

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:								
	Ivana Butler Name		dministrative Analyst itle	8479 Ext.					
В.	Contract No.: 2020-009								
	Contract Title and PO No: Contract to Pro	ovide Security Se	rvices at RTA Facilitie	es, PO #912771					
C.	Contract History:								
	Original Award Value		\$ <u>1,008,920.00</u> annually						
	Previously Executed Change Orders Value	\$ 174,646.72							
	Adjusted Contract Value (Prior to Requested	l Change Order)	\$ <u>1,576,</u>	\$ <u>1,576,806.72</u>					
	Current Change Order Value		\$ <u>284,61</u>	\$ <u>284,616.00</u>					
	Revised Contract Value (w/current change of	order)	\$ <u>1,861,</u>	\$ <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 determi	ned fair and reasonal	ole 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 w	rant? Y	es No						
	Are there any amendments pending?		Y	es No					
	If Yes, please attach the amendmen	t to this Routing She	et and explain.						



Director of Grants/ Federal Compliance			Date			
Funding Source:	Federal	State	Local		Other:	
Funds are specifically a follows:	allocated in the D	epartment's cui	rent fiscal year	budget o	or in a grant to c	over this expenditure a
Total Funding Available			\$ <u>284,616.00</u>			
Previous Cost				\$ <u>1,57</u>	76,806.72	
Revised Projected Cos	t			\$ <u>1,86</u>	61,422.72	
FTA Grant No.(s)						
Line Item(s)						_
Operations/Departmen	t Code					
Budget Code(s)					1330099.	7650.161
Other						
Budget Analyst				Date		
Safety				Date		
Authorizations:						
Department Head				Date		
Division Manager				Date		
Director of Procurem	ient			Date		
Chief Financial Office	er			Date		
Chief Executive Office	eer			Date		
	Funding Source: Funds are specifically follows: Total Funding Available Previous Cost Revised Projected Cost FTA Grant No.(s) Line Item(s) Operations/Department Budget Code(s) Other Budget Analyst Safety Authorizations: Department Head Division Manager Chief Financial Office	Funding Source: Federal Funds are specifically allocated in the D follows: Total Funding Available Previous Cost Revised Projected Cost FTA Grant No.(s) Line Item(s) Operations/Department Code Budget Code(s) Other Budget Analyst Safety Authorizations: Department Head	Funding Source: Federal State Funds are specifically allocated in the Department's curfollows: Total Funding Available Previous Cost Revised Projected Cost FTA Grant No.(s) Line Item(s) Operations/Department Code Budget Code(s) Other Budget Analyst Safety Authorizations: Department Head Division Manager Director of Procurement Chief Financial Officer	Funding Source: Federal State Local Funds are specifically allocated in the Department's current fiscal year follows: Total Funding Available Previous Cost Revised Projected Cost FTA Grant No.(s) Line Item(s) Operations/Department Code Budget Code(s) Other Budget Analyst Safety Authorizations: Department Head Division Manager Director of Procurement Chief Financial Officer	Funding Source: Federal State Local Funds are specifically allocated in the Department's current fiscal year budget of follows: Total Funding Available \$284 Previous Cost \$1,57 Revised Projected Cost \$1,86 FTA Grant No.(s) Line Item(s) Operations/Department Code Budget Code(s) Other Budget Analyst Date Authorizations: Department Head Date Division Manager Date Chief Financial Officer Date	Funding Source: Federal State Local Other: Funds are specifically allocated in the Department's current fiscal year budget or in a grant to c follows: Total Funding Available \$284,616.00 Previous Cost \$1,576,806.72 Revised Projected Cost \$1,861,422.72 FTA Grant No.(s) Line Item(s) Operations/Department Code Budget Code(s) 1330099. Other Date Date Division Manager Date Chief Financial Officer Date