Riviera Beach CRA
Payment Authorization Checklist

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

Control No.: **RES 2019-07** **Invoice No.:** 6475468

Invoice Date: 9/1/19 **Payment Amount:** **$** $316.67

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

	Reviewed/Approved by
☑ Project "scope of work and deliverables" reviewed?	
☑ Payment support documentation appropriate based on work scope?	
☑ Deliverables due with this invoice have been received?	
☐ If final payment, have all deliverables been received?	N/A
☑ 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?	
☑ Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
☑ The nature of work being performed is within the scope of the CRA plan.	
☑ 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:** 9/10/2019

Approving Authority

9/6/19

☑ 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:	9/10/2019
VENDOR NAME:	BRIGHTVIEW LANDSCAPE SERVICES INC.
VENDOR #:	12459
INVOICE #:	6475468
INVOICE DATE:	9/1/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-546000	SEPTEMBER EXTERIOR MAINTENANCE RBMV		$ 6,316.67
	INVOICE TOTAL		**$6,316.67**

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 RESONABLE; 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 PSA

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: SEP 12 2019

ENTERED IN TYLER: SEP 12 2019

DATE MAILED:

#2142 - 9,12

BrightView
Landscape Services

INVOICE

RECEIVED
SEP 05 2019
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Riviera Beach CRA
2001 Broadway Ste 300
Riviera Beach FL 33404

Customer #: 19941880
Invoice #: 6475468
Invoice Date: 9/1/2019
Cust PO #:

Job Number	Description	Amount
353000208	Riviera Beach Marina Village	6,316.67
	Exterior Maintenance	
	For September	
	Total invoice amount	**6,316.67**
	Tax amount	
	Balance due	**6,316.67**

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 #: 6475468
Invoice Date: 9/1/2019

Amount Due: $6,316.67

Thank you for allowing us to serve you

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

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

Riviera Beach CRA
2001 Broadway Ste 300
Riviera Beach FL 33404