Riviera Beach CRA
Payment Authorization Checklist

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

Control No.: **RES 2019-07** **Invoice No.:** 6702766

Invoice Date: 1/31/2020 **Payment Amount:** **$** 326.00

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 #:	6702766
INVOICE DATE:	1/31/2020
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-534000	Repair Irragation system Marina Village		$ 326.00
	INVOICE TOTAL		**$326.00**

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:

ENTERED IN FMS / ADG: FEB 19 2020

DATE MAILED:

#26882,21

INVOICE

BrightView
Landscape Services

RECEIVED
FEB 10 2020
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Sold To: 19941880
Riviera Beach CRA
2001 Broadway Ste 300
Riviera Beach FL 33404

Customer #: 19941880
Invoice #: **6702766**
Invoice Date: 1/31/2020
Sales Order: 7128247
Cust PO #:

Project Name: Riviera Marina January Irrigation
Project Description: Repairs needed from January's wet check

Job Number	Description	Qty	UM	Unit Price	Amount
353000208	Riviera Beach Marina Village				
	Broken 6" sprinkler	1.000	EA	31.00	31.00
	Broken 6" Rotor	1.000	EA	45.00	45.00
	Labor to track zone not workin	1.000	EA	130.00	130.00
	Replace Bad Decoder at zone #1	1.000	EA	120.00	120.00
	Replaced Module under warrante	1.000	EA	0.00	
				Total Invoice Amount	**326.00**
				Taxable Amount	
				Tax Amount	
				Balance Due	**326.00**

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 #: 6702766
Invoice Date: 1/31/2020

Amount Due: $ 326.00

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