Riviera Beach CRA
Payment Authorization Checklist

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

Control No.: **RES 2019-07** **Invoice No.:** 6612251

Invoice Date: 12/1/2019 **Payment Amount:** $ 6316.62

Project Supervisor/Responsible Official: **ROD McLEOD**

	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?	
☑ 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:** _____

Approving Authority

2/14/2020

☑ 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:	2/14/2020
VENDOR NAME:	Brightview Landscape Services
VENDOR #:	12459
INVOICE #:	6612251
INVOICE DATE:	12/1/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-534000	Marina Villge Landscape, monthly		$ 6,316.67
	INVOICE TOTAL		**$6,316.67**

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

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: FEB 1 9 2020

ENTERED IN FMS / ADG:

DATE MAILED:

#26882,21

INVOICE

BrightView
Landscape Services

Riviera Beach CRA
2001 Broadway Ste 300
Riviera Beach FL 33404

Customer #: 19941880
Invoice #: 6612251
Invoice Date: 12/1/2019
Cust PO #:

Job Number	Description	Amount
353000208	Riviera Beach Marina Village	6,316.67
	Exterior Maintenance	
	For December	
	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 #: 6612251
Invoice Date: 12/1/2019

Amount Due: $6,316.67

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