







Riviera Beach CRA Payment Authorization Checklist

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

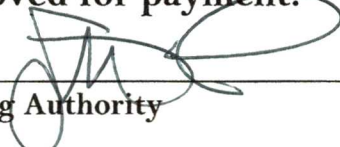
Control No.: **RES 2019-07** _____ Invoice No.: 6401503

Invoice Date: 4/28/19 _____ Payment Amount: \$ 1950 _____

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

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<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?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<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.



Approving Authority

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 #: 6401503
 INVOICE DATE: 6/24/2019
 PO #: _____

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-546000	Replace dead Palm trees		\$ 1,950.00
INVOICE TOTAL			\$1,950.00

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: JUL 17 2019
 DATE MAILED: _____

#1990 / #



INVOICE

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

Customer #: 19941880
Invoice #: 6401503
Invoice Date: 6/28/2019
Sales Order: 6954331
Cust PO #:

Project Name: Riviera Marina Dead Palms
Project Description: Remove and install 3 new palms

Job Number	Description	Qty	UM	Unit Price	Amount
353000208	Riviera Beach Marina Village Remove dead Sable palm and ins	1.000	EA	450.00	450.00
	Remove 2 dead Royal Palms down	2.000	EA	750.00	1,500.00
				Total Invoice Amount	1,950.00
				Taxable Amount	
				Tax Amount	
				Balance Due	1,950.00

RECEIVED
 JUL 03 2019
 RIVIERA BEACH COMMUNITY
 REDEVELOPMENT AGENCY

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 #: 6401503
 Invoice Date: 6/28/2019

Amount Due: \$ 1,950.00

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

Roderick McLeod

From: Scott Evans
Sent: Tuesday, June 18, 2019 9:16 AM
To: Roderick McLeod
Cc: Annetta Jenkins
Subject: RE: Proposal for Riviera Marina Dead Palms (#6954331)

Please proceed

.....The replacements Palms would be between 20 and 25', so yes



Scott Evans, AICP

Interim Executive Director

2001 Broadway, Suite 300 | Riviera Beach, FL 33404

P. 561.844.3408 | F. 561.881.8043

www.rbcra.com



This email and any files transmitted with it are intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing

From: Roderick McLeod
Sent: Wednesday, June 12, 2019 9:11 AM
To: Scott Evans <sevans@rbcra.com>
Cc: Annetta Jenkins <ajenkins@rbcra.com>
Subject: FW: Proposal for Riviera Marina Dead Palms (#6954331)

Attached is the proposal to replace the 3 dead palm trees.

Please advise.



Roderick McLeod

**Public Safety Officer and Facilities Manager of
Marina Village**

O. 561.693.1170 | C. 561.889.2421
F. 844.694.1292
www.rbcra.com



CONFIDENTIALITY NOTICE: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager.

From: Mike Richter [<mailto:Mike.Richter@brightview.com>]

Sent: Wednesday, June 12, 2019 9:09 AM

To: Roderick McLeod <rmcleod@rbcra.com>

Subject: Proposal for Riviera Marina Dead Palms (#6954331)

Dear Roderick McLeod: here is the proposal for the 3 dead palms on sight. Please let me know.
Thank you

Thank you for choosing us for your landscape improvement project. We hope the recommendations outlined in our attached proposal meet your expectations. Below is a quick summary:

6/12/2019 12:57:45 PM | SO# 6954331

Name - Riviera Marina Dead Palms

Description -Remove and install 3 new palms

Scope of Work-

Sub-Total Price - \$1950

Tax - \$0

Total Price - \$1950

If you would like us to proceed with the attached proposal, please respond to this e-mail with the word 'Approved'. We appreciate your business and look forward to enhancing the beauty and value of your property.

Thank you,

Mike Richter

Mike.richter@brightview.com

561-239-2768 cell

561-784-3450 office

13710 Loxahatchee Fl

33470