



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>Rob Rouyer</u>	<u>Facilities Maintenance Superintendent</u>	<u>8479</u>
Name	Title	Ext.

Change Order # 3

B. Contract No.: _____

Contract Title and PO No: Janitorial 2 Year Contract PO-912802-001

C. Contract History:

Award Value	\$	<u>307,488.00</u>
Previously Executed Change Orders	\$	<u>131,205.40</u>
Previous Contract Value Prior to Requested Change Order (Sum)	\$	<u>438,693.40</u>
Value of Current Change Order (Amendment 3)	\$	<u>122,562.48</u>
Revised Contract Value	\$	<u>561,255.88</u>

NOTE:

D. Justification of Change Order: **Amendment 3:**

The New Orleans Regional Transit Authority (RTA) is tasked to provide additional onsite Covid 19 bus and streetcar cleaning and disinfecting at the Duncan Plaza Bus Hub, The UPT streetcar terminal, and the end of line streetcar shelter located at Carrollton and Claiborne. Vendor needs to provide two workers at each location for a total of six workers, plus one traveling supervisor. Vendor will also need to provide disposable cleaning rags. This is a 7 day a week contract from 12:00pm to 5:00pm daily. This CO will cover the additional cleaning needs from July 1, 2021 – December 31, 2021. Egle's monthly quote is \$20,427.08. (see back-up quote attached) This change order is for an additional six (6) months of service for a total of \$122,562.48.

E. Type of Change Requested: Administrative Supplemental Termination

F. Responsibility Determination:

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.):

100 % DBE _____ % SLDBE _____ % Small Business

Additional Information

Logan & Carthorne 5/26/2021



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.

N/A
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 Amount Available	\$	0.00
Projected Cost	\$	561,255.88
Previous Cost	\$	438,693.40
FTA Grant No.(s)	\$	0
Line Item(s)	\$	0.00
Operations/Department Code	\$	0.00
Budget Code(s)	\$	1430099.7610.05113
Other	\$	0.00

Maura Richard
Budget Analyst

5/26/2021
Date

Jim Zbo
Chief Financial Officer

5/26/21
Date

J. Insurance verified: Safety Michael Q Smith
Insurance Specialist

5/26/21
Date

K. Authorizations: 2021-2022
Department Head

05/25/2021
Date

Zena Edwards
Division Manager

5/25/2021
Date

Donald H. B. B. B.
Director of Procurement

5/26/21
Date

Chief Executive Officer

Date

Independent Cost Estimate (ICE)

INDEPENDENT COST ESTIMATE SUMMARY FORM

Project Name/Number: JANITORIAL CORONAVIRUS/COVID CLEANING/PO-912802-001

Date of Estimate: 5/25/2021

Description of Goods/Services:

MONTHLY COVID-19 CLEANING @ DUNCAN PLAZA (CHANGE ORDER NO. 3)

- ☐ New Procurement
☒ Contract Modification (Change Order)
☐ Exercise of Option

Method of Obtaining Estimate:

VENDOR'S QUOTE

Attach additional documentation such as previous pricing, documentation, emails, internet screen shots, estimates on letterhead, etc.

- ☐ Published Price List (attach source and date)
☒ Historical Pricing (attach copy of documentation from previous PO/Contract)
☐ Comparable Purchases by Other Agencies (attach email correspondence)
☐ Engineering or Technical Estimate (attach)
☐ Independent Third-Party Estimate (attach)
☐ Other (specify) _____ attach documentation
☒ Pre-established pricing resulting from competition (Contract Modification only)
(CHANGE ORDER NO. 3)

Through the method(s) stated above, it has been determined the estimated

total cost of the goods/services is \$ 122,562.48

The preceding independent cost estimate was prepared by:

JOHN DILOSA, JR.
Name
Signature



QUOTE

RTA

Date

Feb 1, 2021

Eglé, LLC

435 Gaiennie Street

Quote Number

QU-0388

NEW ORLEANS, LA 70130

504-684-1022

Reference

ADDITIONAL ON SITE COVID

19 BUS AND STREETCAR

DISINFECTANT CLEANING

Description	Quantity	Unit Price	Tax	Amount USD
7 Staff, 5 hours/Day, 365/Days/Year MONTHLY CHARGE	1.00	20,227.08	Non-Taxable Sale	20,227.08
Consumables Paper Fee MONTHLY CHARGE	1.00	200.00	Tax Exempt	200.00
Subtotal				20,427.08
TOTAL USD				20,427.08



Revisions to the Contract for Construction between RTA and Vendor are agreed as follows.

PROJECT: Janitorial Coronavirus/Covid-19 Cleaning

Egle	435 Gaiennie Street, New Orleans, LA 70130	5/25/2021
Name	Address	Date of Commencement

CHANGES: Description of the added/deleted/revised Work **Change Order No. 3**

Monthly Charge: \$20,427.08 (see attached Vendor's Quote)

July 2021 Through December 2021 = \$122,562.48

Change Order No. 1 = \$90,351.24

Change Order No. 2 = \$40,854.16

Total for C/O 1 & 2: **\$131,205.40**

REASON FOR CHANGES: The New Orleans Regional Transit Authority (RTA) is tasked to provide additional onsite Covid 19 bus and streetcar cleaning and disinfecting at the Duncan Plaza Bus Hub, The UPT streetcar terminal, and the end of line streetcar shelter located at Carrollton and Claiborne. Vendor needs to provide two workers at each location for a total of six workers, plus one traveling supervisor. Vendor will also need to provide disposable cleaning rags. This is a 7 day a week contract from 12:00pm to 5:00pm daily. This CO will cover the additional cleaning needs for July 01, 2021 – December 31, 2021

LIST OF SUPPLEMENTAL INFORMATION/DRAWINGS (ATTACHED):

CONTRACT SUM:

Contract Sum PRIOR to this Change (including previously approved Change Orders):	\$307,488.00
Previous Executed Change Order(s) Change Order No. 2	\$131,205.40
Contract Value after previous Change.	\$438,693.40
Contract Sum AFTER to this Change:	\$122,562.48
TOTAL CHANGE:	\$561,255.88

CONTRACT DURATION:

Substantial Completion PRIOR to this Change (including previously approved Change Orders):	N/A
Substantial Completion AFTER this Change:	N/A
TOTAL CHANGE:	days + or -

APPROVALS:


CHANGE SUBMITTED BY: Robert Rouyer

APPROVED BY:


Robert Rouyer
 Facilities Maintenance Superintendent

25-May-21

DATE:


Director of Facilities

25-May-21

DATE: