


Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **HARVARD JOLLY** _____

Control No.: **RES 2018-18** _____ Invoice No. **36314** _____

Invoice Date: **JULY 5, 2019** _____ Payment Amount: **\$4,864.50** _____

Project Supervisor/Responsible Official: **SCOTT EVANS**

	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 checked="" 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. **2018-18** _____

or the Consent Agenda, at its meeting on **SEPTEMBER 6, 2018**. (If applicable)

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

TODAYS DATE: 7/8/2019
 VENDOR NAME: Harvard Jolly
 VENDOR #: 10612
 INVOICE #: 36314
 INVOICE DATE: 7/5/2019
 PO #: _____

X

BCP
 C & S
 CDE
 CRA
 MEC
 MV
 RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
832-50101-563000	Block Redevelopment Construction Drawing 100% completed and additional services		\$ 4,864.50
INVOICE TOTAL			\$4,864.50

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 Block Redevelopment Construction Drawings 100%

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

~~#1990~~ # ~~70601~~ #
~~#1057~~ #

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

Invoice

HARVARD • JOLLY
ARCHITECTURE

July 5, 2019
Project No: 18042.03
Invoice No: 36314

Riviera Beach Community Redevelopment Agency
Attn: Scott Evans
2001 Broadway
Suite 300
Riviera Beach, FL 33404

Project 18042.03 RBCRA - Broadway Beautification Project
Professional Services from June 1, 2019 to June 30, 2019

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Construction Documents	48,645.00	100.00	48,645.00	43,780.50	4,864.50
Bidding / Negotiation	4,864.50	0.00	0.00	0.00	0.00
Construction Administration	43,780.50	0.00	0.00	0.00	0.00
Additional Services	6,820.00	100.00	6,820.00	6,820.00	0.00
Total Fee	104,110.00		55,465.00	50,600.50	4,864.50
Total Fee					4,864.50
Total this Invoice					\$4,864.50

Billings to Date

	Current	Prior	Total
Fee	4,864.50	50,600.50	55,465.00
Totals	4,864.50	50,600.50	55,465.00

Project Manager Michael Hewes

Supervisor Rene Tercilla