







**Riviera Beach CRA
Payment Authorization Checklist**

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


Control No.: **RES 2019-07** _____ Invoice No.: 6654384

Invoice Date: 1/1/20 Payment Amount: \$ 6,316⁶⁷

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?	NA
<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.	NA
<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.

Approving Authority


Date: 1/3/20
1/3/20


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: 1/3/2019
 VENDOR NAME: Brightview Landscape Services
 VENDOR #: 12459
 INVOICE #: 6654384
 INVOICE DATE: 1/1/2020
 PO #: _____

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-534000	January Landscapew contract work		\$ 6,316.67
INVOICE TOTAL			\$6,316.67

COMMENTS: _____ APPROVED BY: *AM*


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: _____

JAN 08 2020

#2540 1 / 9



INVOICE

RECEIVED

JAN 04 2020

RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Riviera Beach CRA
2001 Broadway Ste 300
Riviera Beach FL 33404

Customer #: 19941880
Invoice #: 6654384
Invoice Date: 1/1/2020
Cust PO #:

Job Number	Description	Amount
353000208	Riviera Beach Marina Village Exterior Maintenance For January	6,316.67
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 #: 6654384
Invoice Date: 1/1/2020

Amount Due: \$6,316.67

Thank you for allowing us to serve you

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

Riviera Beach CRA
2001 Broadway Ste 300
Riviera Beach FL 33404

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