



Meeting Date: October 20, 2023

To: Public Works Commission

Through: Carla Short, Interim Public Works Director
Ronald Alameida, City Architect and Deputy Director for Buildings

From: Teenchee Le, Job Order Contract (JOC) Program Manager

Subject: JOC-J62 General Building Services - Contract Award

Director’s Recommendation: Award Job Order Construction contract JOC-J62 General Building Services with a not-to-exceed amount of \$5,000,000 for 730 consecutive calendar days to City Building, Inc. Also, authorize the Director of Public Works to approve future modifications to increase the contract duration by up to 1,095 calendar days, to a new total duration of up to 1,825 calendar days, and to increase the not-to-exceed amount by up to \$2,500,000, for a new total not-to-exceed amount of \$7,500,000.

Contract Background: Work is accomplished by issuing Task Orders during the term of the contract. The scope of work may include repair, alteration, modernization, maintenance, rehabilitation, demolition and construction of buildings, structures, or other real property. The work is performed on an “if-and-as-needed” basis in accordance with the San Francisco Administrative Code Section 6.62 requirements. The initial master agreement term is two years and not-to-exceed amount of \$5,000,000. Per San Francisco Administrative Code section 6.62(g), the Contract Term may be extended up to 5 years but no new Task Orders will be issued after the first 4 years. Per San Francisco Administrative Code section 6.62(f) the not-to-exceed amount of the Contract can be increased 150% of the original contract amount to a not-to-exceed amount of \$7,500,000.

Solicitation Process: The Department advertised the project on May 12, 2023, and received one bid on June 23, 2023. Staff evaluated the low bid proposal from City Building, Inc. and it was determined that:

1. The bid was deemed responsive by Public Works Contract Administration staff
2. The bidder was deemed responsible by Public Works Project Controls and Services
3. The bid received Contract Monitoring Division’s award recommendation

Contract Details:

Contract Title:	JOC-J62 General Building Services
Contract Award Amount:	Initial not-to-exceed amount of \$5,000,000 with the option to increase the not-to-exceed amount by \$2,500,000, resulting in a total not-to-exceed amount of \$7,500,000

Cost Estimate:	N/A, as-needed contract
Contract Funding Sources:	Depends on the task order
Anticipated Project Schedule:	N/A, as-needed contract
Contract Duration:	Initial duration of 730 consecutive calendar days with the option to extend the contract duration by up to 1,095 calendar days, to 1,825 consecutive calendar days
Contractor Name:	City Building, Inc.
Compliance with Chapter 14B Local Business Enterprise Ordinance:	The Contract Monitoring Division (CMD) established a Local Business Enterprise (LBE) subcontracting requirement of 20% for this contract. The contractor committed to LBE participation of 20% in its bid submittal, and San Francisco Public Works received CMD's recommendation to award.
Environmental Determination (if applicable):	N/A, as-needed contract
Other Compliance:	12B Equal Benefits Ordinance Compliant
Additional Information:	N/A
Attachments:	Attachment 1: Resolution Attachment 2: Bid Tabulations Attachment 3: CMD Award Memo

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. _____

WHEREAS, On May 12, 2023, San Francisco Public Works (Public Works) advertised as-needed Job Order Contracting (JOC) JOC-J62 General Building Services contract; and

WHEREAS, The Work is accomplished by issuing Task Orders during the term of the contract. The scope of work may include repair, alteration, modernization, maintenance, rehabilitation, demolition and construction of buildings, structures, or other real property; and

WHEREAS, The work is performed on an “if-and-as-needed” basis in accordance with the San Francisco Administrative Code Section 6.62 requirements; and

WHEREAS, The initial not-to-exceed contract amount is \$5,000,000; and

WHEREAS, The initial contract duration is 730 calendar days; and

WHEREAS, On June 23, 2023, Public Works received and opened publicly one bid; and

WHEREAS, Public Works staff and Contract Monitoring Division (CMD) staff reviewed the bids and determined that City Building, Inc. is a responsive and responsible bidder that submitted the lowest responsive bid; and

WHEREAS, CMD established a Local Business Enterprise (LBE) subcontracting participation requirement of 20% for this contract, and the contractor committed to LBE participation of 20% in its bid submittal; and

WHEREAS, The Director recommends the Commission’s approval of the initial not-to-exceed contract amount and the initial contract duration referenced above as well as the Commission’s approval of an increase of up to 1,095 calendar days to the contract duration contingency and an increase of up to \$2,500,000 to the not-to-exceed amount contingency; now, therefore, be it

RESOLVED, That this Commission hereby awards Public Works Construction Contract, JOC-J62 General Building Services, in the not-to-exceed amount of \$5,000,000 for 730 consecutive calendar days to City Building, Inc.; and be it

FURTHER RESOLVED, That this Commission hereby authorizes the Director to approve an increase of up to 1,095 calendar days to the contract duration contingency and to increase the not-to-exceed amount contingency by up to \$2,500,000.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____.

Commission Affairs Manager
Public Works Commission

**City and County of San Francisco
Department of Public Works
TABULATION OF BIDS**

Sourcing ID No. 0000008224

Contract No. JOC-J62

Title: **JOB ORDER CONTRACT J62 GENERAL BUILDING SERVICES**

Bids Received: June 21, 2023

Bidders: (In the order of bids received & opened) City Building, Inc.

LBE Status N/A

Adjustment Factors

1.0 Normal Working Hours Adjustment Factor 1.1000

2.0 Other Than Normal Working Hours Adjustment Factor 1.1800

Award Criteria Figure Formula

Prorated Factors

1.0 x 0.90 0.9900 - - -

2.0 x 0.10 0.1180 - - -

Award Criteria Figure (Sum of the Prorated Factors) 1.1080 - - -

cc:	Teenchee Le	Carla Short	Julia Laue
	Aaron Lee	Ron Alameida	Jieting Yu
	Selormey Dzikunu	Jun Caranto	K2Systems
	Finbarr Jewell	Laura Tanigawa	All Bidders

June 21, 2023 Advertisement: <https://bidopportunities.apps.sfdpw.org/CaseLoad/Details/2446>



CONTRACT MONITORING DIVISION OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Carmen Chu, City Administrator

Stephanie Tang, Director

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MEMORANDUM

Date: August 23, 2023

To: Ben Washington, Contract Administration, SF Public Works
Robert Loftus, Contract Administration, SF Public Works
Teenchee Le, Project Manager, SF Public Works

From: Finbarr Jewell, Contract Monitoring Division

Subject: Sourcing ID: 0000008224 JOC J62 General Building Services – CMD Review Memo

The Contract Monitoring Division (“CMD”) has reviewed the sole bid submitted for the above referenced master contract, applied the appropriate bid discounts, and determined responsiveness to the Chapter 14B pre-award requirements. Below is a summary of CMD’s review.

Bidder	Status	Award Criteria Figure	Discounted Award Criteria Figure
City Building, INC	Non-LBE	1.108	N/A

SF Public Works request to award this contract to City Building, Inc. ("City Building").

LBE Subcontracting Requirement

The LBE subcontracting requirement is 20% of the contract's total value for this contract. The contractor must meet the LBE subcontracting requirement by the end of the contract.

New CMD Requirements

As of July 1, 2023, for contracts awarded or for contracts with begin dates after July 1, 2023, CMD requires the contractor to submit the first three progress payment applications to include CMD Forms 7 and 9. We request that DPW forward the CMD Forms to verify that the contractor is confirming the payment in the Peoplesoft system

and has entered all invoice and payment data. When the contractor lists an LBE to meet the 20% LBE requirement, DPW must list the LBE in the Peoplesoft system CMDs document or record.

As of July 1, 2023, for contracts awarded or for contracts with begin dates after July 1, 2023, CMD requires the contractor to submit the first three progress payment applications to include CMD Forms 7 and 9. We request that DPW forward the CMD Forms to verify that the contractor confirms the payment in the Peoplesoft system and has entered all invoice and payment data. When the contractor lists an LBE to meet the 20% LBE requirement, DPW must list the LBE in the Peoplesoft system CMDs document or record.

CMD recommends that DPW schedule a pre-construction or kick-off meeting to allow CMD to remind the contractor of the LBE requirements for this project.

Chapter 14B Determination

Based on the foregoing, CMD has determined that City Building has complied with the Chapter 14B pre-award requirements. Should you have any questions, please contact Finbarr.Jewell at finbarr.jewell@sfgov.org