

## **PW25-JOC PRE-BID MEETING AGENDA**

**March 18, 2025, 10:00 AM (via Zoom)**

1. **Welcome & Introductions** (S. Harris)
2. **Agenda Review & Attendee Sign-In** (S. Harris)
3. **Meeting Purpose** (S. Harris/J. Futch)
  - a. *Mandatory Pre-Bid meeting for Job Order Contract (JOC) Invitation for Bid.*
  - b. *JOC is different than typical bids – Gordian will discuss further*
  - c. *Opportunity for the prospective bidders to learn about the JOC process and determine if it's something they wish to pursue.*
4. **IFB Schedule** (A. Dunaway)
5. **IFB Document Location** (A. Dunaway)
6. **Routing of IFB Correspondence** (A. Dunaway)
7. **Requirements for Prequalification, DIR Registration & B License** (A. Dunaway)
8. **Contract Execution Process & Insurance Requirements** (A. Dunaway)
9. **Public Works & Prevailing Wage** (A. Dunaway)
10. **IFB Requests for Information or Questions** (A. Dunaway)
11. **Gordian Power Point** (J. Futch)
12. **Routing of Project Correspondence after Contract Award** (S. Harris/A. Dunaway)
  - a. *All correspondence goes through Contracts & Procurement until the NTP is issued for the annual JOC ([addie.dunaway@humboldt.edu](mailto:addie.dunaway@humboldt.edu)).*
  - b. *After the annual JOC NTP is issued, the University point of contact for individual Job Orders will be Facilities Management Planning, Design & Construction (FM PDC).*
  - c. *The FM PDC contact for JOC Job Orders is:*
    - i. *Scott Harris ([scott.harris@humboldt.edu](mailto:scott.harris@humboldt.edu), 707-826-5904)*
  - d. *The University may assign other Project Managers to specific Job Orders as needed at the discretion of FM PDC.*
  - e. **Project Invoices**
    - i. *Submit invoices directly to the FM PDC Project Manager ([scott.harris@humboldt.edu](mailto:scott.harris@humboldt.edu)) copying Jason Baugh ([jason.baugh@humboldt.edu](mailto:jason.baugh@humboldt.edu)).*

- ii. The FM PDC Project Manager will review the SOV and then, if the invoice is approved, will submit the invoice to Accounts Payable for processing and payment.*

**f. Project Retention Payments**

- i. Each Job Order is a separate project under the JOC agreement, and each will have independent closeout documents, including retention payments and notices of completion.*

**13. DVBE Participation** (A. Dunaway)

**14. Questions** (S. Harris/A. Dunaway/ J. Futch)