Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **HARVARD JOLLY** _____

Control No.: **RES 2018-18** _____ **Invoice No.** **36445** _____

Invoice Date: **September 1, 2019, 2019** _____

Payment Amount: **$4,864.50** _____

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

	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?	NA
☑ 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

[X] 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:	9/5/2019
VENDOR NAME:	Harvard Jolly
VENDOR #:	10612
INVOICE #:	36445
INVOICE DATE:	9/1/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
832-50101-563000	Block Redevelopment Construction Drawing 100% completed		$ 4,864.50
	and bid documents completed and adminstrative services		
	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 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 Block Redevelopment adminstrative services

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:

ENTERED IN FMS / ADG: SEP 12 2019

DATE MAILED:

#2142 - 9,12

REVISED-5/1/2018

Invoice

HARVARD • JOLLY
ARCHITECTURE

September 1, 2019
Project No: 18042.03
Invoice No: 36445

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 August 1, 2019 to August 31, 2019

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing	
Construction Documents	48,645.00	100.00	48,645.00	48,645.00	0.00	
Bidding / Negotiation	4,864.50	100.00	4,864.50	0.00	4,864.50	
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		60,329.50	55,465.00	4,864.50	
		Total Fee				**4,864.50**
				Total this Invoice		**$4,864.50**

Billings to Date

	Current	Prior	Total
Fee	4,864.50	55,465.00	60,329.50
Totals	**4,864.50**	**55,465.00**	**60,329.50**

Project Manager Michael Hewes

Supervisor Rene Tercilla