





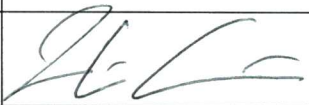

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: REG Architecture Vendor#13219

Control No.: Resolution No. 2019-4 Invoice No.: 19015.7ACC#81150101-562000

Invoice Date: January 27, 2020 Payment Amount: \$1,200.00

Project Supervisor/Responsible Official: Andre' Lewis

	Reviewed/Approved by
<input 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.**

  
\_\_\_\_\_  
Approving Authority

Date: Jan 28, 2020

Payment approved by the Board of Commissioners by Motion No. 2019-4 or the Consent Agenda, at its meeting on April 24, 2019. (If applicable)

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

TODAYS DATE: 1/27/2020  
 VENDOR NAME: REG ARCHITECTS  
 VENDOR #: 13219  
 INVOICE #: 19015.7  
 INVOICE DATE: 1/15/2020  
 PO #:  
 COMPLETED BY: Andre' Lewis


BCP  
C & S  
CDE  
CRA  
MEC  
MV  
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-562000	Architectual & Engineering services		\$ 1,200.00
<b>INVOICE TOTAL</b>			<b>\$1,200.00</b>

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**      2600 Build Rehab Project & Rendering

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:   
 ENTERED IN TYLER:   
 DATE MAILED:

REG ARCHITECTS INC

300 Clematis Street  
3rd Floor  
West Palm Beach, FL 33401

# Invoice

Date	Invoice #
1/24/2020	19015.7

Bill To
Riviera Beach CRA Scott Evans 2001 Broadway, Ste.300 Riviera Beach, FL, 33404

Description	Amount
REG PROJECT # 19015.1 2600 BROADWAY INTERIOR RENDERINGS  Conceptual interior rendering of the second floor shared workspace lounge reception area to include exterior balcony context within the background	1,200.00
<b>Total</b> \$1,200.00	

Prepared by:  
Authorized by:

<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$1,200.00