



Regional Transit Authority Change Order Routing Sheet

INSTRUCTION: The user department is responsible for providing the information requested below (all parts), securing the requisite signatures, attaching a justification for the change order, and providing a responsibility determination, with pertinent contact information.

Date Created	May 10, 2023
Change Order ID	97

A. Department Representative to participate in procurement process.

Name: MOSER, RYAN
Title: DIRECTOR OF FLEET ADVANCEMENT
Ext: 8458

B. Contract Information:

Contract Number	
PO Number	913290
Contract Title	The McPherson Companies

Contract-History:

Original Award Value	650292
Previously Executed Change Order Value	
Adjusted Contract Value	
Current Change Order Value	366330
Revised Contract Value	1016622

C. Justification of Change Order

This change order will support the one year extension of the McPherson Oil contract authorized by the board in 2021 via resolution 2021-001.

D. Type of Change Request: Administrative

E. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?	
Are there any amendments pending?	
If yes see explanation (attachments are in the SharePoint folder for this request)	

Director of Grants/ Federal Compliance:



Signature:

Date:

F. Safety, Security, And Emergency Management: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached: **false**

Chief: **Michael J Smith**

Signature: *Michael J Smith*

Date: **May 15 2023**

Risk Management:

Include Standard Insurance Provisions Only?	No
Include Additional Insurance Requirements Attached ?	false

Risk Management Analyst: **Marc L Popkin**

Signature: *Marc L Popkin*

Date: **May 15 2023**

G. Funding Source:

Independent Cost Estimate (ICE): **\$366,330.00**

Projected Total Cost: **\$366,330.00**

Funding Type: **Local**

Federal Funding	State	Local	Other
		\$406,330.00	
Projected Fed Cost	State	Local	Other
		\$366,330.00	

FTA Grant IDs	Budget Codes
	1430099.8070.03103
	1430006.8070.03105
	1430002.8070.03101

Budget Analyst: **Tiffany Gourrier**

Signature: *Tiffany Gourrier*

Date: **May 12 2023**

H. Prime firm's DBE/SLDBE Commitment (NOTE: The Prime Firm must be notified by the Project Manager that the DBE Commitment percentage applies to the Total Contract Value after all amendments and change orders.):

DBE % Goal	0
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SLDBE % Goal	0
SBE % Goal	0

Director of Small Business Development: Adonis Charles Expose
Signature: *Adonis Charles Expose*
Date: May 15 2023

DBE/EEO Compliance Manager: Adonis Charles Expose
Signature: *Adonis Charles Expose*
Date: May 15 2023

I. Authorizations: I have reviewed and approved the final solicitation document.

Department Head: Ryan Moser
Signature: *Ryan Moser*
Date: May 11 2023

Chief: Ryan Moser
Signature: *Ryan Moser*
Date: May 15 2023

Director of Procurement: Ronald Gerard Baptiste
Signature: *Ronald Gerard Baptiste*
Date: May 15 2023

Chief Financial Officer: Gizelle Johnson-Banks
Signature: *Gizelle Johnson-Banks*
Date: May 17 2023

Chief Executive Officer: Lona Edwards Hankins
Signature: *Lona Edwards Hankins*
Date: 5/17/2023 8:35 PM