

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **BRIGHTVIEW LANDSCAPE SERVICES, INC.** _____

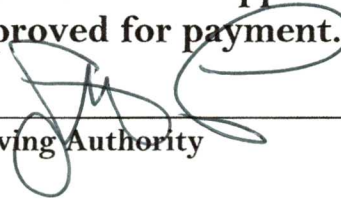
Control No.: **RES 2019-07** _____ Invoice No.: 6389935

Invoice Date: 6/25/19 Payment Amount: \$ 2100⁰⁰

Project Supervisor/Responsible Official: **ROD McLEOD**

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	<u>BM</u>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	<u>BM</u>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	<u>BM</u>
<input type="checkbox"/> If final payment, have all deliverables been received?	
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	<u>BM</u>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>BM</u>
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<u>BM</u>
<input type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.


 _____ Date: 7/16/19


Payment approved by the Board of Commissioners by:
 Motion No. **2019-07** or the Consent Agenda, at its meeting on (If applicable)
MAY 8, 2019

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM**

TODAYS DATE: 7/8/2019
 VENDOR NAME: Brightview Landscape Services
 VENDOR #: 12459
 INVOICE #: 6389935
 INVOICE DATE: 6/24/2019
 PO #: _____

	BCP
	C & S
	CDE
	CRA
X	MEC
	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-546000	Remove Seed pods from promenade Trees		\$ 2,100.00
INVOICE TOTAL			\$2,100.00

COMMENTS: _____ APPROVED BY: 

CRA POLICY ON PURCHASES LESS THAN \$2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE." IF COMPETITIVE QUOTES ARE REQUIRED, PLEASE COMPLETE SECTION C AND SUBMIT QUOTES WITH INVOICE. IF UNDER \$2500 PLEASE COMPLETE SECTION A OR B BELOW.

SECTION A - CERTIFICATION
 PLEASE ANNOTATE BELOW HOW YOU DETERMINED THAT THE PRICE IS FAIR AND REASONABLE; EXAMPLES INCLUDE: PROFESSIONAL MARKET EXPERIENCE, MARKET TREND, PREVIOUS PURCHASE, CATALOG PRICE, ADVERTISING PUBLICATIONS, ETC.
 I HAVE DETERMINED THAT THE PRICE IS FAIR AND REASONABLE. MY REASONS INCLUDE:

SECTION B - OTHER

SECTION C - QUOTES

	VENDOR	PRICE QUOTED	COMMENT / RANKING
1			
2			
3			

RECEIVED BY FINANCE: _____
 ENTERED IN FMS / ADG: _____
 DATE MAILED: JUL 17 2019

#1990-1--#



INVOICE

Sold To: 19941880
 Riviera Beach CRA
 2001 Broadway Ste 300
 Riviera Beach FL 33404

Customer #: 19941880
Invoice #: 6389935
Invoice Date: 6/25/2019
Sales Order: 6954316
Cust PO #:

Project Name: Riviera Marina Palms
Project Description: Trim and remove seed pods from 50 Medjool Palms

Job Number	Description	Qty	UM	Unit Price	Amount
353000208	Riviera Beach Marina Village Trim and remove seed pods from	1.000	LS	2100.00	2,100.00
Total Invoice Amount					2,100.00
Taxable Amount					
Tax Amount					
Balance Due					2,100.00

Terms: Net 15 Days

If you have any questions regarding this invoice, please call 561 784-3450

Please detach stub and remit with your payment

Payment Stub

Customer Account #: 19941880
 Invoice #: 6389935
 Invoice Date: 6/25/2019

Amount Due: \$ 2,100.00

Thank you for allowing us to serve you

Please reference the invoice # on your check and make payable to

Riviera Beach CRA
 2001 Broadway Ste 300
 Riviera Beach FL 33404

BrightView Landscape Services, Inc.
 P.O. Box 740655
 Atlanta, GA 30374-0655