



**Regional Transit Authority**  
**SOLE SOURCE JUSTIFICATION FORM**  
**FOR TRANSACTION OVER \$25,000**

**FOR PROCUREMENT USE ONLY:**

**FTA C 4220.1F states: Sole Source Justification - If the recipient decides to solicit an offer from only one source, the recipient must justify its decision adequately considering the standards of subparagraph 3.i(1)(b) of this Chapter. This procurement can be defined as any contract entered without a competitive process, based on a justification that only one known source exists or that only one single supplier can fulfill the requirements. FTA expects this sole source justification to be in writing.**

1. The materials/services listed on Requisition number # is available from only one source and competition is precluded for reasons indicated below. There are no substitutes available.

2. This acquisition is restricted to the following source:

<b>MANUFACTURER</b>	
Manufacturer Name	Ross and White
Manufacturer Address	1090 Alexander Court, BOX
Manufacturer's Dealer/Representative	Chris Leineke
Dealer/Representative address and Phone	1090 Alexander Court, 734-476-7783

3. Description of the materials/service required, the estimated cost, and required delivery date.

<b>DESCRIPTION</b>	
Materials/Services/Product	Ross and White
Estimated Cost	\$208,000.00
Required Delivery Date	April 30, 2024

4. Specific characteristics of the materials/service that limit the availability to a sole source are unique features and functionality of the system

ENO Bus Wash Panels need to be replaced for the Bus Wash to operate properly. Being that the Bus Wash has been out of service for years, replacing the panels will be the initial step to getting the bus wash to function properly for our buses.

5. Reason for sole-source

Material/Service must be compatible

**(a) Sole Source.** When the recipient requires supplies or services available from only one responsible source, and no other supplies or services will satisfy its requirements, the recipient may make a sole



source award. When the recipient requires an existing contractor to make a change to its contract that is beyond the scope of that contract, the recipient has made a sole source award that must be justified.

**Unique Capability or Availability  
Unique or Innovative Concept**

**CERTIFICATION**

**I certify that statements checked, and information provided above are complete and correct to the best of my knowledge. I understand that the processing of this Sole-Source Justification precludes the use of full and open competition.**

REQUESTOR	
Request ID #	<b>167</b>
Name	<b>LAMOTHE-LODGE, SHIRELLE</b>
Title	<b>FACILITIES MANAGER</b>
RTA Extention	<b>8482</b>

*LAMOTHE-LODGE, SHIRELLE*      April 4, 2024

**Requestor**

**Date**

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

**Department Head: Shirelle LaMothe-Lodge**

*Shirelle LaMothe-Lodge*

April 04 2024

**Signature**

**Date**

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**B. Certification of Authorized Grant:**

Is this item/specification consistent with the Authorized Grant?

**Yes**

**Director of Grants/ Federal Compliance : Ronald Gerard Baptiste**

*Ronald Gerard Baptiste*

April 08 2024

**Signature**

**Date**

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

Additional Safety Requirements Attached

**Chief: Michael J. Smith**



*Michael J. Smith*

April 10 2024

Signature

Date

**Risk Management:**

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Management Analyst: **Marc L Popkin**

*Marc L Popkin*

April 10 2024

Signature

Date

**D. 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	

Estimated Amount: **\$208,000.00**

Total Estimated Cost: **\$208,000.00**

Funding Type: **Federal**

Capital/Grant Project ID: **2019-FA-01**

Federal Funding	State	Local	Other
<b>\$208,000.00</b>			
Projected Fed Cost	State	Local	Other
<b>\$208,000.00</b>			

<b>FTA Grant IDs</b>	<b>Budget Codes</b>
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LA2021-031.11.44.02	

**Budget Analyst:**

**Signature**

**Date**

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**E. DBE/SBE GOAL:**

0	% DBE
0	% Small Business

**Director of Small Business Development:**

**Adonis Charles Expose'**

*Adonis Charles Expose'*

**Signature**

April 10 2024

**Date**

**DBE/EEO Compliance Manager::**

**Adonis Charles Expose**

*Adonis Charles Expose*

**Signature**

April 10 2024

**Date**

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**F. Information Technology Vetting:**

**IT Director: Sterlin Stevens**

*Sterlin Stevens*

**Signature**

April 10, 2024

**Date**

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**G. Authorizations: I have reviewed and approved this sole source justification request.**

**Chief: Ryan Moser**

*Ryan Moser*

**Signature**

April 09 2024

**Date**

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**Director of Procurement: Ronald Baptiste Jr**

*Ronald Baptiste Jr*

**Signature**

April 10 2024

**Date**

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**Chief Financial Officer:: Required if Total Cost above \$15K**

**Gizelle Johnson-Banks**

*Gizelle Johnson-Banks*

April 12 2024



Signature

Date

**Chief Executive Officer:: Required if Total Cost above \$50K**

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**Lona Edwards Hankins**

*Lona Edwards Hankins*

Signature

April 12 2024

Date