



## Job Order Contract

### Joint Scope Meeting Invitation

**Date:** March 03, 2020  
**Work Order Number:** 20004-20045.0  
**Work Order Name:** Treasurer Office Transaction Counter Glazing  
**Location:** 1221 Oak Street, Oakland, CA Meet in the Lobby before the Security Screening Area  
04390 Alaco Adm Bldg, 1221 OAK ST, OAKLAND 94612

**Date of Joint Scope:** February 07, 2020  
**Time:** 10:00 am  
**Brief Scope:** 01/02/2020 See attached Brief Scope of Work and associated photos.

The following are invited to attend a Joint Scope Meeting to discuss the scope of work and related details regarding this Project:

Name	Organization	Office/Cell	E-Mail
Joshua Lee	MTM Construction	(626) 934-1112/(626) 833-9426	joshualee@mtminc.us
Dan Lichtenberger	Alameda County, GSA	510-667-3038/510-207-1248	Dan.Lichtenberger@acgov.org
Richard Lowther	Alameda County, GSA	/	Richard.Lowther@acgov.org
Valerie Storm	The Gordian Group	/(510) 227-9053	v.storm@gordian.com
Najih Abbas	Alameda County, GSA	510-667-7780/	Najih.Abbas@acgov.org

#### Instructions:

- This is a subcontracting opportunity to work for the Prime contractor MTM Construction
- All bids and questions to the Prime contractor
- State Public Contracting Code does apply for all subcontractors for all work on this job
- This is Public Works project and is subject to monitoring by the Department of Industrial Relations (DIR). Any and all subcontractors that are used on this job must be listed and paid prevailing wage
- All contractors performing work on Public Works projects are required to be registered with the DIR, Valid DIR registration numbers must be supplied with your proposal for your firm and any lower tier subcontractors you may hire to accomplish your portion of work related to this job order
- Elation®, a free of charge application, is the County's system for monitoring contract payments and Certified Payrolls. Please find them at <https://www.elationsys.com/elationsys/> Elation® registration will be required for subcontractors at all tiers
- Certified Payroll submittals through Elation® will be mandatory for subcontractors at all tiers working on this job Certified Payrolls must also be submitted to DIR. You can upload XML transfer payroll records from Elation® to DIR
- Acknowledgement of payments from Prime contractor will be mandatory via Elation®
- This contract is subject to Alameda County's Enhanced Construction Outreach Program (ECOP) which means the Prime must incorporate 60% local, 20% Small, 15% minority and 5% women owned vendors/subcontractors over the aggregate of their master contract. For ECOP details visit the County website at [www.acgov.org](http://www.acgov.org)
- The Due Date Posted is when the Prime needs to supply the Proposal to County so please work with the Prime to confirm timing on when they need to receive your firm's proposal

**Joint Scope Invitation Continues..**

**Job Order Number:** 20004-20045.0

**Title:** Treasurer Office Transaction Counter Glazing

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Dan Lichtenberger, Project Manager



## Job Order Contract

### Brief Scope of Work

**Date:** March 03, 2020 3:12 pm

**Work Order No.:** 20004-20045.0

**Work Order Name:** Treasurer Office Transaction Counter Glazing

**Location:** Alaco Adm Bldg

**Brief Scope:** 01/10/2020 Brief Scope: To enhance safety for the Treasurer Office staff, the project is to manufacture and install custom frame with glazing and a pass-through window at each transaction booth. • Install tempered laminate glass panels (thickness TBD) from transaction countertop to 12" from bottom of overhead soffit. Glass to cover exposed areas on either side of transaction counters, leaving a pass-through area open at each booth. • Transaction windows to have round speak-through holes trimmed out to match existing metal framing • Install five pass-through trays trimmed out to match existing metal framing • The existing glass wing panels will be removed and re-used. • Replace existing transaction countertops with wider tops (width TBD). • Existing casework will remain. • Panel supports attach from ceiling or other structurally sound location. • All metal supports and framing will match existing metal framing at the windows located behind the Taxpayer Information counters. • Modifications to the HVAC system, electrical receptacles or fire alarm systems are included in the scope. Owner Furnished Tables • Install two owner furnished adjustable height tabletops at wall to the left of the Taxpayer Information windows. • Provide backing for mounting of tables. • Mount power strip below tables using power at nearby outlet • Relocate existing data to table locations. • Voice, data infrastructure or wireless access points are excluded. If required, the treasurer office can request a proposal from ITD outside of this project.

The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work:

**Request For Proposal Report Continues...**

**Project Title:** Treasurer Office Transaction Counter Glazing

**Project No:**

**Job Order No:** 20004-20045.0

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