



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>John DiLosa, Jr.</u>	<u>Director of Facilities</u>	<u>8307</u>
Name	Title	Ext.

B. Contract No.: 2022-005

Contract Title and PO No: August Building Maintenance (ABM) (Vendor No. 657150 & P.O. 914149-000)

C. Contract History:

Original Award Value	<u>\$ 270,000.00</u>
Previously Executed Change Orders Value	<u>\$ 0.00</u>
Adjusted Contract Value (Prior to Requested Change Order)	<u>\$ 270,000.00</u>
Current Change Order Value	<u>\$ 180,000.00</u>
Revised Contract Value (w/current change order)	<u>\$ 450,000.00</u>

D. Justification of Change Order:

This August Building Maintenance (ABM) (Vendor No. 657150) change order is to extend the temporary Janitorial Services contractor/vendor to make sure that there isn't any gap in services while the permanent Janitorial Services solicitation is being advertised for bid. Custodial services are part of the approved 2022 budget and the accounts are the following, (1284302.7621.124, 1284304.762.12403 and 1284306.7621.124.)

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.):

0 % DBE 0 % SLDDBE 100 % Small Business

Additional Information

Adri G. Expi
DBE/EEO Compliance Manager

8/3/2022
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.

na
Director of Grants/ Federal Compliance

Date

I. Funding Source: Federal State Local Other: _____

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

Total Funding Available \$450,000.00

Previous Cost \$270,000.00

Revised Projected Cost \$450,000.00

FTA Grant No.(s) _____

Line Item(s) _____

Operations/Department Code _____

Budget Code(s) 1284302.7621.124

Other _____

CS 7 8/3/22

Budget Analyst Date

J. Michael D. Smith 8/3/22

Safety Date

K. Authorizations:

John DiLosa, Jr. Date

Department Head

Lona E. Hankins 8/3/22

Division Manager Date

[Signature] 8/3/22

Director of Procurement Date

[Signature] 8-3-2022

Chief Financial Officer Date

Alex Z. Wiggins (name) Date

Chief Executive Officer



AUGUST BUILDING MAINTENANCE, INC
"A complete facility maintenance company since 1977"
4100 OLD GENTILLY RD., NEW ORLEANS, LA 70126
Office 504-301-9220 * Fax 504-301-9895

July 22, 2022

Dear John,

Thank you for the opportunity to extend ABM's services at RTA's facilities and transit COVID-19 cleaning under IFB 2022-005. We can extend our services at our current contract rate of \$90,000.00 (Ninety-thousand dollars) per month for 2 months (September 2022- October 2022).

If you have any questions, please call Dwight August @ 504-669-9019, Email daugustabm@hotmail.com

Thank you,

Dwight August
President

*Facility Maintenance * Lawn Care * Janitorial Service * Home Improvements*

Regional Transit Authority
 INV.: Accounting Dept (504) 827-8407
 2817 Canal Street
 New Orleans, Louisiana 70119

Page
 Date 5/18/22
 Order No. 914149-000
 Brn/Plt 1284302

AUGUST BUILDING MAINTENANCE INC.
 4100 Old Gentilly Rd.
 NEW ORLEANS LA 70126

SHIP REGIONAL TRANSIT AUTHORITY
 TO
 2817 CANAL STREET
 NEW ORLEANS, LA 70119

Ordered - 05/18/22 Vendor No. 657150 SHORT-TERM JANITORIAL
 Delivery - 05/18/22 Taken By 106035 J. DILOSA
 Freight - Default Handling Code PROMISED DELIVERY DATE 06/18/22

Description / Supplier Item	UM	Unit Cost	Extension
SOW Facility Janitorial Services Canal Complex 1284302-631-24 CARROLLTON AND ENO	EA	270,000.0000	270,000.00

Terms Net 30 Tax Rt Sales Tax Total Order
 270,000.00

ORDER NUMBER AND
 PERSON TO WHOM ADDRESSED
 MUST APPEAR ON ALL
 PACKAGES AND INVOICES

REGIONAL TRANSIT AUTHORITY
 TAX EXEMPT

BY *[Signature]* 5/18/22
 MANAGER, PURCHASING DEPT

ANY CONFLICT, DISPUTE, LEGAL PROCEEDING, SETTLEMENT OR OTHER MATTER HAVING A
 LEGALLY BINDING IMPACT ON THE RIGHTS OR INTERESTS OF THE STATE OF LOUISIANA
 SHALL BE RESOLVED PURSUANT TO

INV. DATE	INV. NUMBER	INV. AMOUNT	TAX	FREIGHT	INV. TOTAL

Gayle Johnson - Banks (man)
 5-18-2022

**PUBLIC NOTICE
REGIONAL TRANSIT AUTHORITY
JANITORIAL SERVICES**

INVITATION FOR BID (IFB) #2022-014

Project Description: The Regional Transit Authority of New Orleans invites qualified vendors to bid on Janitorial Services as described in IFB 2022-014

How to obtain a copy of the IFB: Specifications and further information concerning the IFB may be obtained starting Wednesday, July 13, 2022 from the RTA's ProcureWare website at <https://norta.procureware.com/home>. You will be required to first register on this website. The IFB can also be obtained at Regional Transit Authority's website at <http://www.norta.com>.

Responding to IFB: Bids shall be submitted thru the RTA's Procureware website on or before 11:00 A.M., Tuesday, August 16, 2022. Any questions or further information concerning this IFB may be submitted through <https://norta.procureware.com/home> beginning on Wednesday, July 13, 2022 Only written questions submitted through <https://procureware.com/home> shall be consider official. All answer to questions shall be by formal addenda posted to the website under IFB 2022-005.

A Bid Opening will be held in the RTA Board Room on Tuesday, August 16, 2022, at 11:00 AM. Any questions or further information concerning the IFB may be submitted Via <https://norta.procureware.com/home>, beginning on July 13, 2022.

This procurement is limited to small businesses only. Offers/responses will only be accepted from eligible Small Business Enterprises in compliance with the RTA's Small Business Enterprise (SBE) Program and the US Code of Federal Regulations Title 49 Part 26.39. To be an eligible Small Business Enterprise a business must have at least 51% ownership by a person who is economically disadvantaged. To be considered economically disadvantaged the individual's Personal Net Worth, not including their primary place of residence or ownership in the business cannot exceed \$1.32 million in compliance with the 49 CFR Part 26.67. Additionally, the business must meet the annual gross receipts cap of \$17.42 million as defined in 49 CFR Part 26 and must meet the size criteria defined by the Small Business Administration. SBE size standards can be accessed at <http://www.sba.gov/content/table-small-business-size-standards>.

The Small Business Enterprise Program is race-neutral and open to all business owners regardless of race, ethnicity or gender. Businesses that are currently Disadvantaged Business Enterprise (DBE) certified with the Louisiana Unified Certification Program must submit an affidavit of SBE eligibility. Businesses that are not DBE certified must submit a complete SBE Certification application along with all supporting documentation. The SBE eligibility affidavit and the SBE Certification Application can be obtained at the RTA website at www.NORTA.com. SBE affidavits and/or applications must be submitted prior to or with the offer/response to this solicitation. SBE affidavits and/or applications submitted past the due date for this solicitation will be processed for eligibility, but will not affect the business' SBE eligibility for this solicitation. For additional information contact the RTA's Small Business Office at 504-827-8362.

The RTA reserves the right to accept or reject any and all proposals submitted.

**Alex Wiggins
Chief Executive Officer
RTA**