



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	93
ProjectSchedule Delivery Date	5/31/2023 5:00 AM
Technical Specs attached	Yes
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: MOSER, RYAN

Title: DIRECTOR OF FLEET ADVANCEMENT

Ext: 8458

B. Name of Project, Service or Product:

Maintenance Service Trucks

C. Justification of Procurement:

Bus and paratransit maintenance are in need of a new service truck. Bus Maintenance Truck has reached its end of life period. The agency is seeking to purchase a service truck for paratransit/support fleet. In all, we will replace one truck and expand by one. These trucks will be used in daily for maintenance service and road calls.

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Yes

Director Grants / Federal Compliance	Ronald Baptiste
Signature	<i>Ronald Baptiste</i>
Date	August 31 2022

E. Security:

Security Chief	Robert Hickman Jr
Signature	<i>Robert Hickman Jr</i>
Date	September 16 2022

F. Safety: Include Standard Safety Provisions Only:

Additional Safety Requirements Attached:

Safety Chief	Michael J. Smith
Signature	<i>Michael J. Smith</i>
Date	September 16 2022



Risk Management:

Include Standard Insurance Provisions Only?

Yes

Include Additional Insurance Requirements Attached ?

Risk Management Analyst	Marc Popkin
Signature	<i>Marc Popkin</i>
Date	September 21 2022

G. 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
Year-1	
Year-2	
Year-3	
Year-4	
Year-5	
Total all years	\$0.00

Independent Cost Estimate (ICE): \$299,940.00

Projected Total Cost: \$299,940.00

Funding Type: Federal, Local

Federal Funding	State	Local	Other
\$297,628.00		\$2,312.00	
Projected Fed Cost	State	Local	Other
\$297,628.00		\$2,312.00	

FTA Grant IDs	Budget Codes
LA-2021-031	LA-2021-031

Budget Analyst	Tiffany Gourrier
Signature	<i>Tiffany Gourrier</i>
Date	August 29 2022

H. DBE/SBEGoal:

% DBE	0
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% Small Business	0
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Director Business	Small	Adonis C Expose'
Signature		<i>Adonis C Expose'</i>
Date		September 21 2022

DBE/EE Compliance Manager		Adonis C Expose'
Signature		<i>Adonis C Expose'</i>
Date		September 21 2022

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

Department Head		Lona Edwards Hankins
Signature		<i>Lona Edwards Hankins</i>
Date		August 23 2022

Chief		Lona Edwards Hankins
Signature		<i>Lona Edwards Hankins</i>
Date		August 31 2022

Director Procurement	of	Ronald Baptiste
Signature		<i>Ronald Baptiste</i>
Date		September 22 2022

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.

Chief Financial Officer		Ronald Baptiste
Signature		<i>Ronald Baptiste</i>
Date		September 29 2022



Chief Executive Officer	Alex Z Wiggins
Signature	<i>Alex Z Wiggins</i>
Date	September 29 2022