

PW23-JOC PRE-BID MEETING AGENDA
November 9, 2023

1. **Welcome & Introductions** (J. Baugh)
2. **Agenda Review & Attendee Sign-In** (J. Baugh)
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 is 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** (P. Daniels)
9. **Public Works & Prevailing Wage** (P. Daniels)
10. **IFB Requests for Information or Questions** (P. Daniels)
11. **Gordian Power Point** (J. Futch)
12. **Routing of Project Correspondence after Contract Award** (A. Dunaway)
 - a. *All correspondence goes through Contracts & Procurement until the NTP is issued for the annual JOC.*
 - 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 Scott Harris (scott.harris@humboldt.edu). The University may assign other Project Managers to specific Job Orders as needed at the discretion of FM PDC.*
 - d. **Project Invoices**
 - i. *Submit invoices directly to the applicable FM PDC Project Manager via email, copying Jason Baugh (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.*
 - e. **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. **Questions** (J. Baugh, A. Dunaway, J. Futch)