



## Regional Transit Authority Solicitation Request Routing Sheet

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

|                               |               |
|-------------------------------|---------------|
| Solicitation ID               | 165           |
| ProjectSchedule Delivery Date | April 1, 2024 |
| Technical Specs attached      | No            |
| Scope of Work attached        | Yes           |

A. I have reviewed this form and the attachments provided and by signing below I give authority to the below stated Department Representative to proceed as lead in the procurement process.

**Name:** WASHINGTON, AMANDA

**Title:** ADMINISTRATIVE ANALYST OPERATIONS

**Ext:** 8408

B. Name of Project, Service or Product:

Bus Wash Replacement - Canal Facility

C. Justification of Procurement:

The Canal Facility Bus Wash System is in complete disrepair and requires replacement.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

|   |  |
|---|--|
| Director Grants /<br>Federal Compliance |  |
| Signature                               |  |
| Date                                    |  |

E. Information Technology:

|              |                          |
|--------------|--------------------------|
| IT Dept Head | Sterlin J Stevens        |
| Signature    | <i>Sterlin J Stevens</i> |
| Date         | 2/29/2024 4:06 AM        |

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

Additional Safety Requirements Attached:

|           |                         |
|-----------|-------------------------|
| Chief     | Michael J. Smith        |
| Signature | <i>Michael J. Smith</i> |
| Date      | February 28 2024        |



**G. Risk Management:**

Include Standard Insurance Provisions Only?

No

Include Additional Insurance Requirements Attached ?

|                                |                      |
|--------------------------------|----------------------|
| <b>Risk Management Analyst</b> | Marc L Popkin        |
| <b>Signature</b>               | <i>Marc L Popkin</i> |
| <b>Date</b>                    | February 28 2024     |

**H. Funding Source:**

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

Multiple Years allocation if required:

| Year                   | Amount | Budget Code                           |
|------------------------|--------|---------------------------------------|
| Year-1                 |        | 01-0000-00-1511-000-00-00-00000-00000 |
| Year-2                 |        |                                       |
| Year-3                 |        |                                       |
| Year-4                 |        |                                       |
| Year-5                 |        |                                       |
| <b>Total all years</b> |        |                                       |

**Independent Cost Estimate (ICE): \$550,000.00**

**Projected Total Cost: \$550,000.00**

**Funding Type: Local**

| Federal Funding    | State | Local        | Other |
|--------------------|-------|--------------|-------|
|                    |       | \$550,000.00 |       |
| Projected Fed Cost | State | Local        | Other |
|                    |       | \$550,000.00 |       |

| FTA Grant IDs | Budget Codes                          |
|---------------|---------------------------------------|
|               | 01-0000-00-1511-000-00-00-00000-00000 |
|               |                                       |
|               |                                       |
|               |                                       |

|                       |                             |
|-----------------------|-----------------------------|
| <b>Budget Analyst</b> | Dwight Daniel Norton        |
| <b>Signature</b>      | <i>Dwight Daniel Norton</i> |
| <b>Date</b>           | February 28 2024            |

**I. DBE/SBEGoal:**

|              |   |
|--------------|---|
| <b>% DBE</b> | 0 |
|--------------|---|



|                  |   |
|------------------|---|
| % Small Business | 0 |
|------------------|---|

|                   |       |                               |
|-------------------|-------|-------------------------------|
| Director Business | Small | Adonis Charles Expose'        |
| Signature         |       | <i>Adonis Charles Expose'</i> |
| Date              |       | February 28 2024              |

|                           |  |                               |
|---------------------------|--|-------------------------------|
| DBE/EE Compliance Manager |  | Adonis Charles Expose'        |
| Signature                 |  | <i>Adonis Charles Expose'</i> |
| Date                      |  | February 28 2024              |

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

|                 |  |                   |
|-----------------|--|-------------------|
| Department Head |  | Ryan moser        |
| Signature       |  | <i>Ryan moser</i> |
| Date            |  | February 23 2024  |

|           |  |                   |
|-----------|--|-------------------|
| Chief     |  | Ryan Moser        |
| Signature |  | <i>Ryan Moser</i> |
| Date      |  | February 28 2024  |

|                      |    |                               |
|----------------------|----|-------------------------------|
| Director Procurement | of | Ronald Gerard Baptiste        |
| Signature            |    | <i>Ronald Gerard Baptiste</i> |
| Date                 |    | February 29 2024              |

**FOR PROCUREMENT USE ONLY**

**Type of Procurement Request:**

**IFB - Invitation for BiD**

**Invitation for Bid (IFB)** This competitive method of awarding contracts is used for procurements of more than \$25,000 in value. The agency knows exactly what and how many of everything it needs in the contract, as well as when and how the products and services are to be delivered. The award is generally based on price.

**Request for Quote (RFQ)** This type of solicitation is often used to determine current market pricing.

**Request for Proposal (RFP)** This approach to contracting occurs when the agency isn't certain about what it wants and is looking to you to develop a solution and cost estimate.

**Sole Source (SS)** this procurement can be defined as any contract entered into without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements.

**State Contract (SC)** this procurement is via a State competitive procurement

**Two-step Procurement - request for qualifications** step-one used in the formal process of procuring a product or service, It is typically used as a screening step to establish a pool of vendors that are then qualified, and thus eligible to submit responses to a request for price proposal (RFP). In this two-step process, the response to the RFQ will describe the company or individual's general qualifications to perform a service or supply a product, and RFP will describe specific details or price proposals.

|                                    |                              |
|------------------------------------|------------------------------|
| Required if Total Cost above \$15K |                              |
| Chief Financial Officer            | Gizelle Johnson-Banks        |
| Signature                          | <i>Gizelle Johnson-Banks</i> |
| Date                               | March 02 2024                |



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|   |                      |
|---|----------------------|
| <b>Required if Total Cost above \$50K</b> |                      |
| <b>Chief Executive Officer</b>            | <b>Lona Hankins</b>  |
| <b>Signature</b>                          | <i>Lona Hankins</i>  |
| <b>Date</b>                               | <b>March 02 2024</b> |