



## 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.

A. Department Representative to participate in procurement process:

<u>Ivana Butler</u>	<u>Administrative Analyst</u>	<u>8479</u>
<b>Name</b>	<b>Title</b>	<b>Ext.</b>

B. Contract No.: 2020-009

Contract Title and PO No: Contract to Provide Security Services at RTA Facilities, PO #912771

C. Contract History:

Original Award Value	<u>\$ 1,008,920.00 annually</u>
Previously Executed Change Orders Value	<u>\$ 174,646.72</u>
Adjusted Contract Value (Prior to Requested Change Order)	<u>\$ 1,576,806.72</u>
Current Change Order Value	<u>\$ 284,616.00</u>
Revised Contract Value (w/current change order)	<u>\$ 1,861,422.72</u>

D. Justification of Change Order: Additional funds are needed to cover SEAL invoices from

E. Type of Change Requested:                      Administrative                      **Supplemental**                      Termination

F. Responsibility Determination: Price determined fair and reasonable based on

G. 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                      \_\_\_\_\_ % SLDBE                      \_\_\_\_\_ % Small Business

Additional Information

\_\_\_\_\_  
**DBE/EEO Compliance Manager**

\_\_\_\_\_  
**Date**

H. Certification of Authorized Grant:

Is this item/specification consistent with the Authorized Grant?                      Yes                      **No**

Are there any amendments pending?                      Yes                      **No**

If Yes, please attach the amendment to this Routing Sheet and explain.

