Campus clients have a variety of options for construction service delivery. Those options include: Contractor Services, Job Order Contracting, and F&S Crafts & Trades.

**Contractor Selection**

JOC contractors apply through a bidding process. They are selected according to University guidelines based on a combination of qualifications, performance, and low bid. Contractors are awarded a one-year contract with a maximum value of $4M each year, with the University option to renew contracts up to four years.

The University of Illinois at Urbana-Champaign has awarded contracts to Robe Construction, Inc., FH Paschen, and Otis Construction Company.

**JOC Contact**

Josh Rubin  
jbrubin@illinois.edu  
Job Order Project Specialist  
300-2469
All work at F&S starts with a work order.

When you ask F&S to provide a service, via my.FS portal, email or telephone, you are asking the Service Office to create a work order and route it to the appropriate provider.

Once in the Service Request form, customers should specify JOC by including it in the request form Description field and entering as much information about the project as possible.

The preferred method for requesting JOC is to complete the online request process and let F&S review your project and select an appropriate pre-qualified contractor. All JOC requests are reviewed by F&S Construction Services staff before the contractor is issued a Notice to Proceed and can mobilize. Project details such as a scope or estimate should be included in the JOC request when it is submitted.

To request access to my.FS portal applications, contact the F&S Support Desk at 333-6350 or fandssupportdesk@illinois.edu.

JOC is best used for executing work when delivery times and the type and quantity of work are well defined. JOC uses pre-qualified contractors, familiar with campus, to offer timely delivery and low overhead cost of construction procurement and execution. Costs are based on standard pricing and specifications utilizing a published unit price book. JOC is used primarily for minor construction, renovation, repair and maintenance. It is not used for new capital construction.

F&S Construction Services staff reviews all requests based on:
- client input and requests
- available funds
- size of project
- schedule requirements
- professional services required

If JOC is determined to be the best method of delivery, the project is assigned to the JOC Project Specialist.

Customers, F&S and Contractor meet at the site to review and discuss the work and the construction schedule
- A detailed scope of work is developed and agreed upon
- The contractor prepares a price proposal, a proposed construction schedule, and other required documents
- F&S reviews the price proposal to make sure the right tasks and quantities were used
- Work order for the project is issued upon customer approval
- When work begins, F&S reviews submittals, inspects work, monitors progress, approves payments, and closes out the job.

JOC is a performance-based program which develops an enhanced partner relationship based on work performance. This fosters increased communication between the contractor and customer. It simplifies design documents, including detailed plans and specifications, and streamlines acquisition processes by eliminating solicitation of individual contracts. JOC contractors provide outstanding service and quality work in order to continue to receive work orders and extend their contracts.