



## 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.

<b>Date Created</b>	May 18, 2026
<b>Change Order ID</b>	435

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

**Name:** BUTLER, IVANA  
**Title:** ADMINISTRATIVE ANALYST PHYSICAL SECURITY  
**Ext:** 2479

**B. Contract Information:**

<b>Contract Number</b>	2020-009
<b>PO Number</b>	912771
<b>Contract Title</b>	Contract to Provide Security Services at RTA Facilities

**Contract-History:**

<b>Original Award Value</b>	1008920
<b>Previously Executed Change Order Value</b>	907655.72
<b>Adjusted Contract Value</b>	1916575.72
<b>Current Change Order Value</b>	857896.27
<b>Revised Contract Value</b>	2774471.99

**C. Justification of Change Order**

Security Experts and Leaders (SEAL) has continued to provide uninterrupted transit security services on a month-to-month basis to support the Regional Transit Authority's (RTA) ongoing operational security needs while the competitive Procurement process for a replacement security services contract remains underway. The Security Department has been advised by the Legal and Procurement Departments that additional time is required to complete the competitive Procurement process under RFP # 2025-31. The previous Board-authorized amendment via # 25-101 (September 23, 2025) has been exhausted. To avoid any lapse in security coverage, staff are requesting an additional extension with SEAL to support coverage at existing levels through (approximately) October 31, 2026, at a cost not to exceed \$858,000.00.

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

**E. Certification of Authorized Grant:**

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



If yes see explanation (attachments are in the SharePoint folder for this request)	
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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: **May 19 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: **May 19 2026**

**G. Funding Source:**

Independent Cost Estimate (ICE): **\$857,896.27**

Projected Total Cost: **\$857,896.27**

Funding Type: **Local**

Federal Funding	State	Local	Other
		<i>\$857,896.27</i>	
Projected Fed Cost	State	Local	Other
		<i>\$857,896.27</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:** May 19 2026

**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.):**

<b>DBE % Goal</b>	<b>0</b>
<b>SLDBE % Goal</b>	<b>0</b>
<b>SBE % Goal</b>	<b>0</b>

**Director of Small Business Development:** Adonis Charles Expose  
**Signature:** *Adonis Charles Expose*  
**Date:** May 19 2026

**DBE/EEO Compliance Manager:** Adonis Charles Expose  
**Signature:** *Adonis Charles Expose*  
**Date:** May 19 2026

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

**Department Head:** Michael J Smith  
**Signature:** *Michael J Smith*  
**Date:** May 18 2026

**Chief:** Michael J Smith  
**Signature:** *Michael J Smith*  
**Date:** May 19 2026

**Director of Procurement:** Ronald Gerard Baptiste  
**Signature:** *Ronald Gerard Baptiste*  
**Date:** May 20 2026

**Required if Total Cost above \$15K**  
**Chief Financial Officer:** Gizelle Johnson-Banks  
**Signature:** *Gizelle Johnson-Banks*  
**Date:** May 22 2026

**Required if Total Cost above \$50K**  
**Chief Executive Officer:** Lona Edwards Hankins  
**Signature:** *Lona Edwards Hankins*  
**Date:** 5/22/2026 6:54 PM