

VTrans Job Order Contract (JOC) Guidance Document for Potential Contractors

Introduction

The Job Order Contract (JOC) enhances the State's capacity to maintain safe, functional, and reliable infrastructure by facilitating the swift execution of smaller repairs, maintenance tasks, and minor construction projects. It enables the State to promptly address infrastructure needs, minimize service disruptions, and reduce risks associated with deferred maintenance.

1. Primary Contract Establishment

- a. **Request for Proposal (RFP):** VTrans initiates a competitive RFP process to select a contractor. This process evaluates potential contractors based on criteria such as experience, pricing, and capability.
- b. **Awarding the Contract:** Once a contractor is selected, a primary JOC is established. This contract outlines the terms, conditions, pricing, etc.

2. Job Orders

a. Issuance of Job Orders:

- i. When VTrans identifies a need for a project, they issue a job order or task order under the primary contract. Each job order will utilize a standard Job Order Form and will include a detailed description of the work, deliverables, and timelines.
- ii. Job Orders will be submitted and received electronically. All contractors must have the capability to electronically send and receive the Job Order Form.
- iii. Job Orders will be assigned to the contractor that offers the best value to the State, taking into account factors such as price, quality, past performance, and availability.

b. Pricing Options:

- i. **Hourly Rate:** If the Job Order is based solely on hourly rates and does not include a need for materials, VTrans will identify contractors with the required equipment type and select the contractor that offers the best value to the State for that Job Order.
- ii. **Lump Sum Soliciting:** If a Job Order requires lump sum pricing or materials, VTrans will request at least three (3) quotes from JOC Contractors before placing the order with the contractor that provides the best value to the State.

3. Project Execution

- a. Once approved, the contractor proceeds with the work as specified in the task order, adhering to the agreed timeline and quality standards.

4. Efficiency and Flexibility

- a. This method allows VTrans to quickly address multiple projects without the need for separate bidding processes, saving time and resources.
- b. It provides flexibility to respond to varying project demands efficiently.

5. Mid-Term Rate Increase

- a. **Rate Revision:** Awarded JOC Contractor will be permitted to submit revised equipment rates at the conclusion of the third year of the five-year contract term,

- b. Rate Review Process:** This mid-term rate review process enables Contractors to update all current equipment rates and to add or remove equipment without the need for a contract amendment. VTrans retains the authority to request clarifications, require revisions, or take any action necessary to ensure completeness, accuracy, and compliance with contract requirements.

6. Administrative Adjustment

- a. Equipment Adjustments:** With VTrans' approval, contractors may add or remove equipment from the Equipment & Rate Sheet included in the JOC contract as an Administrative Adjustment.
- b. Request Process:** To request the addition or removal of equipment from the Equipment & Rate Sheet, the contractor should email a request to the VTrans Contract Manager and Contract Specialist for consideration. VTrans will provide an Administrative Adjustment Form, which the contractor must complete and return for approval.

Conclusion:

By using a JOC, VTrans can streamline project delivery, maintain cost control, and ensure timely completion of necessary infrastructure work.

Please be aware that the information in this document is for informational purposes only. It is not exhaustive and is meant to provide general JOC details. The final JOC requirements will be outlined in the executed JOC Contract. VTrans reserves the right to modify any information in this document at any time