



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:

<u>Ivana Butler</u>	<u>Administrative Analyst</u>	<u>8479</u>
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	<u>\$ 1,008,920.00 annually</u>
Previously Executed Change Orders Value	<u>\$ 2,440,270.72</u>
Adjusted Contract Value (Prior to Requested Change Order)	<u>\$ 3,449,190.72</u>
Current Change Order Value	<u>\$ 437,481.00</u>
Revised Contract Value (w/current change order)	<u>\$ 3,886,671.72</u>

D. Justification of Change Order: Additional funds are needed to cover SEAL invoices through February 29, 2024.

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	\$ 433,325.00
Previous Cost	\$ 3,449,190.72
Revised Projected Cost	\$ 3,882,515.72
FTA Grant No.(s)	_____
Line Item(s)	_____
Operations/Department Code	_____
Budget Code(s)	1330099.7650.161
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