

Job Order Contracts (JOC)
Frequently Asked Questions

Q. What is a JOC?

A. A Job Order Contract is a competitively bid, fixed-price, multiple Task Order contract, awarded before any projects are identified. Each issued Task Order is a lump sum, firm-fixed-price and includes a specific, Detailed Scope of Work and Price Proposal, utilizing the Construction Task Catalog (CTC) line items, (aka unit prices).

Q. What is a Task Order?

A. Task Orders are the individual projects assigned under a Job Order Contract. Each task order is priced from a comprehensive database of construction tasks (aka Line Items or Unit Prices), developed using local prevailing wages and material costs.

Q. What is an Adjustment Factor?

A. The JOC Contractor bids Adjustment Factors to be applied to the CTC line items; the Adjustment Factor(s) apply to every task in the CTC. Contractor prepares the Price Proposal using formula: CTC Line Item x Quantity x Adjustment Factor = Line Item Total.

Q. What do the prices in the Construction Task Catalog include?

A. The CTC was developed using local prevailing wage rates, material and equipment costs.

Q. What types of work will I be doing?

A. Typical scopes of work include: small construction projects, repair work, alteration projects, and landscaping.

Q. Why should I bid a JOC?

A. A JOC is a great way to increase the capacity of your business while growing your resume, giving you direct access to Project Managers, and it could lead to larger contracts with the SFPUC.

Q. Are there special requirements for JOC?

A. Contracts are awarded to the lowest, responsible responsive bidder. JOC is a performance-based contract. JOC needs to comply with City and County of San Francisco Local Business Enterprise goals, Local Hiring goals, and contractors must pay prevailing wage for all trade work.

Q. How many JOCs does SFPUC issue a year?

A. SFPUC issues approximately \$60M worth of JOCs a year. Roughly \$15M is set aside for Micro LBE.

Q. Do I need to get a payment and performance bond to perform a JOC?

A. Yes, when the contract is awarded, the winning contractor must supply a bond for 25% of contract maximum value, which is increased incrementally by 25% in accordance with the dollar amount of used capacity, and increases to 100% of the contract value when issued task orders reach this threshold. A bid bond is also required for 10% of the contract maximum.

Q. The JOC process is still a bit unclear to me. Who can I contact to request more information?

A. Feel free to reach out to the JOC Team at joc@sfwater.org or (844) 295-5417. Our analysts will be more than happy to answer your questions and provide support.