

**BOARD OF SUPERVISORS
FINANCE/GOVERNMENT OPERATIONS AND
ECONOMIC DEVELOPMENT COMMITTEE
ACTION ITEM**

SUBJECT: **CONTRACT RENEWAL/Job Order Contract (JOC) for the Maintenance, Repair and Replacement of Mechanical Infrastructure**

ELECTION DISTRICT: Countywide

CRITICAL ACTION DATE: June 14, 2016

STAFF CONTACTS: Ernest Brown, General Services
Tom Trask, General Services
Christopher Bresley, Finance and Procurement

PURPOSE: To renew the Job Order Contracts (JOC) for the Maintenance, Repair and Replacement of Mechanical Infrastructure.

RECOMMENDATIONS: Staff recommends that the Finance/Government Operations and Economic Development Committee (FGOEDC) recommend to the Board of Supervisors (Board) that the Purchasing Agent be authorized to renew the Job Order Contracts (JOC) for the Maintenance, Repair and Replacement of Mechanical Infrastructure to Adrian L. Merton, Inc., Riddleberger Brothers, Inc., and the Paschen Johnson Joint Venture in the estimated amount of \$4,000,000.

BACKGROUND: Invitation for Bid No. 189 was issued on April 24, 2015 for Job Order Contracts (JOC) for the Maintenance, Repair and Replacement of Mechanical Infrastructure. On May 28, 2015, five (5) bids were received. As a result, on July 15, 2015 (Contract Award Authority During Summer Recess), the Board authorized the Purchasing Agent to award contracts to Adrian L. Merton, Inc., Riddleberger Brothers, Inc., and the Paschen Johnson Joint Venture in the estimated amount of \$4,000,000 for the period of August 1, 2015 through July 31, 2016 with up to two additional (2) one-year renewal options. The scope of work of these contracts includes countywide maintenance, repair and replacement of mechanical infrastructure on an as-needed basis at various Loudoun County facilities. Staff is requesting to exercise the first renewal option for the period of August 1, 2016 through July 31, 2017. Contracts are only renewed with those contractors with satisfactory performance.

A JOC is a competitively bid, firm fixed priced, indefinite quantity contract. The work includes a collection of tasks and related technical specifications that have pre-established unit prices. The

contracts are to be used for mechanical infrastructure maintenance, repair and replacement work by means of individual job orders issued under the contracts and related to discrete projects, such as the replacement of aging heating, ventilation and air conditioning (HVAC) components in major County facilities.

The contracts will generally be utilized to accomplish small to medium sized projects with a typical job order value within the range of \$10,000-\$100,000. Typical work is anticipated to include, but not be limited to, projects such as repair, alteration, construction, maintenance, rehabilitation, replacement, demolition and construction of mechanical infrastructure.

This contract renewal requires action by the FGOEDC and Board as it exceeds the staff authority of \$500,000 in accordance with the Procurement Resolution.

ISSUES: The benefits of using a JOC for this type of work is that the County: (1) has a detailed technical specification for each construction task contained in the Construction Task Catalog (CTC); thus establishing a uniform quality standard for all aspects of the work; and (2) has realized cost savings from having pre-established unit prices (i.e. encompassing all materials, labor and equipment) for each construction task.

Prior to the implementation of the JOC Program, staff relied on the contractors to prepare the technical specifications, material costs and quantity of labor and equipment necessary. The County's consultant, The Gordian Group, developed the technical specification and CTC (with localized pricing) in conjunction with County staff. In addition, they trained County staff and the general contractor's staff on the use of JOC management software and assist in the field joint scoping meetings and review of contractor's price proposals. This contract is essential to the repair, maintenance, and renovation of County facilities and the execution of the Capital Asset Preservation Program.

FISCAL IMPACT: The County anticipates spending up to \$4,000,000 for these services from August 1, 2016 through July 31, 2017. Funding is available in the operating budgets of the Department of General Services, the Department of Parks, Recreation and Community Services, and the Department of Transportation and Capital Infrastructure, the Capital Asset Preservation Program, and the Capital Improvement Program.

ALTERNATIVES:

1. Recommend to the Board that the Purchasing Agent be authorized to renew the Job Order Contracts (JOC) for the Maintenance, Repair and Replacement of Mechanical Infrastructure to Adrian L. Merton, Inc., Riddleberger Brothers, Inc., and the Paschen Johnson Joint Venture in the estimated amount of \$4,000,000.

OR

2. Do not recommend renewal of the contracts and direct staff on how to proceed.

DRAFT MOTIONS:

1. I move that the Finance/Government Operations and Economic Development Committee recommend to the Board of Supervisors that the Purchasing Agent be authorized to renew the Job Order Contracts (JOC) for the Maintenance, Repair and Replacement of Mechanical Infrastructure to Adrian L. Merton, Inc., Riddleberger Brothers, Inc., and the Paschen Johnson Joint Venture in the estimated amount of \$4,000,000.

OR

2. I move an alternate motion.