

JOC PROPOSAL REVIEW INSTRUCTIONS:

1. When reviewing JOC price proposals, we need the Designer/Engineer of record/PSU Project Leader to check individual line items within a JOC proposal to ensure contractors are using **accurate quantities, correct units of measures, proper materials and reasonable labor hours**. These line items are pulled from the PSU specific Construction Task Catalog(CTC – The book(s) that contain most of the items, materials, and labor PSU utilizes on projects) and the prices listed include labor, equipment, and material. For example, if you see a line item for gypsum board, the unit price includes the drywall, screws, any equipment needed for installation, as well as the actual labor to install the square footage listed. The unit price and factor(overhead and profit percentage) component of a line item are figures that are non-negotiable and part of the contractors base umbrella contract. The only part of the line item the contractor controls is the line item itself and the quantity section. Please leave line items blank if you agree with what's proposed. If you think something is incorrect, put an 'x' on the line item and write in what you think the number should be. Contractor quantity numbers don't have to be an exact match to yours but should be within 5-10% of your estimates.

(Click the following link for more detail on what the unit prices and adjustment factors include – <http://crcog.org/wp-content/uploads/2017/03/GCCTC-for-Distribution-1.pdf> (Pages 13-18)

2. Contractors are to use what was spec'd for the job, however, there are instances when even though they are using what is spec'd in the field, they choose a close alternate in their price proposal because the task catalog may not have the exact spec'd item. The substitution should be comparable in cost and overall applicability. These should be properly notated below the line item so it's easy to follow the substitution.

The line items that say NPP in red are non-pre-priced items(NPP). NPP items are materials or services, typically specialty items, that aren't in the CTC. These line items show up in gray or have NPP written next them in red within the attached price proposal. When using NPP line items, contractors are **required** to get 3 quotes on that particular portion of the work and PSU pays them on the lowest quote regardless of who they choose to use. **They may only deviate from this process when directed to do so by the project team. If the project involves a sole source item with a projected value over \$10,000, proper sole source justification should have been completed earlier in the process. If a sole source justification has not been completed/approved, this will need to be fast tracked so that formal approval is granted prior to moving forward with the purchase of the item.**

Please review all NPP items(attached) to confirm that what's being procured is what's specified. The NPP form should be complete and have all accompanying detailed backup/quotes/receipts.

3. Each submission should have a separate drawing/detailed scope of work log. Both the PSU Project Leader/Designer/Engineer of record must review to make sure it contains the most current drawings, specifications, addenda, bulletins etc. Additionally, confirm your acceptance of any items in the exclusions/clarifications and other sections. When finished with the review, enter your name, firm's name, and date into the bottom of the form and make sure you've entered a response for the yes/no questions.

Please forward and share these instructions with others members of your design team and have them follow the same procedure outlined above. Once this process is complete, please return all documents back to me. If there are no comments, please send an email stating so.

Please contact Jesse Wells @ jgw124@psu.edu or 814-863-3807 with review questions.