



## 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.

<b>Date Created</b>	July 2, 2024
<b>Change Order ID</b>	283

**A. Department Representative to participate in procurement process.**

**Name:** MOSER, RYAN  
**Title:** CHIEF ASSET MANAGEMENT OFFICER  
**Ext:** 8458

**B. Contract Information:**

<b>Contract Number</b>	
<b>PO Number</b>	913290
<b>Contract Title</b>	The McPherson Companies

**Contract-History:**

<b>Original Award Value</b>	650292
<b>Previously Executed Change Order Value</b>	366330
<b>Adjusted Contract Value</b>	1016622
<b>Current Change Order Value</b>	336330
<b>Revised Contract Value</b>	1352952

**C. Justification of Change Order**

The agency is looking to extend in form and substance, the current purchase order and agreement with McPherson Oil Companies. This will support the final year extension of the Mcpherson agreement. The Agency will have to go out to bid next year for its oil services. Currently Mcpherson supplies all oil, antifreeze, DEF fluid and grease for the agency. This has been a multi-year project, about to enter year 4.

**D. Type of Change Request: Administrative**

**E. Certification of Authorized Grant:**

<b>Is this item/specification consistent with the Authorized Grant?</b>	
<b>Are there any amendments pending?</b>	



If yes see explanation (attachments are in the SharePoint folder for this request)	
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Director of Grants/ Federal Compliance:  
 Signature:  
 Date:

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

Additional Safety Requirements Attached: *false*

Chief: **Michael J. Smith**  
 Signature: *Michael J. Smith*  
 Date: **July 03 2024**

**Risk Management:**

Include Standard Insurance Provisions Only?	<i>No</i>
Include Additional Insurance Requirements Attached ?	<i>false</i>

Risk Management Analyst: **Marc L Popkin**  
 Signature: *Marc L Popkin*  
 Date: **July 03 2024**

**G. Funding Source:**

Independent Cost Estimate (ICE): **\$366,330.00**  
 Projected Total Cost: **\$366,330.00**  
 Funding Type: **Local**

Federal Funding	State	Local	Other
		<b>\$375,993.00</b>	
Projected Fed Cost	State	Local	Other
		<b>\$366,330.00</b>	

FTA Grant IDs	Budget Codes
	<b>1430099.8070.03103</b>
	<b>1430006.8070.03105</b>
	<b>1430002.8070.03101</b>

Capital Project Approval if required signature ID#:  
 Dir Capital Projects:  
 Signature:  
 Date:



**Budget Analyst:** Tiffany Gourrier  
**Signature:** *Tiffany Gourrier*  
**Date:** July 02 2024

**H. 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 % Goal	0
SLDBE % Goal	0
SBE % Goal	0

**Director of Small Business Development:** Adonis Charles Expose'  
**Signature:** *Adonis Charles Expose'*  
**Date:** July 03 2024

**DBE/EEO Compliance Manager:** Adonis C Expose'  
**Signature:** *Adonis C Expose'*  
**Date:** July 03 2024

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

**Department Head:** Jacques Robichaux Sr.  
**Signature:** *Jacques Robichaux Sr.*  
**Date:** July 02 2024

**Chief:** Ryan Moser  
**Signature:** *Ryan Moser*  
**Date:** July 03 2024

**Director of Procurement:** Ryan Moser  
**Signature:** *Ryan Moser*  
**Date:** July 08 2024

**Required if Total Cost above \$15K**  
**Chief Financial Officer:** Gizelle Johnson Banks  
**Signature:** *Gizelle Johnson Banks*  
**Date:** July 10 2024

**Required if Total Cost above \$50K**  
**Chief Executive Officer:** Lona Edwards Hankins  
**Signature:** *Lona Edwards Hankins*  
**Date:** 7/11/2024 3:14 PM