – Putting It All Together

|    |                                 |                    |
|----|---------------------------------|--------------------|
| A. | Direct Cost of Work from Quotes | \$89,000.00        |
| B. | Overhead 10%*                   | <u>\$ 8,900.00</u> |
| C. | Subtotal (Cost & O/H)           | \$97,900.00        |
| D. | Profit 10%*                     | <u>\$ 9,790.00</u> |
| E. | Subtotal (Cost & O/H & Profit)  | \$107,690.00       |
| F. | Price From CTC                  | \$89,491.65        |

**Adjustment Factor (= E / F) = 1.2034**

\*Sample Only. Contractor to determine O/H & Profit.  
[Prepare this calculation for more than one sample project.](#)



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# Questions?

Next: Bid Form



# JOC Process – How is JOC Bid?

## Award Based on Competitive Bid

- Must Bid 2 Adjustment Factors:
  - **Normal Working Hours**: 8:00 am to 5:00 pm Monday to Friday
  - **Other Than Normal Working Hours**: 5:01 pm to 7:59 am Monday to Friday, and all day Saturday, Sunday and County Holidays
- Adjustment Factors Apply to All Tasks in the CTC
- Each Adjustment Factor is Weighted to Create an Award Criteria Figure
- Lowest Award Criteria Figure From a Responsive, Responsible Bidder Wins!

# Filling Out the Proposal Form



**Normal Working Hours:** Work performed during Normal Working Hours in the quantities specified in individual Job Orders for the Unit Price sum specified in the Construction Task Catalog® multiplied by the Adjustment Factor of:

1 . 2 0 3 4

\* **Other than Normal Working Hours:** Work performed during Other Than Normal Working Hours in the quantities specified in individual Job Orders for the Unit Price sum specified in the Construction Task Catalog® multiplied by the Adjustment Factor of:

1 . 2 6 5 0

\* Bids will be rejected as non-responsive if the 'Other than Normal Working Hours' Adjustment Factor is not equal to or greater than the 'Normal Working Hours' Adjustment Factor.

\* Sample only

# Filling Out the Proposal Form



## Price Criteria Figure Formula

|         |                                                          |        |        |
|---------|----------------------------------------------------------|--------|--------|
| Line 1. | Normal Working Hours Adjustment Factor                   | 1.2034 |        |
| Line 2. | Multiply Line 1 by 80%                                   |        | 0.9627 |
| Line 3. | Other than Normal Working Hours Adjustment Factor        | 1.2650 |        |
| Line 4. | Multiply Line 3 by 20%                                   |        | 0.2530 |
|         |                                                          |        |        |
| Line 5. | Add Lines 2 and 4<br>(This is the Award Criteria Figure) | AFC =  | 1.2157 |

In case of discrepancy, governing ranking of figures above in descending order is:

1. **Normal Working Hours** and **Other than Normal Working Hours**
2. Line 1 and Line 3 of the Award Criteria Figure Formula table
3. Line 2 and Line 4 of the Award Criteria Figure Formula table
4. Calculated AFC of the Award Criteria Figure Formula table



# Contractor Adjustment Factors

## Importance of Adjustment Factors

- Determines winning bidder AND
- Used to price individual Job Orders
- Price proposal total becomes the lump sum Job Order amount

|   |            |   |          |   |                   |   |                       |
|---|------------|---|----------|---|-------------------|---|-----------------------|
|   | Unit Price | x | Quantity | x | Adjustment Factor | = | Total for Task        |
| + | Unit Price | x | Quantity | x | Adjustment Factor | = | Total for Task        |
| + | Unit Price | x | Quantity | x | Adjustment Factor | = | Total for Task        |
|   |            |   |          |   |                   |   | <hr/>                 |
|   |            |   |          |   |                   |   | Total Job Order Price |



# Risks of Low Adjustment Factor

Leads to Arguments in Proposal Review

- Unsupportable Tasks
- Exaggerated Quantities

Leads to Delays in Job Order Development

- Takes Longer to Review Proposals

Creates an Adversarial Relationship

- Reduced Volume of Work
- Will Shorten Contract
- Lost Profitability

No Second Chance to Improve Margin

# Using Construction Task Catalog



- Task Orders shall use appropriate task line items for each work scope.
- County will request contractor to adjust task orders if inappropriate task line items or quantities are used.



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# Questions?

Next: Review of Key Points and Bid Submission Details



# Bid Considerations

## Contractors Should Expect To

- Prepare incidental drawings or sketches for some projects
  - Justify Quantity Calculations
  - Explain Detail of Work
- Prepare proposals for some projects that may be canceled
- Margins on CTC tasks vary
- Some projects are more profitable than others
- Maintain a fully functioning office
- Maintain a fully functioning staff
- Hold required licenses
- 1% of each Job Order is a Contractor License Fee for eGordian® software access



# Review / Key Points

Focus on Total Potential Value of Contract

- Up to \$5,000,000

Evaluate Construction Task Catalog<sup>®</sup>

- Analyze Unit Prices
- Know the General Guidelines for Using the CTC

Contractor Performance Drives Volume

- Responsive Service
- Accurate Proposals
- Safe and Clean Project Sites
- High Quality Construction
- On-Time Completion
- On-Time Close Out

# Bids



## SEALED BIDS DUE: Wednesday, March 4, 2026 by 2:00 PM

Sealed bids will be received either by mail to the office of the County Executive's Office, or hand-delivered prior to the bid opening to the **County of San Mateo at 500 County Center, 5th Floor, Redwood City, California, 94063** until the hour of County Executive Officer/ Clerk of the Board of Supervisors.

Sealed Bids: ONE (1) fully executed paper bid document. The bid number and company name must be included on the outside of your sealed package and failure to do so may result in the inadvertent opening of the package and may cause your bid to be rejected.

**All questions must be received via email no later than Monday February 23, 2026 at 5:00 PM.**

Submit questions via email to:

[jschabowski@smcgov.org](mailto:jschabowski@smcgov.org) and [wng@smcgov.org](mailto:wng@smcgov.org)



# Additional Information

## Plan Holders List

- **Bidders are to be advised that Contractor should be on the Plan Holders List for bidding. To be placed on the Plan Holders List, the Contractor shall either:**
  1. Bidder shall register and create an account on the OpenGov website to download all bidding documents including forms of proposal and contract, directly from [www.OpenGov.com](http://www.OpenGov.com). The Contractor is advised downloads should be completed no later than three (3) working days prior to the bid opening date.
  2. If bidding documents are obtained through a source other than those outlined in the Notice to Contractors, complete and sign the Plan Holder's Affidavit included in the Notice to Contractors and return to the County.

The Plan Holders List will be posted to the County of San Mateo's Public Works website two (2) working days prior to the bid open date.

## Contract Documents

Contract Documents including the Construction Task Catalog®, Technical Specifications, and forms of Proposal and Contract may be seen and obtained at the office of the Director of Public Works, 555 County Center, 5th Floor, Redwood City, California, 94063-1665. Contract Documents may be obtained per instructions at <https://procurement.opengov.com/portal/smcgov/projects/237432>



## Additional Information

All questions concerning this solicitation must be received via email no later than **Monday, February 23, 2026 at 5:00 PM.**

Submit questions via email to:

[jschabowski@smcgov.org](mailto:jschabowski@smcgov.org) and [wng@smcgov.org](mailto:wng@smcgov.org)

**Please enter your contact information in the Chat:**

- **Company Name**
- **Your Name**
- **Email Address**
- **Phone #**



# Thank you

## Questions, Comments, and Input

### Contact:

John Schabowski [jschabowski@smcgov.org](mailto:jschabowski@smcgov.org)

Wency Ng [wng@smcgov.org](mailto:wng@smcgov.org)

Phone #: 650-363-4100

Project Website (presentation and zoom mtg recording will be posted here):

<https://www.smcgov.org/publicworks/job-order-contracts-engineering-construction-roads-and-utilities-joc-2622-thru-joc-0>

Open Gov Link Direct to project

<https://procurement.opengov.com/portal/smcgov/projects/237432>

**COUNTY** OF **SAN MATEO**



# Thank you for Attending

## County of San Mateo Engineering, Construction, Roads and Utilities Job Order Contracting Pre-bid Conference February 19, 2026 @ 10:00 AM

JOC-2622  
JOC-2623  
JOC-2624  
JOC-2625

