

ROUTING SHEET

**Regional Transit Authority
State Contract Procurement Routing Sheet**

INSTRUCTION: The user department is responsible for providing all information requested below and securing the requisite signatures.

Solicitation ID	287
ProjectSchedule Delivery Date	1/7/2026 6:00 AM
Technical Specs attached	No
Scope of Work attached	No

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: PENNAMAN, ALGER
Title: FLEET ASSET MANAGER
Ext: 8480

B. Name of Project, Service or Product:

Diesel Fuel with DEF option

C. Justification of Procurement:

The purpose and intent of this document is to acquire a contract with a fueling company to provide the agency with the appropriate diesel fuel and DEF fluid for the next 2 years. The estimated quantity of diesel fuel consumed by the RTA is estimated at 1.9 million gallons per year (~5,200 gals daily). The estimated quantity consumption for DEF is estimated to be 31,000 gallons per year (~597 gals weekly).

D. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?

Director of Grants / Federal compliance:	
Signature	
Date	

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

Additional Safety Requirements Attached

false

Chief	Michael J Smith
Signature	Michael J Smith
Date	September 17 2025

ROUTING SHEET

Risk Management:

Include Standard Insurance Provisions Only?

true

Include Additional Insurance Requirements Attached ?

false

Risk Analyst	Management	Marc L Popkin
Signature		Marc L Popkin
Date		September 17 2025

F. Funding Source:

Funds are specifically allocated in the Department's current fiscal year budget or in a grant to cover this expenditure as follows:

ICE Amount: \$8,262,260.23

Total Projected Cost: \$8,262,260.23

Funding Type: State

Grants or Capital Project ID:

Federal Funding	State	Local	Other
	\$8,262,260.23		
Projected Fed Cost	State	Local	Other
	\$8,262,260.23		

FTA Grant IDs	Budget Codes
	01-4300-02-8020-031-01-00-00000-00000
	01-4300-02-8070-031-01-00-00000-00000
	01-6100-02-8020-031-07-00-00000-00000

Funds allocated by multi-year and budget codes:

Year	Amount	Budget Code
Year-1	\$7,801,326.18	01-4300-02-8020-031-01-00-00000-00000
Year-2	\$75,200.84	01-4300-02-8070-031-01-00-00000-00000
Year-3	\$385,733.21	01-6100-02-8020-031-07-00-00000-00000
Year-4		
Year-5		

ROUTING SHEET

Total all years	\$8,262,260.23	
------------------------	-----------------------	--

Budget Analyst	Erin Ghalayini
Signature	<i>Erin Ghalayini</i>
Date	September 17 2025

G. DBE/SBE GOAL:

% DBE	0
% Small Business	0

Director of Small Business Development:	Adonis C Expose
Signature	<i>Adonis C Expose</i>
Date	September 17 2025

DBE/EE Manager	Adonis C Expose
Signature	<i>Adonis C Expose</i>
Date	September 17 2025

H. Information Technology Dept. vetting.

IT Director	Sterlin J Stevens
Signature	<i>Sterlin J Stevens</i>
Date	9/18/2025 2:06 AM

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

Department Head	Jacques Robichaux Sr.
Signature	<i>Jacques Robichaux Sr.</i>
Date	September 17 2025

Chief	Ryan Moser
Signature	<i>Ryan Moser</i>
Date	September 17 2025

Director of Procurement	Ronald Gerard Baptiste
Signature	<i>Ronald Gerard Baptiste</i>
Date	September 18 2025

FOR PROCUREMENT USE ONLY

ROUTING SHEET

Type of Procurement Requested:

SC - State Contract

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.

	Required if Total Cost above \$15K
Chief Financial Officer	Gizelle Johnson-Banks
Signature	<i>Gizelle Johnson-Banks</i>
Date	September 21 2025

	Required if Total Cost above \$50K
Chief Executive Officer	Lona Edwards Hankins
Signature	<i>Lona Edwards Hankins</i>
Date	September 22 2025