

## THE DO'S AND DON'TS OF JOB ORDER CONTRACTING

### DO:

1. Know the JOC Contract and its dollar limits.
2. Know your contract plans and specifications.
3. Check the math and extensions of each Job Order Assignment proposal.
4. Randomly verify line items and quantities.
5. Strive to keep non pre-priced scope to less than or equal to 10% of the project direct cost amount.
6. Review overtime applications /crew rates.
7. Apply the negotiated coefficient to only the unit prices.
8. Apply bond costs to the summation of all costs.
9. Verify the current approved Unit Price Guide is being used in the proposal.
10. Question and validate the contractor's proposals.

### DON'T:

1. Bid any of the approved JOC Contractors against each other and "Shop" bid proposals.
2. Use only non pre-priced quotes and call it a JOC Contract.
3. Solicit JOC proposals from non-approved JOC contractors.
4. Assume a non pre-priced item is **not** in the Unit Price Guide.
5. Allow manipulation of the Unit Price Guide units, formulas, or rates.
6. Allow non-normal working hour rates (overtime) on tasks that can be completed during normal working hours.
7. Apply any City Index adjustments to the proposal.
8. Allow proposals developed by any Unit Price Guide other than "R.S. Means, Facilities Construction Cost Data", Latest Edition.