

Job Order Contracting (JOC)

Highway Maintenance (HM) Program

A guide for contractor

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Division of Maintenance

January 2026

Objectives

By the end of this presentation, you will be able to:

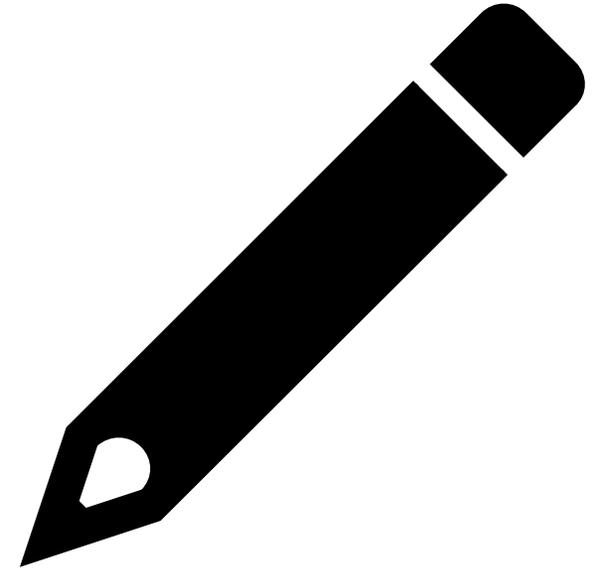
- Understand what JOC is
- Know the basic IFB documents
- Learn what a Master Agreement is
- Understand the Notice to Bidders and Special Provisions

How will we get there?

We will cover the following topics to reach our objective

- Job Order Contracting (JOC)
- Senate Bill -146
- Invitation for Bid (IFB)
- Master Agreement (MA)
- Notice to Bidders (NTB) and Special Provisions (SP)

JOB ORDER CONTRACTING
(JOC)
OVERVIEW



Overview of Caltrans Highway Maintenance (HM) projects

HM-1 Pavement	HM-2 Vegetation & Irrigation	HM-3 Bridges	HM-4 Electrical, Traffic Guidance & Safety	HM-5 Maintenance Facilities	HM-251 Drainage
					
<ul style="list-style-type: none"> • Flexible Pavement • Rigid Pavement 	<ul style="list-style-type: none"> • Slopes, Vegetation • Litter, Debris, Landscaping • Public Facilities, Environmental 	<ul style="list-style-type: none"> • Bridges • Other Structures 	<ul style="list-style-type: none"> • Electrical • Traffic Control • Transportation Management Systems (TMS) • Safety 	<ul style="list-style-type: none"> • Support • Training, Field Auxiliary Services 	<ul style="list-style-type: none"> • Drainage • Culverts • Pump Plants

Highway Maintenance (HM) projects extend the life of existing infrastructure through preventive and corrective strategies that go beyond routine field maintenance. Caltrans delivers HM work through individual contracts, focusing on repairs—such as pavement overlays, bridge joint seals, and culvert repairs—without upgrading or replacing facilities.

Senate Bill - 146: Job Order Contracting (JOC)

Signed by Governor on July 10, 2023, SB-146 authorizes the use of Job Order Contracting or JOC method for Caltrans.

Authorizes JOC procurement method for projects;

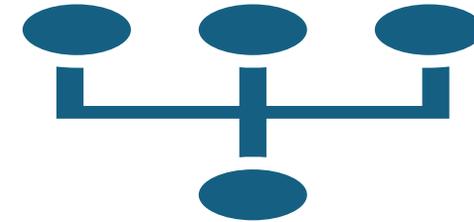
- *Highway maintenance or safety projects...bridge deck sealing, bridge & asphalt pavement overlays, concrete pavement slab work, joint seals, traffic safety devices, rumble strips...(HM1, HM3, HM4 Safety...)*
- *Traffic management and detection systems (HM4-TMS)*
- *Tree removal, clearing & grubbing, culvert installation & repairs (HM2..)*
- *ADA facilities, building maintenance, safety barriers, & stormwater pollution control devices (HM2, HM4, HM5...)*

Based on SB-146 text all HM programs are eligible for JOC.

Caltrans Highway Maintenance (HM) Project Delivery



Design-Bid-Build contracting
Traditional Bidding Process



Job Order Contracting
Innovative Bidding Process

The traditional HM delivery method (Design-Bid-Build) follows a linear process where Caltrans completes the design before bidding out construction, resulting in longer timelines. In contrast, Job Order Contracting (JOC) uses pre-established unit prices and work orders under a master agreement, allowing for quicker delivery of repetitive maintenance work.

Traditional Bidding Process – HM Contracting

- Districts prepares the Plans, Specifications, and Estimate (PS&E) package. While the in-house unit price estimates for individual work items (e.g., earthwork) is not disclosed, Caltrans provides itemized quantities (e.g., 250 cubic yards of earthwork) for use in contractor cost estimating.
- The PS&E package is advertised through the Division of Engineering Services - Office Engineer and made available on the designated website. Contractors develop and submit bids based on their own unit prices, which include profit, insurance, and other associated costs.
- The project is awarded to the lowest responsive bidder. Upon award, Caltrans and the selected contractor enter into a formal agreement to execute the work. Construction then proceed to completion.

Job Order Contracting

- Districts prepares the Invitation for Bid (IFB) package. Caltrans provides a unit price list for each item (e.g., \$230 per cubic yard of earthwork), which reflects the fixed unit price, including material, equipment, and labor costs.
- The IFB-package will be advertised through the Division of Engineering Services - Office Engineer and made available on the CalProcure. Contractors develops and submits bids based on their stipulated unit prices, which include profit, insurance, and other associated costs.
- The master agreement will be awarded to the lowest responsive & responsible bidder. Upon award, Caltrans and the selected contractor work on Work Orders. Construction then proceeds to completion.

JOC Workflow Overview



Invitation for Bid

Caltrans prepares JOC bidding package.

Advertise on CaleProcure website

(www.caleprocure.ca.gov), and upload items to bidx.com.



During Advertisement

Contractors interested in bidding will:

- View the project on CaleProcure , create an account on bidx.com.
- Follow steps in the JOC Electronic Bidding Guide to submit bids.
- Reference: [JOC Electronic Bidding Guide](#).

Caltrans posts:

- Bidder inquiry results, and Addenda and MA agreement amendments to CaleProcure.
- Conduct mandatory pre-bid meeting (Refer to JOC bidding package).



Bid Open and Award Master Agreement

Contractors submit bids.

Please note that only contractors who attend the pre-bid meeting will be eligible to participate in the bidding process.

Caltrans posts bid summary on Contractors' Corner.

JOC MA will be awarded to the lowest bidder.

Contractors must submit required documents to District and DES OE on time.



Work Order Construction and Closeout

Once MA executed, WOs can be issued as an individual construction contracts

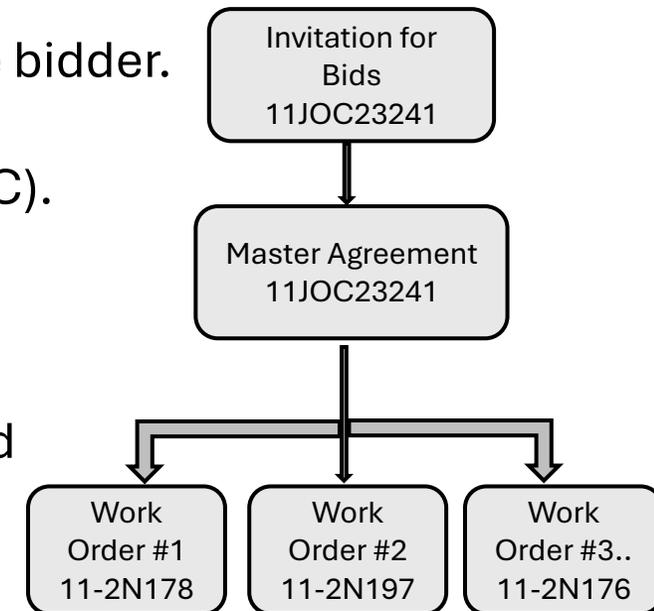
Prior to issuing each WO, Joint Scope Meeting shall be arranged to discuss scope of work, bid items, quantities...

Each WO includes Bid Book (items, quantities, total price), location, Project Plans, Notice to Bidders & Special Provisions

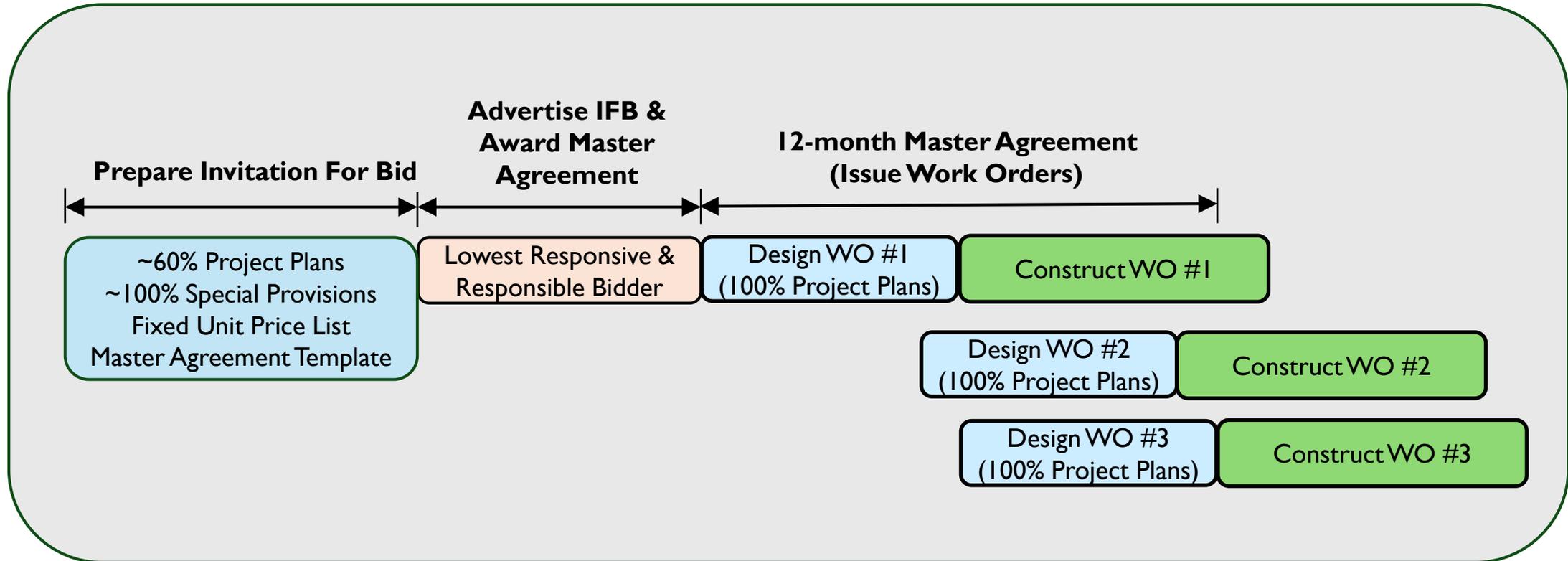
Caltrans works with the contractor to complete construction.

What is Job Order Contracting (JOC)?

- **On-Call Construction Contract:** Utilizes a Master Agreement with multiple Work Orders.
- **Ideal for Non-Complex Projects:** Suitable for repetitive work with minimal design needs.
- **Speed and Efficiency:** Enables rapid delivery with predefined unit prices for maintenance and construction.
- **Multiple Projects under One Contract:** Allows for several projects under a single Master Agreement, improving response times and reducing procurement time/costs.
- **Award Process:** Contract awarded to the lowest responsive and responsible bidder.
- **Limitations:**
 - Cannot conflict with existing commercial service contracts (consult DPAC).
 - Multiple JOCs cannot be awarded in the same area for similar work.
- **Example:** Seven HMA thin overlay projects across different locations can be handled under one JOC Master Agreement, saving time and costs compared to traditional bidding.



JOC Process



The contractor may perform an indefinite quantity of work, as specified in Exhibit B of the Master Agreement (MA), at the established unit prices during a defined contract period (e.g., 12-month). Work will be issued through individual Work Orders (e.g., WO #1, WO #2), and may take place at various locations. Work Order can be issued/executed on the last day, i.e., before MA expires.

Key Difference

Traditional Projects

- Project advertised 
- Bid opening 
- Contract awarded to lowest bidder 

- Notice to Proceed 
- Construction 

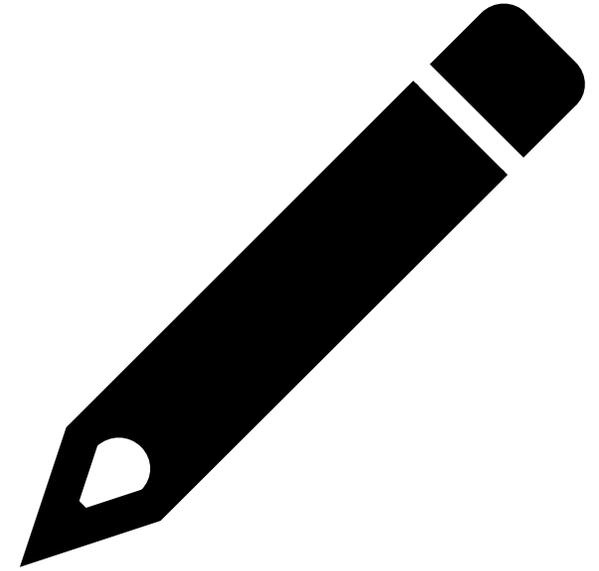
JOC Projects

- IFB advertised
- Bid opening
- MA awarded to lowest bidder
- WO executed
- Notice to Proceed
- Construction

Traditional Highway Maintenance (HM) projects: Caltrans advertises the project, opens competitive bids, and awards the contract to the lowest responsible bidder. After issuing a notice to proceed, construction work begins.

Job Order Contracting (JOC): Project begins with an Invitation for Bid (IFB) for a Master Agreement (MA). Once the MA is awarded to the lowest bidder, individual work orders are issued as needed. After a work order is executed and notice to proceed is given, construction begins.

INVITATION FOR BID
(IFB)
OVERVIEW



Invitation for Bid (IFB)



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

INVITATION FOR BID

PAVEMENT PRESERVATION

JOB ORDER CONTRACTING

FOR CONSTRUCTION ON STATE HIGHWAY IN

SAN MATEO COUNTY ON ROUTE 92 FROM PM 0.0 TO 0.5 AND IN SONOMA
COUNTY ON ROUTE 128 FROM PM 12.2 TO 24.8

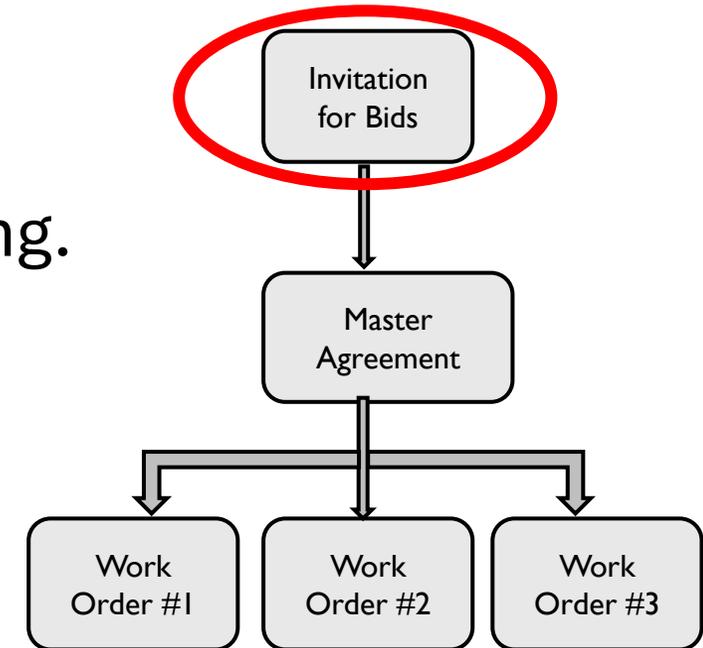
CONTRACT NO. 04JOC25101

04-SM-92-0.0/0.5; 04-SON-128-12.2/24.8

Dated: 04/01/2025

Invitation for Bid

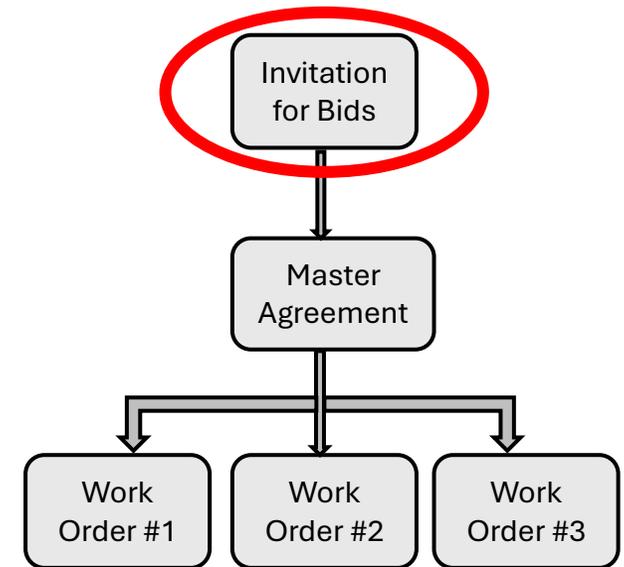
- IFB is an invitation to contractors to submit competitive bids.
- Bidder must attend Virtual Mandatory Prebid Meeting.
- Defined geographical location, Plans & Notice to Bidders & Special Provisions.
- Fixed Unit Price List with anticipated quantities.
- Contractor bids on Adjustment Factors (Stipulated Unit Price)



Invitation for Bid (IFB) cont.

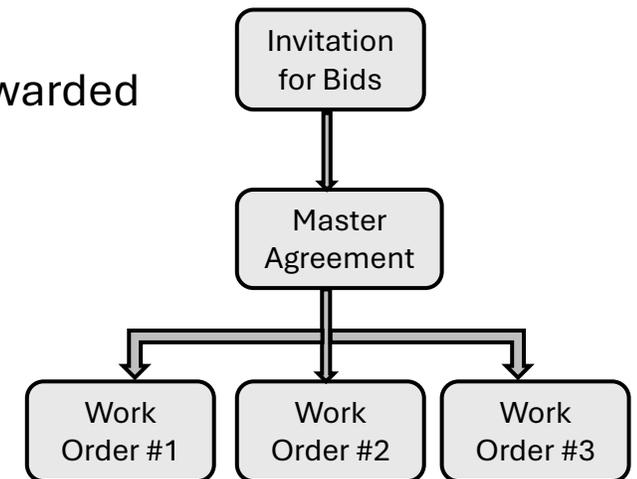
IFB package includes:

- IFB document
- JOC Master Agreement Template
- Electronic Bidding Book (.ebsx file)
- ~ 60% Project Plans (Construction Details)
- ~ 100% Notice to Bidders & Special Provisions



Innovative Bidding Process – Job Order Contracting

- Districts prepare the **Invitation for Bid (IFB) package**, which will include plans (although they do not need to be 100% complete), specifications (100%), and the maximum project estimates. The inhouse unit price estimates for individual work items, such as earthwork, will be disclosed. Caltrans will provide a unit price book (e.g., \$230 per cubic yard of earthwork), which reflects the fixed unit price, including material, equipment, and labor costs.
- The IFB package will be advertised through the Division of Engineering Services' Office Engineer and posted on the website. Only prequalified contractors (Refer to the IFB package) will be eligible to submit bids based on their estimated prices. For example, \$253 per cubic yard of earthwork is the stipulated unit price, which is estimated by multiplying the fixed unit price (\$230) by adjustment factor(1.100). This stipulated unit price should account for the contractor's profit, insurance, and other associated expenses.
- The project will be awarded to the contractor with the lowest bid. Caltrans and the awarded contractor will enter into a **Master Agreement (MA) contract**.
- As needed, under the MA contract, Caltrans issues multiple **Work Orders (WOs)** to complete specific tasks or phases of the project.



IFB and Addenda and Project Description

- Access Point: All IFB documents and addenda are posted on CalProcure.
(<http://caleprocure.ca.gov/>)
- Bidder Responsibility:
 - Ensure software compatibility to download/view documents.
 - Register to receive updates—but must still check site frequently for changes.
 - Must acknowledge review of all posted materials in Form A (AASHTOWare Project Bids)
- Project Description
 - Location and postmile limits
 - Scope
 - Funding Program
 - Total JOC Value: Not to exceed Maximum Amount

(Refer to IFB Sections 1.3, and 1.4.1)

Virtual Mandatory Prebid Meeting

- Purpose: To explain the JOC process and facilitate connections between Small Businesses, DVBES, and potential bidders.
- Format: Held via Cisco Webex on the date/time listed in Section 2. Electronic sign-in required.
- Attendance Requirement: Each bidder must attend; representative must be a company officer, superintendent, or estimator. Joint ventures must send a representative from one of the parties.
- **Bids will not be accepted** from non-attendees.
- Additional Notes:
 - Bidder must sign in separately for each JOC they intend to bid on.
 - Successful bidders must report all Small Businesses hired due to this meeting.

(Refer to IFB Section 1.4.2)

Work Order Pricing & Term Extensions

- **Year 1:** Work Orders awarded within the original 12-month term will use stipulated unit prices from Form C (AASHTOWare Project Bids software - Year 1).
- **Year 2 Extension:** Upon executing a time extension amendment, Year 2 stipulated unit prices (Form C) will reflect a 4% price escalation, effective on the anniversary of the original agreement.
- **Year 3 Extension:** If extended again, Year 3 stipulated unit prices will increase by an additional 4% based on year 2 rates, effective on the anniversary of the first extension.

Designated Contact

- **Primary Point of Contact:**

The Department's Designated Contact is the only person authorized to receive communication regarding the IFB during the procurement phase.

- **Prohibition:**

Bidders must not contact any other Department employee about the Project or IFB.

- **Contact information:**

California Department of Transportation

Division of Engineering Services – Office Engineer, MS 43

1727 30th Street, Sacramento, CA 95816-7006

Attention

Email

(Refer to IFB Section 1.6.3.2)

Small Business Preference

- **Applicable to: Non-federal-aid contracts only.**
- **Eligibility:**

Small Business(SB) certified by the Department of General Services (DGS) may qualify for a preference if:

 - A completed form G found in the AASHTOWare Project Bids software, is submitted with its bid,
 - The low bidder is not SB-certified or did not request the preference.
- **Certification Requirements:**
 - Form G must be signed and submitted by the bid due date.
 - SB certification or complete DGS application must be received by 5:00 pm on the bid opening date.
- **Preference Amount (For bid comparison only):**
 - Lesser of 5% of the lowest non-SB bid, or \$50,000.
- **Important Notes:**
 - Preference affects bid comparison only, not contract award amount.
 - If SB is the low bidder after applying preference, NSB preference is not considered.
 - Award is based on total bid amount, not the reduced amount.

(Refer to IFB Section 1.10)

Insurance and Bonds

- **Bonds Requirement**

Required at Work Order Execution:

- Payment bond (100% of work order total),
- Performance Bond (50% of work order total).

Bidder Certification

- Must certify compliance in Form A (Transmittal letter)
- Confirms ability to obtain required bonds for each work order.

- **Insurance requirement**

Required Insurance

- Must meet standard in Standard Specification Section 7-1.06 “ Insurance.”
- Evidence of insurance required at the time of each Work Order execution.

Bidder Certification

- Certify commitment in Form A to comply with insurance requirements and provide proof as required.

(Refer to IFB Section 1.15)

Procurement Schedule

- **Procurement Schedule**

Schedule is subject to change via Addenda. Here is an example.

Milestone	Date
Mandatory Prebid Meeting	11/06/2025 at 10:00 am
Bidder Inquiries Deadline	11/13/2025 at 2:00 p.m.
Bid Submission Due Date and Time	11/20/2025 at 2:00 p.m.
Public Bid Opening	11/20/2025 at 2:00 p.m.
Anticipated Award of JOC Master Agreement	01/17/2026
Anticipated End of JOC Master Agreement	01/17/2027

(Refer to IFB Section 2)

Bid Proposal Example

APPENDIX B: BID PROPOSAL EXAMPLE

Refer to Section 1.4.3 for additional information.

1. **Fixed Unit Price List:** Do not change.
2. **Adjustment Factor:** In the "Adjustment Factor" column, enter the Adjustment Factor for each item.

Bidders shall provide an Adjustment Factor to each of the bid items. The Adjustment Factors shall be specified to three decimal places as illustrated in the following example:

$$\begin{array}{r} 1. \quad 1 \quad 2 \quad 3 \\ \hline \text{OR} \\ \hline 0. \quad 9 \quad 8 \quad 7 \end{array}$$

Note: The example Adjustment Factors shown above are for example purposes only and are not an indication of factors being bid by the bidder.

3. **Stipulated Unit Price:** In the "Stipulated Unit Price, enter the calculation of Fixed Unit Price multiplied by the bid of the Adjustment Factor.

$$\text{Fixed Unit Price} \times \text{Adjustment Factor} = \text{Stipulated Unit Price}$$

4. **Item Total Amount:** In the Item Total Amount column, enter the Item Total Amount for that item.

$$\text{Quantity Estimate} \times \text{Stipulated Unit Price} = \text{Item Total Amount}$$

5. **Total:** In the Total, sum all of the Item Total Amount. This is the total amount of the Bid Proposal. The total amount of the Bid Proposal determines the Low Bid.

$$\text{Sum of Item Total Amount} = \text{Total}$$

(Refer to IFB Appendix B)

MASTER AGREEMENT
(MA)
OVERVIEW



Master Agreement (MA)



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

**JOB ORDER CONTRACTING
MASTER AGREEMENT**

PAVEMENT PRESERVATION

FOR CONSTRUCTION ON STATE HIGHWAY IN

**SAN MATEO COUNTY ON ROUTE 92 FROM PM 0.0 TO 0.5 AND IN SONOMA
COUNTY ON ROUTE 128 FROM PM 12.2 TO 24.8**

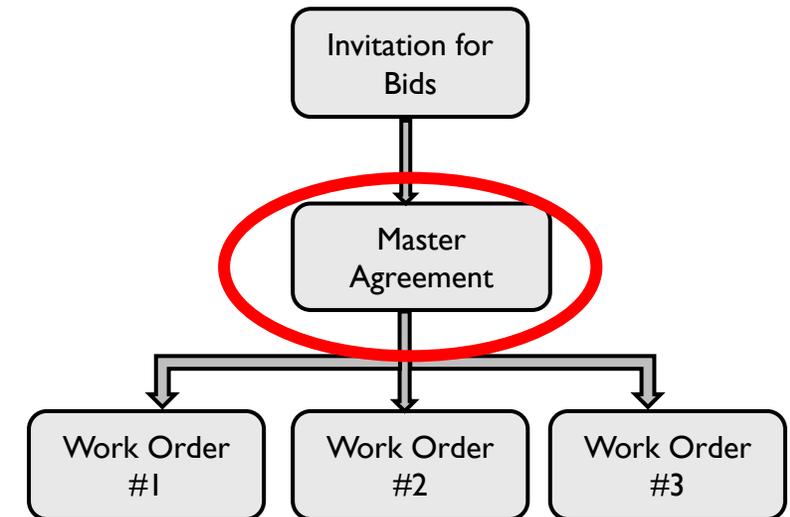
CONTRACT NO. 04JOC25101

04-SM-92-0.0/0.5; 04-SON-128-12.2/24.8

Dated: 04/01/2025

Master Agreement

- Caltrans (DES-OE) will award the JOC MA to the lowest responsive & responsible bidder.
- MA is a contract between the Department and Contractor.
- Initial 12-month contract.
- Can amend for time extension, two 12-month periods (up to 36 months).
- Can amend for additional work items, plans, and specifications.
- Can amend to increase maximum total amount payable by the Department.



Master Agreement (Cont.)

- MA can be awarded to single or multiple contractors (not to exceed 3).
- For multiple award, Work Order(s) will first be assigned to the first ranked Contractor.
- If the first bid ranked contractor is unable to perform the Work specified in the Work Order, the second ranked contractor will be offered the Work Order.
- If the second bid ranked contractor is unable to perform the Work specified in the Work Order, the Work Order will be offered to the third bid ranked Contractor.

Master Agreement Maximum Amount, and Project Description

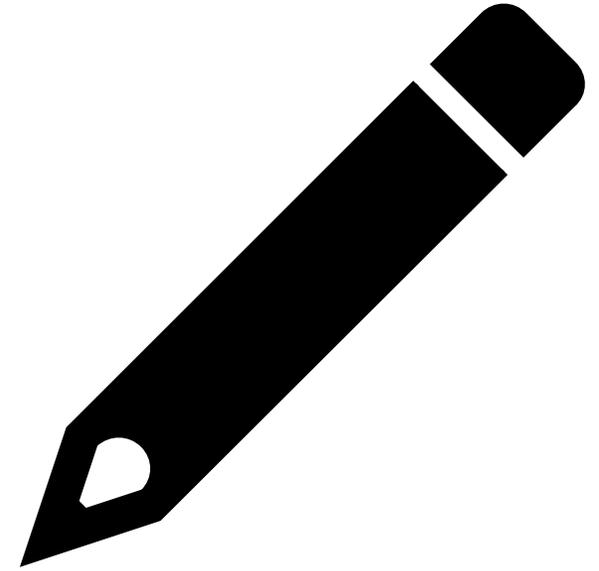
- The total amount payable by the Department under the JOC MA will be mentioned in section 1.1.2.
- Bid rankings are based on the lowest responsive, responsible, and prequalified Proposers.
- Contractors are ranked based on the lowest bid proposal.
- The lowest invitation for Bid Proposal ranks 1st, and so on.
- Contractors must perform at least 30% of each Work Order using their own employees and equipment.
- Contractors must hold either a Class A license or specific Class C license or it will be described in IFB and NTB&SP.

(Refer to MA Sections 1.1.2 to 1.1.4)

Disabled Veteran Business Enterprise (DVBE) & Small Business

- Contractors must ensure maximum opportunity for DVBE, & Small Business participation.
- No discrimination based on race, color, national origin , or sex.
- Non-compliance is a material breach and may lead to contract termination or to other remedies.
- Submit participation forms with each billing.
- DVBE Goals per Work Order Value
 - < \$1 million: DVBE goal=5%, \$1M - \$5M: DVBE goal=3%, > \$5M: No DVBE goal.

NOTICE TO BIDDERS & SPECIAL PROVISIONS



Notice to Bidders & Special Provisions Document



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

**JOB ORDER CONTRACTING
NOTICE TO BIDDERS
AND
SPECIAL PROVISIONS**

FOR CONSTRUCTION ON STATE HIGHWAY IN
SAN MATEO COUNTY ON ROUTE 92 FROM PM 0.0 TO 0.5 AND IN SONOMA
COUNTY ON ROUTE 128 FROM PM 12.2 TO 24.8

In District 04 On Routes 92 & 128
UNDER

Bid book dated April 01, 2025

Standard Specifications dated 2024

Project plans approved <<>>

Standard Plans dated 2024

Identified by
Contract No. <<>>-<<>>
<<>>
Project ID <<>>

Dated <<Month Day, Year>>
Master Agreement Dated <<Month Day, Year>>

Job Order Contract Notice to Bidders

*Department of Transportation
Job Order Contracting Master Agreement
Multiple Contractors Award*

*Install Advance Curve Warning Signs
Contract No.: 07JOC40001*

JOB ORDER CONTRACT NOTICE TO BIDDERS

Dated <<JOC Work Order Date>>

Under Master Agreement Dated <<Master Agreement Executed Date>>

General work description: Install Advance Curve Warning Signs

For Construction on State Highway In Los Angeles County at various locations

District-County-Route-Post Mile: 07- LA - 2,10,60, and 105 at various locations

Contract No. _____

The Contractor must have either a Class A license or any combination of the following Class C licenses which constitutes a majority of the work: C-45, C-61 D-42.

The DVBE Contract goal is <<___>> percent.

The Small Business Enterprises Contract goal is 5 percent.

Complete the work within <<___>> working days.

This contract is subject to requirements of the Public Works Chapter, Labor Code 1720-1815, which includes, but is not limited to, payment of prevailing wages and furnishing of certified weekly payroll records. The Director of the California Department of Industrial Relations determines the general prevailing wage rates. Obtain the wage rates at the DIR website, Director's General Prevailing Wage Determinations, <https://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>, or from the Department's Labor Compliance Office of the district in which the work is located.

The Department has made available Notices of Suspension and Proposed Debarment from the Federal Highway Administration. For a copy of the notices, go to http://www.dot.ca.gov/hq/esc/oe/contractor_info. Additional information is provided in the Excluded Parties List System at <https://www.epls.gov>.

Caltrans and the Construction Industry are committed to making partnering the way we do business. For more information, go to <http://www.dot.ca.gov/hq/construc/partnering.html>.

Department of Transportation

D07AI

Examples of Non-Standard Bid Items and Applicable Sections

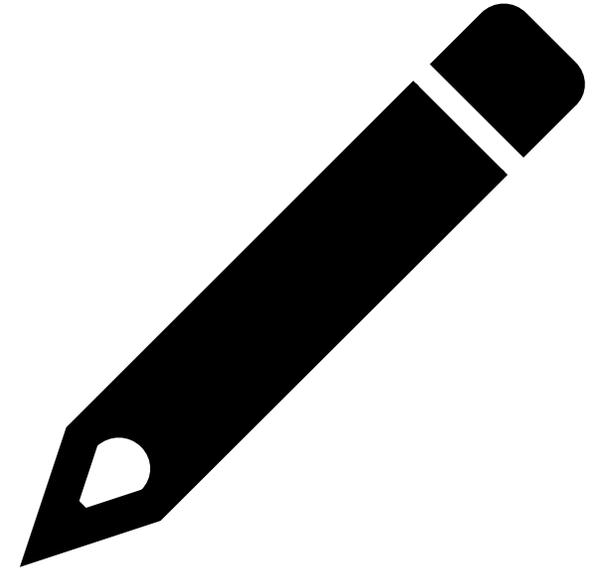
Bid Items and Applicable Sections

Item code	Item description	Applicable section
014399	LEAD COMPLIANCE PLAN (EA)	7
014671	TIME RELATED OVERHEAD FOR WORK ORDER VALUE \$1M TO \$5M (<=100 DAYS)	9
014683	CONSTRUCTION AREA SIGN (ONE POST)	12
014404	TRAFFIC CONTROL SYSTEM (MULTILANE CONVENTIONAL HIGHWAY LANE CLOSURE)	12
014405	TRAFFIC CONTROL SYSTEM (TWO LANE CONVENTIONAL HIGHWAY REVERSIBLE CONTROL)	12
011408	TRAFFIC CONTROL SYSTEM (ENTRANCE OR EXIT RAMP CLOSURE)	12
014417	PORTABLE CHANGEABLE MESSAGE SIGN	12
014420	JOB SITE MANAGEMENT (DAY)	13
016211	WATER POLLUTION CONTROL PROGRAM (EA)	13
014422	STREET SWEEPING (DAY)	13
017774	NOISE MONITORING	14
016237	ASPHALTIC EMULSION (TACK COAT)	39
016212	REPLACE ASPHALT CONCRETE SURFACING (1-500 CY)	39
016214	REPLACE ASPHALT CONCRETE SURFACING (1,001-2,000 CY)	39
014450	HOT MIX ASPHALT (TYPE A) (101-500 TON)	39
014473	COLD PLANE ASPHALT CONCRETE PAVEMENT (<15,000 SQYD)	39
014928	OBJECT MARKER (TYPE Q) (CA)	82
016209	MAINTAINING EXISTING TRAFFIC MANAGEMENT SYSTEM ELEMENTS DURING CONSTRUCTION (EA)	87
017784	INDUCTIVE LOOP DETECTOR (EA)	87

Examples of Lane Requirement Charts

<i>Department of Transportation</i> <i>Job Order Contracting Master Agreement</i> <i>Multiple Contractors Award</i>		<i>Install Advance Curve Warning Signs</i> <i>Contract No.: 07JOC40001</i>																							
<p>Replace section 12-4.02C(3)(g) with: 12-4.02C(3)(g) Freeway or Expressway Lane Requirement Charts Freeway lane closures must comply with the requirements shown in the following charts:</p>																									
Chart No. G1 Freeway Lane Requirements and Hours of Work																									
County: LA		Route/Direction: 10/EB																							
Post Mile: PM 21.25																									
Closure limits: At Route 710																									
Hour	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Mon-Thu	2	1	1	1	1	2	N	N	N	3	3	3	3	N	N	N	N	N	N	N	N	3	3	2	
Fri	2	1	1	1	1	2	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	3	3	3	
Sat	2	2	2	1	1	1	2	3	3	3	N	N	N	N	N	N	N	N	3	3	3	3	3	3	
Sun	2	2	2	1	1	1	1	2	2	3	3	N	N	N	N	N	N	N	3	3	3	3	3	2	
Legend:																									
1 Provide at least 1 through freeway lane open in the direction of travel.																									
2 Provide at least 2 adjacent through freeway lanes open in the direction of travel.																									
3 Provide at least 3 adjacent through freeway lanes open in the direction of travel.																									
N No work is allowed.																									
REMARKS: The number of through traffic lanes is 4.																									
The full width of the traveled way must be open for use by traffic when construction activities are not actively in progress.																									

OTHER DOCUMENTS



Electronic Bid Book

Contract ID: 04JOC25101
Bidder: Department

CALIFORNIA DEPARTMENT OF TRANSPORTATION

Letting ID: 04JOC25101
Bidder ID: VIEWER

04

CALTRANS
STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
BID
FOR In District 04 On Route SM
UNDER

Notice to Bidders and Special Provisions dated April 01, 2025

Standard Specifications dated 2024

Standard Plans dated 2024

Identified by

Contract No. 04JOC25101

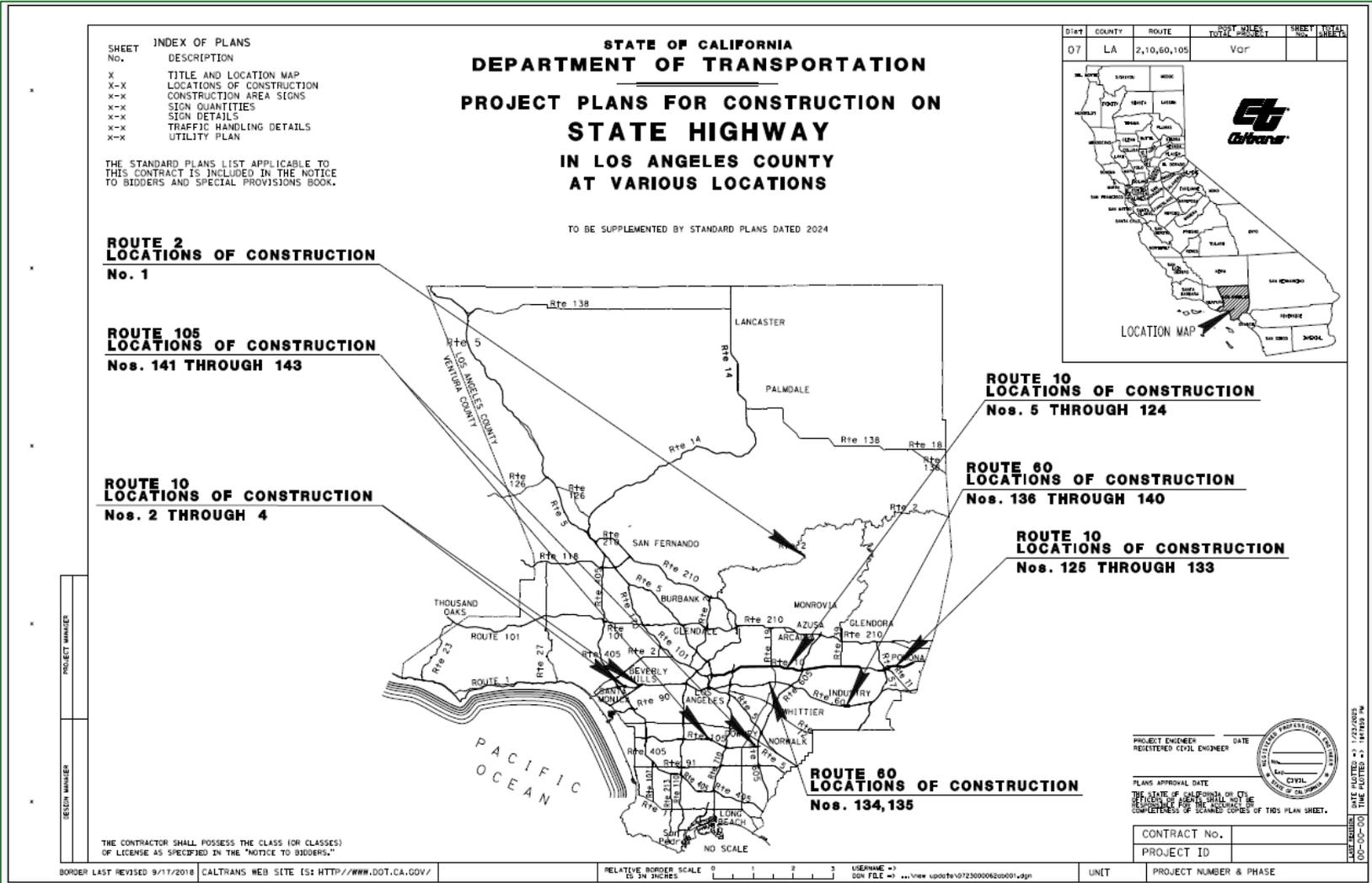
04-04-SM-92-0.0/0.5; 04-SON-128-12.2/24.8

Electronic Bidding Contract

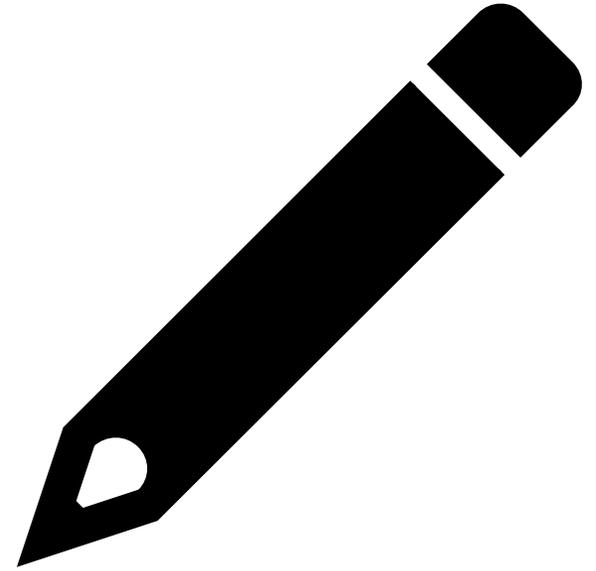
Bids open Thursday, May 01, 2025

Dated April 01, 2025

Project Plans

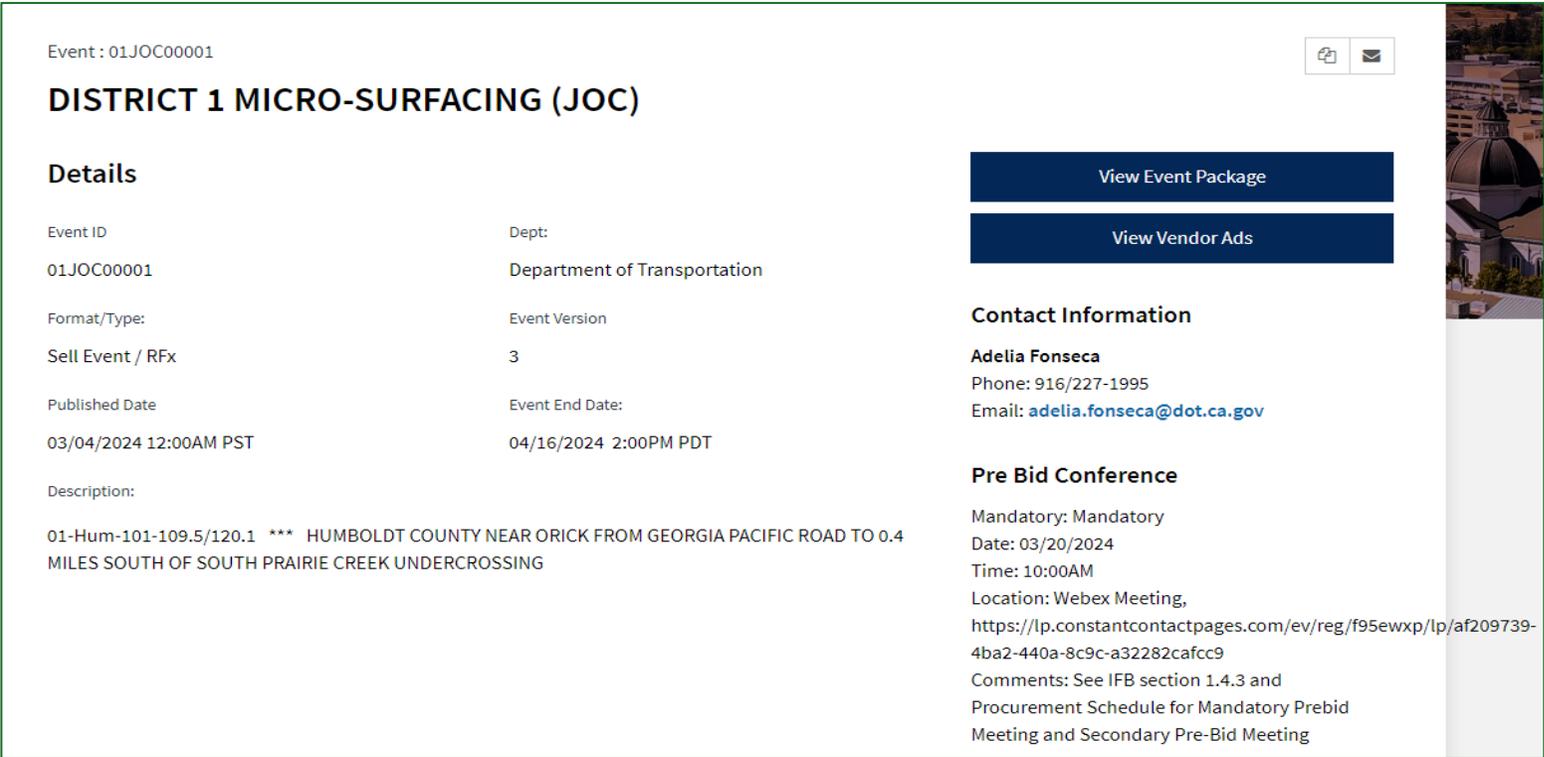


INVITATION FOR BID (IFB)
ADVERTISEMENT



IFB Advertisement

Caltrans will advertise JOC IFB package on CaleProcure website at <https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx>



The screenshot shows a webpage for a JOC advertisement. At the top left, it says "Event : 01JOC00001". To the right are icons for sharing and email. The main title is "DISTRICT 1 MICRO-SURFACING (JOC)". Below this is a "Details" section with a table of information. To the right of the table are two dark blue buttons: "View Event Package" and "View Vendor Ads". Further right is a "Contact Information" section with the name "Adelia Fonseca", phone number "916/227-1995", and email "adelia.fonseca@dot.ca.gov". Below that is a "Pre Bid Conference" section with details on mandatory status, date, time, location, and comments. A vertical image of a building dome is on the far right edge of the screenshot.

Event : 01JOC00001

DISTRICT 1 MICRO-SURFACING (JOC)

Details

Event ID	Dept:
01JOC00001	Department of Transportation
Format/Type:	Event Version
Sell Event / RFx	3
Published Date	Event End Date:
03/04/2024 12:00AM PST	04/16/2024 2:00PM PDT

Description:

01-Hum-101-109.5/120.1 *** HUMBOLDT COUNTY NEAR ORICK FROM GEORGIA PACIFIC ROAD TO 0.4 MILES SOUTH OF SOUTH PRAIRIE CREEK UNDERCROSSING

View Event Package

View Vendor Ads

Contact Information

Adelia Fonseca
Phone: 916/227-1995
Email: adelia.fonseca@dot.ca.gov

Pre Bid Conference

Mandatory: Mandatory
Date: 03/20/2024
Time: 10:00AM
Location: Webex Meeting,
<https://lp.constantcontactpages.com/ev/reg/f95ewxp/lp/af209739-4ba2-440a-8c9c-a32282cafcc9>
Comments: See IFB section 1.4.3 and Procurement Schedule for Mandatory Prebid Meeting and Secondary Pre-Bid Meeting

An example of a JOC project on caleprocure.ca.gov

Virtual Mandatory Prebid Meeting

- Caltrans (District) conducts a virtual mandatory prebid meeting to provide bidders information regarding the JOC process.
- The prebid meeting provides Small Businesses and DVBEs, the opportunity to meet and interact with prospective Proposers.
- Each bidder shall attend the meeting. The bidder's representative shall be a company officer, project superintendent, or project estimator.
- The Department will not accept a bid from a bidder who did not attend the virtual mandatory pre-bid meeting.
- An electronic sign-in sheet will be used to identify the attendees.
- The Caltrans (District) may hold a single virtual mandatory prebid meeting for more than one JOC.



An example of a Pre-bid meeting invitation

Bidder Inquiries

- Bidders may submit written bidder inquiries via email to the Department's Designated Contact at any time before 2 p.m. Pacific Time on the last day for bidder inquiries.
- The Department will post responses to those inquiries on CalProcure.
- It is the responsibility of the bidder to access the website for any changes or Addenda that may be posted.

<https://caleprocure.ca.gov/pages/Events-BS3/event-search.aspx>

(Refer to IFB Section 1.6.3.1)

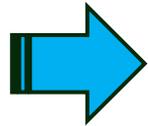
CALIFORNIA STATE TRANSPORTATION AGENCY		GAVIN NEWSOM, GOVERNOR	
CALIFORNIA DEPARTMENT OF TRANSPORTATION DIVISION OF ENGINEERING SERVICES OFFICE ENGINEER 1727 30 th Street MS-43 P.O. BOX 168041 SACRAMENTO, CA 95816-8041 https://ppmoe.dot.ca.gov/des/oe/		 	
March 25, 2024			
06-Ker-99-R43.9/49.3 06JOC20231			
JOB ORDER CONTRACTING (JOC) 06JOC20231 ADDENDUM NO. 1			
Dear Contractor:			
The IFB package has been revised and a revised portion is included with this notification. You may view or download a copy of the revised IFB document(s) by accessing the California State Contracts Register (CSCR) at www.caleprocure.ca.gov .			
Submit bids for this work with the understanding and full consideration of this addendum. The revisions declared in this addendum are an essential part of the contract.			
Response to Bidder Inquiry has been provided below:			
Q1:	Will this JOC be a single Work Order totaling the anticipated maximum of \$1,561,645 or will there be multiple Work Orders to meet the anticipated maximum.		
A1:	This JOC project only has one work order totaling a max of \$1,561,645.		
Sincerely,			
			
DIANA GOMEZ District 6 Director			

JOC Highway Maintenance Project Bidding

All Fixed Unit Prices listed are priced at a net value of 1.000. The Adjustment Factors shall be an increase or decrease to all the Fixed Unit Prices listed. For example, 1.100 would be a 10% increase to the Unit Prices and 0.900 would be a 10% decrease to the Unit Prices.

Contractor # 1

ITEM NO.	ITEM CODE	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY ESTIMATE	FIXED UNIT PRICE (FUP)	ADJUSTMENT FACTOR (X.XXX)	STIPULATED UNIT PRICE	ITEM TOTAL AMOUNT	% > <= FUP
1	14427	LEAD COMPLIANCE PLAN	EA	1	\$230.00	1.100	\$253.00	\$253.00	10% above FUP
2	14410	CONSTRUCTION AREA SIGN (ONE POST)	EA	10	\$800.00	1.120	\$896.00	\$8,960.00	12% above FUP
3	14450	CONSTRUCTION AREA SIGN (TWO POST)	EA	4	\$350.00	0.850	\$297.50	\$1,190.00	15% below FUP
								TOTAL	\$10,403.00



Contractor # 2

FIXED UNIT PRICE LIST (From Caltrans)					(Bidder to fill out)				
ITEM NO.	ITEM CODE	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY ESTIMATE	FIXED UNIT PRICE	ADJUSTMENT FACTOR (X.XXX)	STIPULATED UNIT PRICE	ITEM TOTAL AMOUNT	
1	14427	LEAD COMPLIANCE PLAN	EA	1	\$230.00	1.250	\$287.50	\$287.50	25% above FUP
2	14410	CONSTRUCTION AREA SIGN (ONE POST)	EA	10	\$800.00	1.000	\$800.00	\$8,000.00	Agree/Same as FUP
3	14450	CONSTRUCTION AREA SIGN (TWO POST)	EA	4	\$350.00	1.500	\$525.00	\$2,100.00	50% above FUP
								TOTAL	\$10,387.50

Contractor # 3

An Adjustment Factor of “0.000” is not permitted. Bidders intending to bid at the fixed unit price must use an Adjustment Factor of 1.000.

FIXED UNIT PRICE LIST (From Caltrans)					(Bidder to fill out)				
ITEM NO.	ITEM CODE	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY ESTIMATE	FIXED UNIT PRICE	ADJUSTMENT FACTOR (X.XXX)	STIPULATED UNIT PRICE	ITEM TOTAL AMOUNT	
1	14427	LEAD COMPLIANCE PLAN	EA	1	\$230.00	1.000	\$230.00	\$230.00	Agree/Same as FUP
2	14410	CONSTRUCTION AREA SIGN (ONE POST)	EA	10	\$800.00	0.000	\$800.00	\$8,000.00	Used zero
3	14450	CONSTRUCTION AREA SIGN (TWO POST)	EA	4	\$350.00	0.800	\$280.00	\$1,120.00	20% below FUP
								TOTAL	\$9,350.00

FORM D - BID PROPOSAL AGREEMENT FOR JOB ORDER CONTRACT
 Bidder agrees:

1. If there is mathematical discrepancy in the Bid Proposal between Adjustment Factor and Stipulated Unit Price, the bid may be found nonresponsive.
2. If the Adjustment Factor and Stipulated Unit Price are omitted, the bid may be found nonresponsive.
3. If the Adjustment Factor, Stipulated Unit Price and Item Total for the pre-filled bid items are modified, the bid may be found nonresponsive.

Bid Proposal- Adjustment Factor

Department of Transportation
 Invitation for Bid
 Job Order Contracting

Upgrading Traffic Control/Safety Device Systems
 Contract No.: 12JOC25001

APPENDIX B: BID PROPOSAL EXAMPLE

Refer to Section 1.4.3 for additional information.

1. **Fixed Unit Price List:** Do not change.
2. **Adjustment Factor:** In the "Adjustment Factor" column, enter the Adjustment Factor for each item.

Bidders shall provide an Adjustment Factor to each of the bid items. The Adjustment Factors shall be specified to three decimal places as illustrated in the following example:

STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION
PRICE PROPOSAL
 JOB ORDER CONTRACT

Contract #: 01-23456-JOC

FIXED UNIT PRICE LIST						(Proposer to fill out)		
ITEM NO.	ITEM CODE	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY ESTIMATE	FIXED UNIT PRICE	ADJUSTMENT FACTOR (X.XXX)	STIPULATED UNIT PRICE	ITEM TOTAL AMOUNT
1	014427	ROADWAY EXCAVATION (101-500 CY)	CY	250	\$230.00	1.100	\$253.00	\$63,250.00
2	014410	TRAFFIC CONTROL SYSTEM (SHOULDER CLOSURE)	EA	12	\$800.00	1.120	\$896.00	\$10,752.00
3	014450	HOT MIX ASPHALT (TYPE A)[101-500 TON]	TON	499	\$350.00	0.900	\$315.00	\$157,185.00
							TOTAL	\$231,187.00

The lowest total Price Proposal is awarded the JOC Master Agreement

All Fixed Unit Prices listed are priced at a net value of 1.000. The Adjustment Factors shall be an increase or decrease to all the Fixed Unit Prices listed. For example, 1.100 would be a 10% increase to the Unit Prices and 0.950 would be a 5% decrease to the Unit Prices.

Fixed Unit Price List Examples

No Lump Sum items Examples

- Street Sweeping - Day
- Lead Compliance Plan - Each
- Job Site Management - Day
- Temporary Concrete Washout - Each
- Traffic Control System
 - Traffic Control System (Two Lane Conventional Highway Reversible Control) - Each
 - Traffic Control System (Multilane Conventional Highway Lane Closure) - Each
 - Traffic Control System (Freeways and Expressways Multilane Closure) - Each

Exception

➤ **Mobilization- LS**

All items will be either EA or Day except Mobilization item will be LS

Fixed Unit Price List Examples (cont.)

- Segregate bid items when practical. Examples:
 - Hot Mix Asphalt (Type A) (under 100 TON)
 - Hot Mix Asphalt (Type A) (101 TON to under 500 TON)
 - Hot Mix Asphalt (Type A) (501 TON to under 2,000 TON)
 - Hot Mix Asphalt (Type A) (2,001 TON to under 5,000 TON)
 - Hot Mix Asphalt (Type A) (Greater than 5,001 TON)
 - Remove Irrigation Facility (access slope up to 1H:1V)
 - Remove Irrigation Facility (access slope 1H:1V or steeper)

Why items will be segregated?

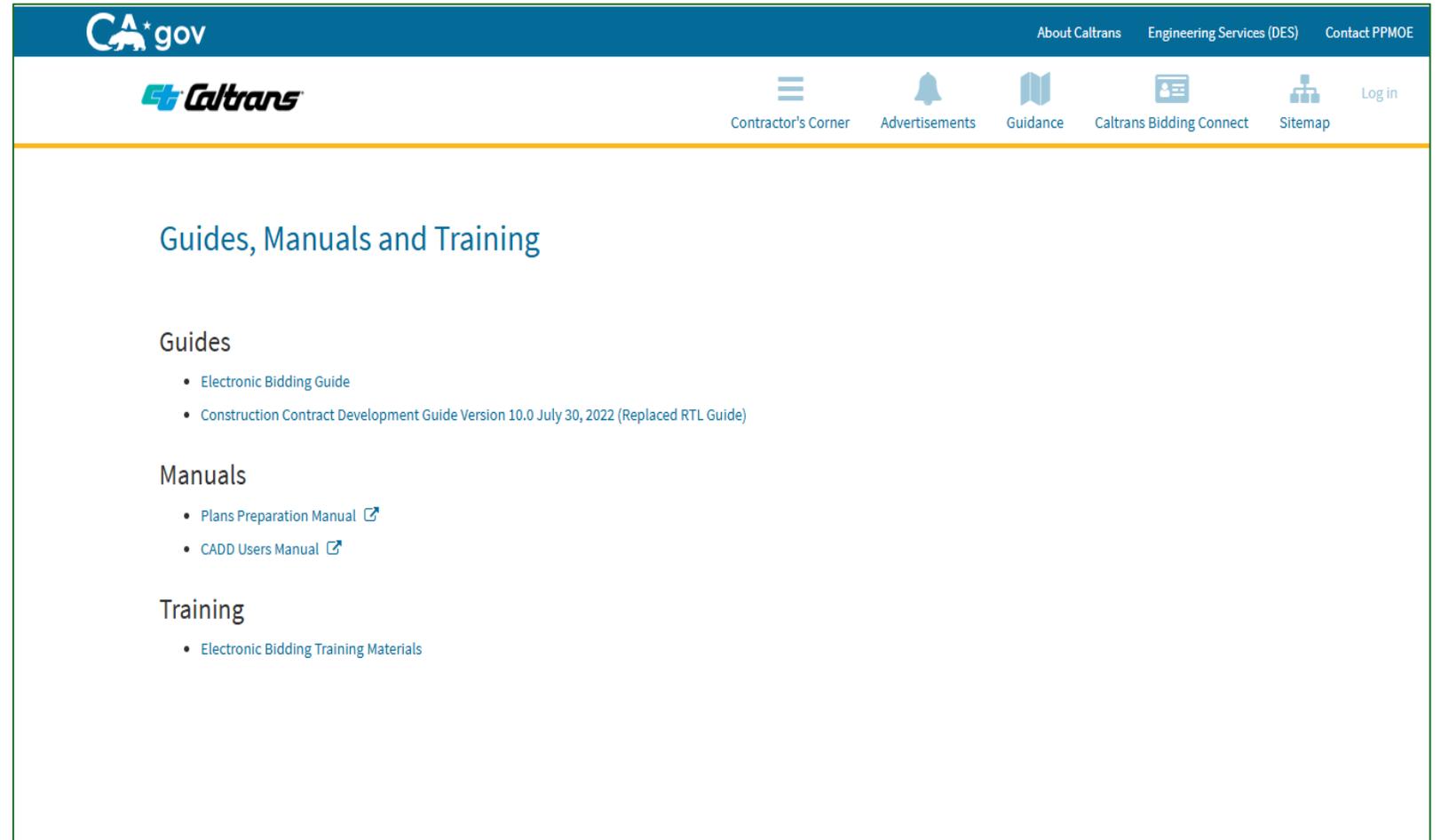
Items will be segregated to allow the contractor to bid fairly and accurately on tasks that have the same scope of work but occur in different quantities, or locations of the project.

- **Fair Pricing** – Different quantities of the same work may involve different levels of effort (e.g., setup, or access), and separating the items allows contractors to price each scenario appropriately.
- **Accurate Cost Tracking** – Segregated items help Caltrans and contractors track costs by specific work activities or locations, supporting better budget control and forecasting.
- **Improved Scope Clarity** – Segregation prevents confusion when similar work is required in multiple areas (e.g., resurfacing the pavement at three different locations with varying sizes). Each is listed separately to reflect accurate quantities and conditions.

Electronic Bidding Training Materials

Please take training on how to bid electronically

[DES-PPM&OE - Electronic Bidding Training Materials](#)



The screenshot displays the Caltrans website's navigation and content structure. At the top, there is a blue header with the 'CA* gov' logo on the left and links for 'About Caltrans', 'Engineering Services (DES)', and 'Contact PPMOE' on the right. Below the header is a white navigation bar featuring the 'Caltrans' logo, a hamburger menu icon, a bell icon, a book icon, a document icon, and a 'Log in' link. The main content area is titled 'Guides, Manuals and Training' and is organized into three sections: 'Guides', 'Manuals', and 'Training'. Each section contains a list of links to relevant documents.

CA* gov

About Caltrans Engineering Services (DES) Contact PPMOE

Caltrans

Contractor's Corner Advertisements Guidance Caltrans Bidding Connect Sitemap Log in

Guides, Manuals and Training

Guides

- [Electronic Bidding Guide](#)
- [Construction Contract Development Guide Version 10.0 July 30, 2022 \(Replaced RTL Guide\)](#)

Manuals

- [Plans Preparation Manual](#) [↗](#)
- [CADD Users Manual](#) [↗](#)

Training

- [Electronic Bidding Training Materials](#)

JOC Electronic Bidding (key points)

- Caltrans (DES-OE) posts JOC IFB documents on CaleProcure website, also posts electronic bid book on Bid Express (bidx.com).
- Bidders refer to Caltrans JOC Electronic Bidding Guide on Contractor's corner at https://ppmoe.dot.ca.gov/cc?id=cc_kb_article&sys_id=9b2bdef8939d16101003ba1e1dba1082
- For first-timer bids electronically, you need to apply for Bidder ID from Caltrans DES-OE, Establish Digital ID and Bid express account from bidx.com, and download bidding software –AASHTOWare Project bids from bidx.com
- Bidder downloads the electronic bid book (.EBSx file) for the JOC project from bidx.com and opens it using AASHTOWare Project Bids.
- Bidder completes electronic bid book from Form A to K.
- Proper entry of the Adjustment Factor (Adjustment Factor = 0 is not allowed)
- Bidder submits the completed electronic bid book file electronically to bidx.com
- Caltrans (DES-OE) posts preliminary JOC bid summary and other bid related information on Contractor's Corner after bid opening at https://cdotprod.service-now.com/cc?id=cc_joc_bid_summary

ELECTRONIC BID BOOK (FORM A SAMPLE)

AASHTOWare Project Bids™ Bid - 11-2K1464.ebsx (1 Amendment) 11-2K1464

FILE EDIT TOOLS VIEW HELP

2% Complete

General

- A. TRANSMITTAL LETTER
- B. ADJUSTMENT FACTOR
- C. BID ITEM LIST
- D. PRICE PROPOSAL AGREEMENT
- E. PROPOSER'S SELF PERFORMANCE DECLARATION AFFIDAVIT
- F. PROPOSER'S DVBE AND SMALL BUSINESS AFFIDAVIT
- G. SMALL BUSINESS PREFERENCE OR NON-SMALL BUSINESS PREFERENCE
- H. CERTIFIED

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
FORM A - TRANSMITTAL LETTER
DES-OE (REV 12/2023)

Proposal Date:

California Department of Transportation
Division of Engineering Services – Office Engineer
MS 43
1727 30th Street
Sacramento, CA 95816-7005

The undersigned (Proposer) submits this Proposal in response to that certain Invitation for Bid (IFB) dated as of (Insert date), issued by California Department of Transportation (Department) to construct the related facilities within (Insert project name), as described in the IFB.

Enclosed and by this reference incorporated herein and made a part of this Proposal, are the following:

- Form A, Transmittal Letter
- Form B, Adjustment Factor
- Form C, Bid Item List
- Form D, Price Proposal Agreement
- Form E, Proposer's Self Performance Declaration Affidavit
- Form F, Proposer's DVBE and Small Business Declaration Affidavit
- Form G, Small Business Preference or Non-Small Business Preference
- Form H, Certified Small Business Listing for The Non-Small Business Preference

Bid Total: \$20,000.00

ELECTRONIC BID BOOK (FORM B SAMPLE)

AASHTOWare Project Bids™ Bid - 11-2K1464.ebsx (1 Amendment) 11-2K1464

FILE EDIT TOOLS VIEW HELP

2% Complete

General

A. TRANSMITTAL LETTER

B. ADJUSTMENT FACTOR

C. BID ITEM LIST

D. PRICE PROPOSAL AGREEMENT

E. PROPOSER'S SELF PERFORMANCE DECLARATION AFFIDAVIT

F. PROPOSER'S DVBE AND SMALL BUSINESS AFFIDAVIT ✓

G. SMALL BUSINESS PREFERENCE OR NON-SMALL BUSINESS PREFERENCE ✓

H. CERTIFIED

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
FORM B - ADJUSTMENT FACTOR
DES-OE (REV 12/2023)

1. Enter adjustment factor for each bid item here, refer to Form C (Bid Item List) for total number of bid items, also description and Fixed Unit Price of each bid item.

2. Adjustment factor shall be kept as 3 decimal places as illustrated in the following examples.

3. After Adjustment Factor is entered for each bid item, manually calculate its Stipulated Unit Price (Fixed Unit Price multiplied by Adjustment Factor), then go to Form C (Bid Item List) and enter that price in the corresponding cell.

Sample Data Entry:

Bid Item 0001 Adjustment Factor: 1.234
Bid Item 0002 Adjustment Factor: 0.923
Bid Item 0003 Adjustment Factor: 1.000

Bid Item 0001 Adjustment Factor:

Bid Item 0002 Adjustment Factor:

Bid Item 0003 Adjustment Factor:

Bid Item 0004 Adjustment Factor:

Bid Item 0005 Adjustment Factor:

Bid Item 0006 Adjustment Factor:

Bid Item 0007 Adjustment Factor:

Bid Total: \$20,000.00

ELECTRONIC BID BOOK (FORM C SAMPLE)

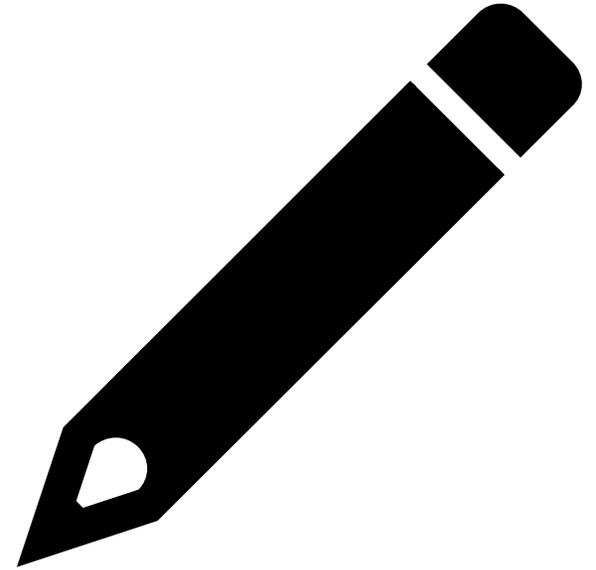
AASHTOWare Project Bids™ Bid - 11-2K1464.ebsx (1 Amendment) 11-2K1464

FILE EDIT TOOLS VIEW HELP

2% Complete

General	ITEM NUMBER	ITEM CODE	QUANTITY ESTIMATE	UNIT	STIPULATED UNIT PRICE	ITEM TOTAL
BID ITEM LIST 1 \$20,000.00						
BID ITEM LIST						
A. TRANSMITTAL LETTER	0001	050001		1.0 EA	\$253.00	
	LEAD COMPLIANCE PLAN (PER WORK ORDER) (EA): Fixed Unit Price: \$5,000.00					
B. ADJUSTMENT FACTOR	0002	050002		10.0 EA	\$896.00	
	CONSTRUCTION AREA SIGNS (ONE POST) (EA): Fixed Unit Price: \$375.00					
C. BID ITEM LIST	0003	050003		4.0 EA	\$315.00	
	CONSTRUCTION AREA SIGNS (TWO POST) (EA): Fixed Unit Price: \$500.00					
D. PRICE PROPOSAL AGREEMENT	0004	050004		28.0 EA		
	CONSTRUCTION AREA SIGNS (PORTABLE) (EA): Fixed Unit Price: \$250.00					
E. PROPOSER'S SELF PERFORMANCE DECLARATION AFFIDAVIT	0005	050005		4.0 EA		
	TRAFFIC CONTROL SYSTEM (MULTILANE CONVENTIONAL HIGHWAY LANE CLOSURE): Fixed Unit Price: \$1,800.00					
F. PROPOSER'S DVBE AND SMALL BUSINESS AFFIDAVIT	0006	050006		1.0 EA		
	TRAFFIC CONTROL SYSTEM (TWO LANE CONVENTIONAL HIGHWAY REVERSIBLE CONTROL) (WITH PILOT CAR): Fixed Unit Price: \$3,000.00					
G. SMALL BUSINESS PREFERENCE OR NON-SMALL BUSINESS PREFERENCE	0007	050007		2.0 EA		
	TRAFFIC CONTROL SYSTEM (TWO LANE LOCAL STREET REVERSIBLE CONTROL) (WITH PILOT CAR): Fixed Unit Price: \$3,000.00					
H. CERTIFIED	0008	050008		4.0 EA		
	TRAFFIC CONTROL SYSTEM (FREEWAYS AND EXPRESSWAYS 1 LANE CLOSURE): Fixed Unit Price: \$3,100.00					
	0009	050009		8.0 EA		
	TRAFFIC CONTROL SYSTEM (LOCAL STREET 1 LANE CLOSURE): Fixed Unit Price: \$1,700.00					
	0010	050010		3.0 EA		
	TRAFFIC CONTROL SYSTEM (ENTRANCE OR EXIT RAMP CLOSURE) (WITH TRAFFIC CONTROL MAINTENANCE): Fixed Unit Price: \$1,800.00					
	0011	050011		3.0 EA		
	JOB SITE MANAGEMENT (PER WORK ORDER) (EA): Fixed Unit Price: \$12,000.00					
	0012	050012		1.0 EA		
	PREPARE WATER POLLUTION CONTROL PLAN (EA): Fixed Unit Price: \$5,000.00					
	0013	050013		2.0 EA		
					Item Total: \$20,000.00	Bid Total: \$20,000.00

BID OPENING AND AWARD
OF MASTER AGREEMENT (MA)



Bid Opening and Award Master Agreement

- Caltrans (DES-OE Awards Office) conducts bid opening.
- Post bid summary report on Contractor's Corner at https://cdotprod.service-now.com/cc?id=cc_joc_bid_summary
- Caltrans (District) reviews bidder submittals for responsiveness and compliance.
- Caltrans (District) Recommends Award.
- Caltrans (DES-OE) prepares, awards and approves Master Agreement package.
- Caltrans (Legal) reviews and executes JOC HM Master Agreement.

 STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION	
JOB ORDER CONTRACTING MASTER AGREEMENT	
Pavement Preser	
FOR CONSTRUCTION ON S IMPERIAL COUNTY ON ROUTES LOCATIO	
CONTRACT NO. 11JOC 11-IMP-8 at PM R0.0R/R10.3, R50.3/R96.7	
Dated: 03/11/2024	

State of California DEPARTMENT OF TRANSPORTATION	California State Transportation Agency
Memorandum	
<small>Making conservation a California Way of Life</small>	
To: HAMID SADRAIE Deputy Division Chief PPM and Office Engineer Division of Engineering Services	April 29, 2024 01JOC00001 HUM-101-109.5/125.7
Attention: APRIL PEREZ-HOLLINS Chief, Office of Construction Contract Awards	
From: PETER L. LOVELADY  North Region Office Engineer	
Concurred by: CAREN COONROD Project Manager	
CLAYTON MALMBERG Area Construction Engineer	
Subject: CONTRACT AWARD RECOMMENDATION	
Bids for Contract 01JOC00001 were opened April 16, 2024. The purpose of the contract is District 1 micro-surfacing.	
Bid competition was adequate with three contractors submitting bids for this project. The bid amounts are shown in the following table. The lowest bid, from VSS International, is \$185,348.00 or 7.54% over the engineer's estimate (EE) of \$2,459,772.00.	

Example of Bid Summary

		State of California Department of Transportation Bid Summary			
Bid Opening Date: 03/25/2025		Page 1			
Contract Number: 07JOC40001		03/25/2025			
Project ID: 07JOC40001		LOS ANGELES COUNTY AT VARIOUS LOCATIONS		Contract Code:	
Location: 07-LA-VAR-VAR		INSTALL ADVANCE CURVE WARNING SIGNS		Number of Items: 27	
DVBE - 3.0%		Federal Aid #1: NONE			
Proposals Issued:		Total Number of Working Days: 150		Overrun/Underrun: \$83,247.00	
Number of Bidders: 4		Engineers Est: \$1,416,108.00		% Over/Under Est: 5.88%	
Bid Rank	Bid Amount	Bidder Id	Bidder Information (Name / Address / License Number / Phone / Fax)	Preference	
1	\$1,499,355.00	VC2200002094	POLO ENGINEERING, INC. 30758 SLOAN CANYON RD CASTAIC CA 91384	CSLB# 1051001 Phone (310) 486-2065	SB PREF CLAIMED
2	\$1,589,481.72	VC0000006260	AUTOBAHN CONSTRUCTION, INC. 933 N. BATAVIA ST. ORANGE CA 92867	CSLB# 00676837 Phone (714) 769-7025	SB PREF CLAIMED
3	\$1,702,234.90	VC0000007931	PETERSON-CHASE GENERAL ENGINEERING 16351 CONSTRUCTION CIRCLE WEST IRVINE CA 92606	CSLB# 00615876 Phone (949) 252-0441	CC PREF CLAIMED
4	\$1,765,332.40	VC1900002589	WGJ ENTERPRISES, INC. DBA PCI 975 W. 1ST STREET AZUSA CA 91702	CSLB# 415490 Phone (562) 218-0504 Fax (562) 218-0634	SB PREF CLAIMED
IN ACCORDANCE WITH G.C. 14838, THE DEPARTMENT OF TRANSPORTATION SHALL APPLY THE SMALL BUSINESS PREFERENCE TO ELIGIBLE FIRMS FIRST, THEN APPLIES THE NON-SMALL BUSINESS PREFERENCE IF DOING SO WOULD NOT DISPLACE A SMALL BUSINESS FROM AWARD OF THE CONTRACT.					

Example of Notice of Award Master Agreement

<small>STATE OF CALIFORNIA - CALIFORNIA STATE TRANSPORTATION AGENCY</small>		<small>GAVIN NEWSOM, Governor</small>
DEPARTMENT OF TRANSPORTATION		 <i>Making Conservation a California Way of Life.</i>
DIVISION OF ENGINEERING SERVICES		
OFFICE ENGINEER		
1727 30 th Street, MS-43		
SACRAMENTO, CA 95816-7005		
PHONE (916) 227-6299		
FAX (916) 227-6282		
MYERS & SONS CONSTRUCTION, LLC		11JOC23242
45 MORRISON AVE		11-SD-805-15.7/28.3
SACRAMENTO CA, 95838		Bid Opening: 4/16/2024
 RE: Job Order Contract (Contract No. 11JOC23242) - Notice of Award		
Dear Contractor:		
You were successful in your bid for work to be performed under the terms and conditions of the enclosed Job Order Contract Master Agreement ("Agreement").		
This Agreement cannot be considered binding on either party until approved by all appropriate authorized State Personnel. A copy of the fully approved Agreement will be returned to you.		
Please sign the Agreement where indicated and return to this office by May 31, 2024. Failure to return the signed copy within the specified time period may cause for annulment of the award.		
Thank you for your prompt processing. Please return the signed Agreement to the following address.		
Department of Transportation Division of Engineering Services - Office Engineer Attn: Eva Lara 1727 30 th Street, MS-43 Sacramento, CA 95816-7005		
Sincerely,		
HAMID SADRAIE Deputy Division Chief Office Engineer		
By: _____		
Date: 05/20/2024		
Attachment Agreement		
<small>*Provide a safe and reliable transportation network that serves all people and respects the environment*</small>		

Master Agreement Executed

Master Agreement is executed when signed by Caltrans and Contractor

Department of Transportation
Job Order Contract Master Agreement

Bridge Preservation
Contract No.: 11JOC23242

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

DIRECTOR:
Date: 06/06/2024, 2024
By: April Perez-Hollins
Authorized Signature
April Perez-Hollins Chief, Office of Construction Contract Awards

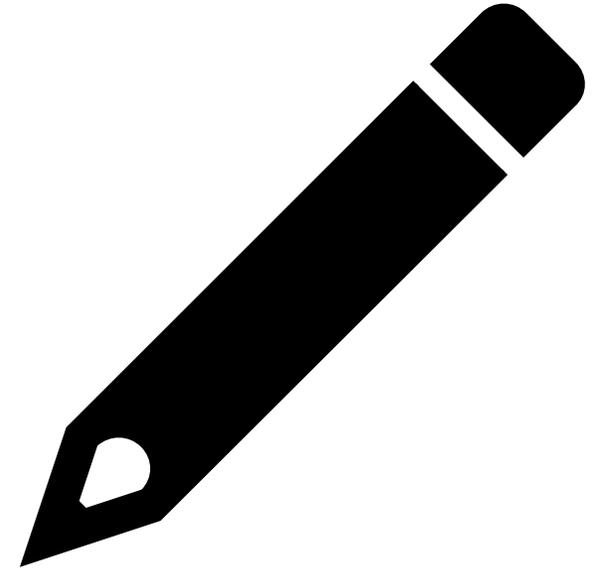
APPROVED AS TO FORM AND EXECUTION:
Date: 06/07/2024, 2024
By: [Redacted]
[Redacted], Attorney

CONTRACTOR

By: Myers and Sons Construction
By: [Redacted]
Name: [Redacted]
Title: President
Date: 05/31/2024, 2024

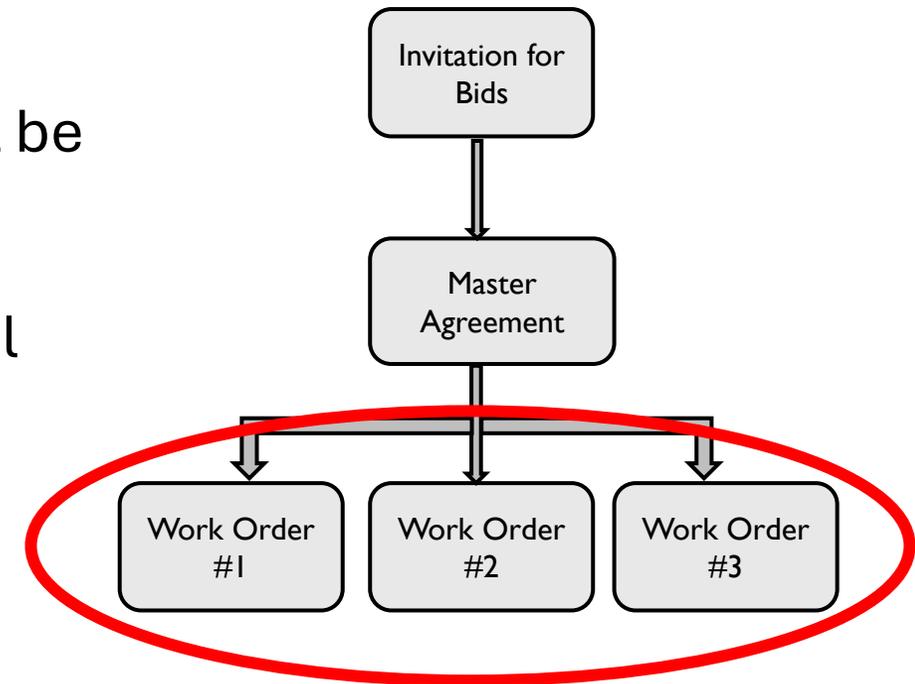
Contractor License No.: 1033752

WORK ORDER
(WO)
OVERVIEW



Work Order(WO)

- Once MA executed, WOs can be issued as an individual construction contracts.
- Prior to issuing each WO, Joint Scope Meeting shall be arranged to discuss scope of work, bid items, quantities...etc.
- Each WO includes Bid Book (items, quantities, total price), location, Project Plans, Notice to Bidders & Special Provisions.
- Work Order activities are permitted after the JOC Master Agreement expiration.
- Work Order can be issued/executed on the last day, i.e., before MA expires.



Joint Scope Meeting

- **At least 5 business days before scheduled Joint Scope Meeting** - The District will notify the Contractor of a potential Work Order by issuing a Notice of Joint Scope Meeting and preliminary Work Order(s).
- Make sure to discuss scope of work including working days, quantities, bid items.
- Walk through the timelines as described in Master Agreement to complete the Work Order execution process.

1.4.4.1 Joint Scope Meeting

The Contractor shall attend the Joint Scope Meeting and be prepared to discuss, at a minimum:

- a. The general scope of the work.
- b. County, route, location.
- c. Existing conditions, presence of waterways, wetlands, or other natural resources.
- d. Presence of hazardous materials.
- e. WPCP or SWPPP requirements.
- f. Methods and alternatives for accomplishing the work.
- g. Anticipated Fixed Unit Price List items and quantities needed to complete the work.
- h. Access to the site.
- i. Staging area availability/location.
- j. Hours of operation.
- k. Anticipated working days and schedule, including start of work.
- l. Working Days
- m. List of Subcontractors and material suppliers.
- n. DVBE and Small Business goals and requirements.
- o. Work not contained in Exhibit B.

(Refer to MA Section 1.4.4.1)

After Joint Scope Meeting

- **Upon completion of the joint scoping process** - the District will prepare a draft Work Order and send to the contractor for review.

- a) Notice of Award Letter
- b) Work Order Construction Contract
- c) Exhibit A – The Articles of Contract
- d) Exhibit B – Bid book (including certification attachments)
- e) Exhibit C – Notice to Bidders and Special Provisions
- f) Exhibit D – Project Plans

	<input type="text" value="To"/>	
	<input type="text" value="Cc"/>	
	Subject	0X-XXXXX Draft Work Order - Ready for Review

Greetings,

The attached Draft Work Order documents are ready for your review:

1. Notice of Award Letter
2. Work Order Construction Contract
3. Exhibit A: Articles of the Contract
4. Exhibit B: Bid Book
5. Exhibit C: Notice to Bidders and Special Provisions
6. Exhibit D: Project Plans

Please provide your review comments to persons in this email by MM-DD-YY. (10 Business Days)

Thank you,

District Contact Information:

Cell Phone:

(Refer to MA Section 1.4.4.1)

Supporting Work Order Documents

Contractor will receive an e-mail from the District to complete below items.

- Payment (100% of WO \$) and performance bonds (50% of WO \$)
- Subcontractor list form
- Certified DVBE
- Small business enterprise commitment/confirmation
- Payee data form

Above documents can be left blank for contractor to fill/complete.

- CUETA form (needed for each Work Order)

Fill in yellow highlighted in above document, contractor will fill in the rest and will sign.

(Refer to MA Section 13)

Send To Cc

Subject 0X-XXXXX Draft Work Order Forms - Ready for Review

Greetings,

The attached Draft Work Order documents are ready for you to complete:

1. Payment and Performance Bonds forms
2. STD204 Payee Data Record form
3. DES-OE-0102.2C Subcontractor List form
4. DES-OE-0102.5 Certified DVBE Summary form
5. Small Business Enterprise – Confirmation form
6. Small Business Enterprise – Commitment form
7. Small Business Participation Report
8. California Uniform Electronic Transaction Act (CUETA) form letter

Please provide your review comments to persons in this email by MM-DD-YY. (10 Business Days)

Thank you,

District Contact Information:

Cell Phone:

Draft Work Order Review

After District Issues Draft Work Order to Contractor:

- **Within 10 business days upon receipt of draft Work Order**- The Contractor shall review the proposed detailed Work and request any desired changes or modifications
- **Within 7 business days of OE/District receiving comments** - OE/District to respond to the contractors' comments or questions and provide a revised draft Work Order to the Contractor
- **Within 7 business days of receiving the revised draft Work Order** - The Contractor shall review the revised draft Work Order and request any changes or modifications thereto.
- District provides final work order after the first or second Contractor's review and modifications, if applicable.

(Refer to MA Section 1.4.4.2)

Final Work Order

After District Issues Final Work Order:

- Within **five (5) Business Days of issuing the final Work Order** - The Contractor shall sign and return to the Contract Manager (Use Adobe Sign)
 - If the Contractor fails to sign the Work Order **within five (5) Business Days of issuing the final Work Order** the Contractor may, at the Department's discretion, be considered to be in material breach and the Department, at its own discretion, may terminate this JOC Master Agreement.
- Each Work Order will include a Notice to Proceed, which will stipulate the date the Contractor is required to begin Work. The notice to proceed date is typically **within 15 days after the Work Order is executed.**

(Refer to MA Sections 1.4.4.2, and 1.4.4.3)

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION	
CONTRACT	
Job Order Contracting Program	
This Contract has been executed by the following parties:	
+	
CONTRACTOR	
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)	
BY (Authorized Signature)	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING	
FEDERAL EMPLOYER IDENTIFICATION NUMBER	LICENSE NUMBER
DEPARTMENT OF TRANSPORTATION	
BY (Authorized Signature)	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING , District Director	
Approved as to form and execution:	
BY (Authorized Signature)	DATE SIGNED (Do not type)
PRINTED NAME AND TITLE OF PERSON SIGNING , Attorney	
ADA Notice	
For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.	

Adobe Sign Instruction for Work Orders

On the second page of the Construction Contract, fields for the Contractor, Caltrans District Director, and Caltrans Legal to sign.

The image shows a screenshot of the Adobe Sign interface for a contract form. On the left is a sidebar with 'ADD FIELDS' and various field types: Field templates, E-signature, Initials, Recipient name, Recipient email, Date of signing, Text, Date, Number, Checkbox, and Radio button. The main area displays the contract form for the 'STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION'. The form title is 'CONTRACT' with the subtitle 'Job Order Contracting Program'. A heading states 'This Contract has been executed by the following parties:'. The form is divided into three sections: 'CONTRACTOR', 'DEPARTMENT OF TRANSPORTATION', and 'Approved as to form and execution:'. Each section has fields for signature, printed name and title, and date signed. The Contractor section includes fields for Federal Employer Identification Number and License Number. The Department of Transportation section has a pre-filled name 'District Director'. The 'Approved as to form and execution:' section has a pre-filled title 'Attorney'. At the bottom, there is an 'ADA Notice' for individuals with sensory disabilities.

ADD FIELDS ⓘ

- Field templates
- E-signature
- Initials
- Recipient name
- Recipient email
- Date of signing
- Text
- Date
- Number
- Checkbox
- Radio button

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
CONTRACT
Job Order Contracting Program

This Contract has been executed by the following parties:

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

*BY (Authorized Signature) Signature DATE SIGNED (Do not type) Date of signing (MM/DD/YYYY)

PRINTED NAME AND TITLE OF PERSON SIGNING Full Name

FEDERAL EMPLOYER IDENTIFICATION NUMBER Text LICENSE NUMBER Text

DEPARTMENT OF TRANSPORTATION

*BY (Authorized Signature) Signature DATE SIGNED (Do not type) Date of signing (MM/DD/Y...

PRINTED NAME AND TITLE OF PERSON SIGNING Full Name, District Director

Approved as to form and execution:

*BY (Authorized Signature) Signature DATE SIGNED (Do not type) Date of signing (MM/DD/YYYY)

PRINTED NAME AND TITLE OF PERSON SIGNING Full Name, Attorney

ADA Notice
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Work Order Executed

Work Order is considered executed when the Contractor, Caltrans District Director and Caltrans Legal (after verifying WO supporting documents) sign it.

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
CONTRACT
 Job Order Contracting Program



STATE OF CALIFORNIA
 DEPARTMENT OF TRANSPORTATION
 CONTRACT NO. 01-0M7004
 PROJECT ID 0123000057

This Work Order construction contract ("Contract") is entered into between the State of California's Department of Transportation and the Contractor named below:

VSS International, Inc.
 CONTRACTOR'S NAME

RECITALS

A. WHEREAS, Pursuant to Streets and Highways Code §217 et seq., the California Legislature has authorized the Department of Transportation ("Department") to engage in a Job Order Contract ("JOC") project delivery method as specified for construction of projects as allowed by law. The Contractor will construct the Project under the terms of the Contract.

B. WHEREAS, The Contractor, named above, was selected by the Department to enter into a JOC Master Agreement (Contract No. 01JOC00001) for the Project.

NOW, THEREFORE, in consideration of the sums to be paid to Contractor by Department, the foregoing premises and the covenants and agreements set forth herein, the parties hereto hereby agree as follows.

The parties agree to comply with the terms of the following exhibits that are physically or by reference incorporated and made a part of this Contract.

- Exhibit A - The Articles of Contract dated August 20, 2024
- Exhibit B - Bid book dated August 19, 2024
- Exhibit C - Notice to Bidders and Special Provisions dated August 19, 2024
- Exhibit D - Project Plans approved August 15, 2024
 - Standard Specifications 2023
 - Standard Plans 2023

Exhibits A, B, C, and D are those exhibits identified with the same contract number as this Contract.

California Department of Transportation Contract No. 01-0M7004
 Micro-surfacing 1

STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
CONTRACT
 Job Order Contracting Program

This Contract has been executed by the following parties:

CONTRACTOR	
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) VSS International, Inc.	
By (Authorized Signature) 	DATE SIGNED (Do not type) 09/13/2024
PRINTED NAME AND TITLE OF PERSON SIGNING Jeff Roberts, Senior Vice President	
FEDERAL EMPLOYER IDENTIFICATION NUMBER 94-2270766	LICENSE NUMBER 293727
DEPARTMENT OF TRANSPORTATION	
By (Authorized Signature) 	DATE SIGNED (Do not type) 09/11/2024
PRINTED NAME AND TITLE OF PERSON SIGNING Matthew K. Brady, District 1 Director	
Approved as to form and execution: By (Authorized Signature) 	
DATE SIGNED (Do not type) 09/11/2024	
PRINTED NAME AND TITLE OF PERSON SIGNING Jeffrey Lovell, Attorney	

ADA Notice
 For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-59, Sacramento, CA 95814.

Notice to Proceed (NTP)

- Notice to Proceed (NTP):
Includes required start date and # of working days.

CALIFORNIA STATE TRANSPORTATION AGENCY GAVIN NEWSOM, GOVERNOR

California Department of Transportation

DISTRICT 1
1656 Union Street | Eureka, CA 95501
(707) 445-6600 | TTY 711
www.dot.ca.gov

September 17, 2024

VIA E-MAIL ONLY

Jeff Roberts
VSS International, Inc.
3785 Channel Drive
West Sacramento, CA 95691

RE: Notice To Proceed (JOC Work Order Construction Contract No. 01-0M7004)

Dear Mr. Roberts:

This letter is to inform you that Work Order Construction Contract for No. 01-0M7004) was signed and executed on 09/17/2024. In accordance with the agreement with VSS International, Inc., the Department hereby issues Notice To Proceed (NTP) with job site activities on the above referenced project highway segment to start on 09/30/24. If you start job site activities prior to 09/30/24, that day will be the first working day. As noted in the Notice To Bidders section of the special provisions, the work is to be completed within 40 working days.

If you have any questions or concerns, please contact me at(707)498-1028.

Sincerely,

Jayne Nordstrom
District 1 HM JOC Contract Manager

(Refer to MA Section 1.4.4.3)

Construction and Closeout

- Districts follow traditional construction administration process (Construction Manual)



JOC HM Program Web Site (Caltrans)

[JOC HM program web page \(Caltrans\)](#)

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Job Order Contracting

Job Order Contracting

Job Order Contracting (JOC) is an on-call construction services contract where construction work and performance is determined by issuing Work Orders during a fixed period of time. In the Invitation for Bid (IFB), contractors competitively bid based on their Adjustment Factors on each item listed in the Fixed Unit Price List; this Stipulated Unit Price will be used to price all Work Orders. The Department awards the JOC Master Agreement to the lowest responsive and responsible bidder. The initial JOC Master Agreement is for 12-months with an option of extending for up to two 12-month periods. Work Orders are then issued as an individual construction contract, which identify specific location(s) and items of work.

You may find various documents and information developed by Caltrans to implement JOC on this webpage. These documents and information are subject to modification.

Anticipated JOC Lookahead

The following table was updated on 01/31/2025.

Project	Description	Approximate Maximum Amount (Millions)	Anticipated IFB Advertisement Date
07JOC40001	Install Advance Curve Warning Signs	\$1.500	February 10, 2025 (Advertised)
06JOC20231	Replace PCC Panels with HMA (TYPE A)	\$1.562	March 04, 2024 (Advertised)
01JOC00001	Place Micro-Surfacing	\$2.522	March 04, 2024 (Advertised)



Thank you!

Please contact us any questions,
comments, and or suggestions to

sungro.cho@dot.ca.gov