



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	November 20, 2023
Change Order ID	182

A. Department Representative to participate in procurement process.

Name: LAMOTHE-LODGE, SHIRELLE
Title: FACILITIES MANAGER
Ext: 8482

B. Contract Information:

Contract Number	
PO Number	914149-000
Contract Title	August Building Maintenance (ABM)

Contract-History:

Original Award Value	270000
Previously Executed Change Order Value	350000
Adjusted Contract Value	1128000
Current Change Order Value	350000
Revised Contract Value	1478000

C. Justification of Change Order

Due to unforeseen circumstances, the current BID has been deferred due to protesting. We are now needing to extend ABM contract for seven (7) months instead of four (4) months to cover the protesting time.

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: **November 21 2023**

Risk Management:

Include Standard Insurance Provisions Only?	No
Include Additional Insurance Requirements Attached ?	false

Risk Management Analyst: **Marc L Popkin**

Signature: *Marc L Popkin*

Date: **November 21 2023**

G. Funding Source:

Independent Cost Estimate (ICE): **\$350,000.00**

Projected Total Cost: **\$350,000.00**

Funding Type: **Local**

Federal Funding	State	Local	Other
		\$350,000.00	
Projected Fed Cost	State	Local	Other
		\$350,000.00	

FTA Grant IDs	Budget Codes
	1284302.7621.124

Budget Analyst: **Tiffany Gourrier**

Signature: *Tiffany Gourrier*

Date: **November 20 2023**

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
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SLDBE % Goal	0
SBE % Goal	100

Director of Small Business Development: Adonis Charles Expose'
Signature: *Adonis Charles Expose'*
Date: November 21 2023

DBE/EEO Compliance Manager Adonis Charles Expose'
Signature: *Adonis Charles Expose'*
Date: November 21 2023

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

Department Head: Shirelle LaMothe-Lodge
Signature: *Shirelle LaMothe-Lodge*
Date: November 20 2023

Chief: Ryan Moser
Signature: *Ryan Moser*
Date: November 20 2023

Director of Procurement: Ronald Gerard Baptiste
Signature: *Ronald Gerard Baptiste*
Date: November 21 2023

Required if Total Cost above \$15K

Chief Financial Officer: Gizelle Johnson-Banks
Signature: *Gizelle Johnson-Banks*
Date: November 22 2023

Required if Total Cost above \$50K

Chief Executive Officer: Lona Edwards Hankins
Signature: *Lona Edwards Hankins*
Date: 11/22/2023 8:04 PM