







Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Big D Grafix(Demetrius McCray) Vendor#13973

Control No.: Resolution No. 2019-13 Invoice No.: 2-11232019 ACC#81150105-563000

Invoice Date: December 2, 2019 Payment Amount: \$3,956.25

Project Supervisor/Responsible Official: Andre' Lewis

	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 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: Dec 3, 2019
 Approving Authority

Payment approved by the Board of Commissioners by Motion No. 2019-13 or the Consent Agenda, at its meeting on 7-70-19. (If applicable)

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

TODAYS DATE: 12/2/2019
 VENDOR NAME: Demetrius Mccray
 VENDOR #: 13973
 INVOICE #: 2-11232019
 INVOICE DATE: 11/23/2019
 PO #:
 COMPLETED BY: Andre' Lewis

BCP
C & S
CDE
CRA
MEC
MV
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150105-563000	Art Work Project Mobilization Payment	PM2	\$ 3,956.25
INVOICE TOTAL			\$3,956.25

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 Art & Branding Project Round II

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:
 ENTERED IN TYLER:
 DATE MAILED:



BIG “D” GRAFIX WORK ORDER NO# BDG2019-02

Project Budget

The total project budget is up to \$15,825.00 for a three (3) month period, including fees and costs.

Project Overview

Big “D” Grafix will complete two proposed murals to sites visible on exhibit A & B. This strategy will encompass the following initiatives.

- Complete the installation of the approved mural design to the 977sqft wall located at 1601 Broadway.
- Complete the installation of the approved mural design to the 605sqft wall located at 1291 East Blue Heron Blvd.

Consultant’s Compensation

The work will be completed over a three (3) month period from September 12, 2019 to December 12, 2019 and the Artist will be compensated 25% before the beginning of the first project, 25% at the commencement of the second project and the remaining 50% at the completion of the final project.

Tasks Include

- Providing two (2) optional renderings on poster board and digital image.
- Provide all material, equipment rental and supplies needed to complete the installation of the two murals.
- Complete the installation of the proposed mural to the wall on the back side of the building located at 1601 Broadway.
- Complete the installation of the proposed mural to the wall on the back side of the building located at 1291 East Blue Heron Blvd.

All materials developed by Big “D” Grafix for the Client (CRA), including photography, art, advertising, design, and copy shall be considered to be the exclusive property of the Client. All materials provided to Big “D” Grafix by the Client to be used in conjunction

EXHIBIT A
PROPOSED SITES FOR MURAL

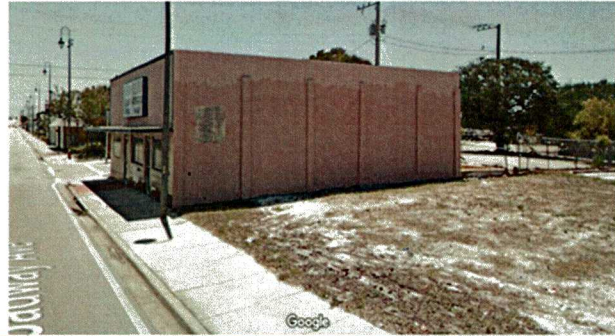


PROPOSED SITE

LOCATION

- **NORTH SIDE WALL OF THE BUILDING LOCATED AT 1601 BROADWAY**

VISUAL



PROPOSED SITE

LOCATION

- **1201 E BLUE HERON BLVD ON THE NORTHEAST SIDE OF THE BUILDING**

VISUAL



Order Information:

Notes:

Additional Information: Sales, Events, Conditions of Sale, Warranty Information, Shipping Options or other policies can be mentioned here.