



## 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.

Date Created	January 29, 2026
Change Order ID	421

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

Name: BUTLER, IVANA  
Title: ADMINISTRATIVE ANALYST PHYSICAL SECURITY  
Ext: 8479

**B. Contract Information:**

Contract Number	2020-009
PO Number	912771
Contract Title	Contract to Provide Security Services at RTA Facilities

**Contract-History:**

Original Award Value	1008920
Previously Executed Change Order Value	7804552.72
Adjusted Contract Value	8813472.72
Current Change Order Value	263083
Revised Contract Value	9076555.72

**C. Justification of Change Order**

Security Experts and Leaders (SEAL) will continue to provide transit security services on a month-to-month basis to RTA, as was authorized by the Board of Commissioners on June 25, 2024 through Resolution No. 24-036. Staff have developed a comprehensive Scope of Work (SOW) and are currently in the process of selecting a security provider through RFP # 2025-031. Staff is seeking an additional change order to maintain security services with the current vendor. Staff is requesting an extension of the current services (at existing levels) through April 30, 2026.

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

**E. Certification of Authorized Grant:**

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



If yes see explanation (attachments are in the SharePoint folder for this request)

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: *January 30 2026*

**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: *January 30 2026*

**G. Funding Source:**

Independent Cost Estimate (ICE): *\$263,083.00*

Projected Total Cost: *\$263,083.00*

Funding Type: *Local*

Federal Funding	State	Local	Other
		<i>\$263,083.00</i>	
Projected Fed Cost	State	Local	Other
		<i>\$263,083.00</i>	

FTA Grant IDs	Budget Codes
	<i>01-3300-99-7650-161-00-00-00000-00000</i>

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



Budget Analyst: **Erin Ghalayini**  
Signature: *Erin Ghalayini*  
Date: **January 30 2026**

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**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: **January 30 2026**

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DBE/EEO Compliance Manager **Adonis Charles Expose'**  
Signature: *Adonis Charles Expose'*  
Date: **January 30 2026**

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

Department Head: **Michael J Smith**  
Signature: *Michael J Smith*  
Date: **January 29 2026**

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Chief: **Michael J Smith**  
Signature: *Michael J Smith*  
Date: **January 30 2026**

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Director of Procurement: **Ronald Gerard Baptiste**  
Signature: *Ronald Gerard Baptiste*  
Date: **January 30 2026**

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**Required if Total Cost above \$15K**  
Chief Financial Officer: **Gizelle Johnson Banks**  
Signature: *Gizelle Johnson Banks*  
Date: **January 30 2026**

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**Required if Total Cost above \$50K**  
Chief Executive Officer: **Lona Edwards Hankins**  
Signature: *Lona Edwards Hankins*  
Date: **2/2/2026 3:00 PM**