

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

TODAYS DATE: 11/7/2019  
 VENDOR NAME: Brightview Landscape Services  
 VENDOR #: 12459  
 INVOICE #: 6566713  
 INVOICE DATE: 11/1/2019  
 PO #: \_\_\_\_\_

	BCP
	C & S
	CDE
	CRA
	MEC
<b>X</b>	MV
	RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-534000	November Landscapew contract work		\$ 6,316.67
<b>INVOICE TOTAL</b>			<b>\$6,316.67</b>

COMMENTS: \_\_\_\_\_

APPROVED BY: *Rod McLeod*  
*Rod McLeod*

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: \_\_\_\_\_  
 DATE MAILED: \_\_\_\_\_






**Riviera Beach CRA  
Payment Authorization Checklist**

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

Control No.: **RES 2019-07** \_\_\_\_\_ Invoice No.: 6566713

Invoice Date: 11/1/19 Payment Amount: \$ 6,316<sup>67</sup>

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 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.**

\_\_\_\_\_ Date: \_\_\_\_\_

Approving Authority



11/7/19

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**



# INVOICE

Riviera Beach CRA  
 2001 Broadway Ste 300  
 Riviera Beach FL 33404

**Customer #:** 19941880  
**Invoice #:** 6566713  
**Invoice Date:** 11/1/2019  
**Cust PO #:**

Job Number	Description	Amount
353000208	Riviera Beach Marina Village Exterior Maintenance For November	6,316.67
<p><b>RECEIVED</b>            NOV 04 2019            RIVIERA BEACH COMMUNITY            REDEVELOPMENT AGENCY</p>		
<b>Total invoice amount</b>		<b>6,316.67</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>6,316.67</b>

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 #: 6566713  
 Invoice Date: 11/1/2019

<b>Amount Due:</b>	<b>\$6,316.67</b>
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*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