

39.10.420 Job order procedure — Which public bodies may use — Authorized use.

(1) The following public bodies are authorized to use the job order contracting procedure: (a) The department of general administration; (b) The University of Washington; (c) Washington State University; (d) Every city with a population greater than seventy thousand and any public authority chartered by such city under RCW [35.21.730](#) through [35.21.755](#); (e) Every county with a population greater than four hundred fifty thousand; (f) Every port district with total revenues greater than fifteen million dollars per year; (g) Every public utility district with revenues from energy sales greater than twenty-three million dollars per year; (h) Every school district; and (i) The state ferry system. **(k) Every Public Hospital (l) Western Washington University (m) Central Washington University (n) Eastern Washington University (o) The Evergreen State College (p) Sound Transit** (2)(a) The department of general administration may issue job order contract work orders for Washington state parks department projects. (b) The department of general administration, the University of Washington, and Washington State University may issue job order contract work orders for the state regional universities and The Evergreen State College. (3) Public bodies may use a job order contract for public works projects when a determination is made that the use of job order contracts will benefit the public by providing an effective means of reducing the total lead-time and cost for the construction of public works projects for repair and renovation required at public facilities through the use of unit price books and work orders by eliminating time-consuming, costly aspects of the traditional public works process, which require separate contracting actions for each small project.

[2009 c 75 § 7; 2007 c 494 § 401; 2003 c 301 § 1. Formerly RCW [39.10.130](#).]

Notes:

Sunset Act application: See note following chapter digest.

39.10.430 Job order procedure — Contract award process.

(1) Job order contracts shall be awarded through a competitive process using public requests for proposals. (2) The public body shall make an effort to solicit proposals from certified minority or certified woman-owned contractors to the extent permitted by the Washington state civil rights act, RCW [49.60.400](#). (3) The public body shall publish, at least once in a statewide publication and legal newspaper of general circulation published in every county in which the public works project is anticipated, a request for proposals for job order contracts and the availability and location of the request for proposal documents. The public

body shall ensure that the request for proposal documents at a minimum includes: (a) A detailed description of the scope of the job order contract including performance, technical requirements and specifications, functional and operational elements, minimum and maximum work order amounts, duration of the contract, and options to extend the job order contract; (b) The reasons for using job order contracts; (c) A description of the qualifications required of the proposer; (d) The identity of the specific unit price book to be used; (e) The minimum contracted amount committed to the selected job order contractor; (f) A description of the process the public body will use to evaluate qualifications and proposals, including evaluation factors and the relative weight of factors. The public body shall ensure that evaluation factors include, but are not limited to, proposal price and the ability of the proposer to perform the job order contract. In evaluating the ability of the proposer to perform the job order contract, the public body may consider: The ability of the professional personnel who will work on the job order contract; past performance on similar contracts; ability to meet time and budget requirements; ability to provide a performance and payment bond for the job order contract; recent, current, and projected workloads of the proposer; location; and the concept of the proposal; (g) The form of the contract to be awarded; (h) The method for pricing renewals of or extensions to the job order contract; (i) A notice that the proposals are subject to RCW [39.10.470](#); and (j) Other information relevant to the project. (4) A public body shall establish a committee to evaluate the proposals. After the committee has selected the most qualified finalists, the finalists shall submit final proposals, including sealed bids based upon the identified unit price book. Such bids may be in the form of coefficient markups from listed price book costs. The public body shall award the contract to the firm submitting the highest scored final proposal using the evaluation factors and the relative weight of factors published in the public request for proposals and will notify the board of the award of the contract. (5) The public body shall provide a protest period of at least ten business days following the day of the announcement of the apparent successful proposal to allow a protester to file a detailed statement of the grounds of the protest. The public body shall promptly make a determination on the merits of the protest and provide to all proposers a written decision of denial or acceptance of the protest. The public body shall not execute the contract until two business days following the public body's decision on the protest. (6) The requirements of RCW [39.30.060](#) do not apply to requests for proposals for job order contracts.

[2007 c 494 § 402.]

Notes:

Sunset Act application: See note following chapter digest.

39.10.440 Job order procedure — Contract requirements.

(1) The maximum total dollar amount that may be awarded under a job order

contract is **six** million dollars per year for a maximum of three years. **The department of enterprise services MAY adjust this dollar amount each biennium for inflation.** (2) Job order contracts may be executed for an initial contract term of not to exceed two years, with the option of extending or renewing the job order contract for one year. All extensions or renewals must be priced as provided in the request for proposals. The extension or renewal must be mutually agreed to by the public body and the job order contractor. (3) A public body may have no more than **four** job order contracts in effect at any one time. ~~with the exception of the department of general administration, which may have four job order contracts in effect at any one time.~~ **The work order contractual obligations may extend beyond the job order contract termination date and the public body may enter into another job order contract as specified in 39.10.430.** (4) At least ninety percent of **design and construction the materials, labor, or equipment necessary for the in-place construction required under each work order work contained in a job order contract** must be subcontracted to entities other than the job order contractor. The job order contractor must distribute contracts as equitably as possible among qualified and available subcontractors including minority and woman-owned subcontractors to the extent permitted by law. (5) The job order contractor shall publish notification of intent to perform public works projects at the beginning of each contract year in a statewide publication and in a legal newspaper of general circulation in every county in which the public works projects are anticipated. (6) Job order contractors shall pay prevailing wages for all work that would otherwise be subject to the requirements of chapter 39.12 RCW. Prevailing wages for all work performed pursuant to each work order must be the rates in effect at the time the individual work order is issued. (7) If, in the initial contract term, the public body, at no fault of the job order contractor, fails to issue the minimum amount of work orders stated in the public request for proposals, the public body shall pay the contractor an amount equal to the difference between the minimum work order amount and the actual total of the work orders issued multiplied by an appropriate percentage for overhead and profit contained in the contract award coefficient for services as specified in the request for proposals. This is the contractor's sole remedy. (8) All job order contracts awarded under this section must be signed before July 1, 2013; however the job order contract may be extended or renewed as provided for in this section. (9) Public bodies may amend job order contracts awarded prior to July 1, 2007, in accordance with this chapter.

[2007 c 494 § 403.]

Notes:

Sunset Act application: See note following chapter digest.

39.10.450 Job order procedure — Work orders.

(1) The maximum dollar amount for a work order is three hundred fifty thousand

dollars. ~~For each job order contract, public bodies shall not issue more than two work orders equal to or greater than three hundred thousand dollars in a twelve-month contract period.~~ (2) All work orders issued for the same project shall be treated as a single work order for purposes of the dollar limit on work orders. (3) No more than twenty percent of the dollar value of a work order may consist of items of work not contained in the unit price book. (4) Any new permanent, enclosed building space constructed under a work order shall not exceed two thousand gross square feet. (5) A public body may issue no work orders under a job order contract until it has approved, in consultation with the office of minority and women's business enterprises or the equivalent local agency, a plan prepared by the job order contractor that equitably spreads certified women and minority business enterprise subcontracting opportunities, to the extent permitted by the Washington state civil rights act, RCW [49.60.400](#), among the various subcontract disciplines. (6) For purposes of chapters [39.08](#), [39.12](#), [39.76](#), and [60.28](#) RCW, each work order issued shall be treated as a separate contract. The alternate filing provisions of RCW [39.12.040](#)(2) apply to each work order that otherwise meets the eligibility requirements of RCW [39.12.040](#)(2). (7) The job order contract shall not be used for the procurement of architectural or engineering services not associated with specific work orders. Architectural and engineering services shall be procured in accordance with RCW [39.80.040](#).

[2007 c 494 § 404.]

Notes:

Sunset Act application: See note following chapter digest.

39.10.460 Job order procedure — Required information to board.

A public body shall provide to the board the following information for each job order contract **annually from July 1 to June 30**: (1) A list of work orders issued; (2) The cost of each work order; (3) A list of subcontractors hired under each work order; (4) If requested by the board, a copy of the intent to pay prevailing wage and the affidavit of wages paid for each work order subcontract; and (5) Any other information requested by the board.

[2007 c 494 § 405.]

Notes:

See note following chapter digest.