



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.

A. Department Representative to participate in procurement process:

Ivana Butler Administrative Analyst 8479
Name Title Ext.

B. Contract No.: 2020-009

Contract Title and PO No: Contract to Provide Security Services at RTA Facilities, PO #912771

C. Contract History:

Original Award Value \$ 1,008,920.00 annually
Previously Executed Change Orders Value \$ 1,700,806.72
Adjusted Contract Value (Prior to Requested Change Order) \$ 2,709,726.72
Current Change Order Value \$ 724,416.00
Revised Contract Value (w/current change order) \$ 3,434,142.72

D. Justification of Change Order: Additional funds are needed to cover SEAL invoices from March 20, 2023 through September 30, 2023.

E. Type of Change Requested: Administrative Supplemental Termination

Responsibility Determination: Price determined fair and reasonable based on the price of the agreed upon services per the contract.

F. 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 _____ % SLDBE _____ % Small Business

Additional Information _____

DBE/EEO Compliance Manager

Date

G. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant? Yes No
Are there any amendments pending? Yes No



If Yes, please attach the amendment to this Routing Sheet and explain.

Director of Grants/ Federal Compliance **Date**

H. Funding Source: Federal State Local Other: _____

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

Total Funding Available	\$ <u>724,416.00</u>
Previous Cost	\$ <u>2,709,726.72</u>
Revised Projected Cost	\$ <u>3,434,142.72</u>
FTA Grant No.(s)	_____
Line Item(s)	_____
Operations/Department Code	_____
Budget Code(s)	<u>1330099.7650.161</u>
Other	_____

Budget Analyst **Date**

I. _____
Safety **Date**

J. Authorizations:

Department Head **Date**

Division Manager **Date**

Director of Procurement **Date**

Chief Financial Officer **Date**

Chief Executive Officer **Date**