



## 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	263
Project/Schedule Delivery Date	January 1, 2026
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:** 8480

**B. Name of Project, Service or Product:**

Oil and Fluids for all modes

**C. Justification of Procurement:**

To ensure reliable fleet maintenance and operational continuity, the transit agency requests a two-year contract with two one-year option periods for the supply of oil and fluids. This structure provides pricing stability, supports budget forecasting, and reduces administrative burden by minimizing the frequency of procurement actions. It also promotes supplier commitment and consistent product quality, which are essential for vehicle performance, warranty compliance, and regulatory standards. The optional years offer flexibility to extend the contract based on supplier performance and market conditions.

Bus Account Code: 01-4300-02-8070-031-01-00-00000-00000

Para Account Code: 01-4500-06-8070-031-05-00-00000-00000

Rail Account Code: 01-4300-99-8070-031-03-00-00000-00000

**D. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

Director Grants / Federal Compliance	
Signature	
Date	

**E. Information Technology:**

IT Dept Head	Sterlin J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	9/3/2025 5:05 PM



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**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	September 02 2025

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**G. Risk Management:**

Include Standard Insurance Provisions Only?

No

Include Additional Insurance Requirements Attached ?

Risk Management Analyst	Marc L Popkin
Signature	<i>Marc L Popkin</i>
Date	September 03 2025

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**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	\$402,963.33	01-4300-02-8070-031-01-00-00000-00000
Year-2	\$443,259.66	01-4300-02-8070-031-01-00-00000-00000
Year-3		
Year-4		
Year-5		
Total all years	\$846,222.99	

Independent Cost Estimate (ICE): \$846,222.99

Projected Total Cost: \$846,222.99

Funding Type: Local

Grants or Capital Project ID:

Federal Funding	State	Local	Other
		\$846,222.99	
Projected Fed Cost	State	Local	Other
		\$846,222.99	

FTA Grant IDs	Budget Codes
	01-4300-02-8070-031-01-00-00000-00000



	01-4300-02-8070-031-01-00-00000-00000

Budget Analyst	Erin Ghalayini
Signature	<i>Erin Ghalayini</i>
Date	September 02 2025

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**I. DBE/SBEGoal:**

% DBE	0
% Small Business	0

Director Small Business	Adonis Charles Expose'
Signature	<i>Adonis Charles Expose'</i>
Date	September 03 2025

DBE/EECompliance Manager	Adonis Charles Expose'
Signature	<i>Adonis Charles Expose'</i>
Date	September 03 2025

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

Department Head	Jacques Robichaux Sr.
Signature	<i>Jacques Robichaux Sr.</i>
Date	August 29 2025

Lagal Chief	Tracy L. Tyler
Signature	<i>Tracy L. Tyler</i>
Date	Wednesday, September 10, 2025

Division Chief	Ryan Moser
Signature	<i>Ryan Moser</i>
Date	September 02 2025

Director of Procurement	Ronald Gerard Baptiste
Signature	<i>Ronald Gerard Baptiste</i>
Date	September 10 2025

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**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.

<b>Required if Total Cost above \$15K</b>	
<b>Chief Financial Officer</b>	<b>Gizelle Johnson Banks</b>
<b>Signature</b>	<i>Gizelle Johnson Banks</i>
<b>Date</b>	<b>September 10 2025</b>

<b>Required if Total Cost above \$50K</b>	
<b>Chief Executive Officer</b>	<b>Lona Edwards Hankins</b>
<b>Signature</b>	<i>Lona Edwards Hankins</i>
<b>Date</b>	<b>September 10 2025</b>