

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

TODAYS DATE: 3/27/2020
 VENDOR NAME: Brightview Landscape Services
 VENDOR #: 12459
 INVOICE #: 6755814
 INVOICE DATE: 3/20/2020
 PO #: _____

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-534000	Trim Coconut Palms		\$ 3,750.00
INVOICE TOTAL			\$3,750.00

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 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: TJW
 ENTERED IN FMS / ADG: 3/31/2020
 DATE MAILED: _____

#2847 -- 4-2-2020






**Riviera Beach CRA
Payment Authorization Checklist**

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

Control No.: **RES 2019-07** _____ Invoice No.: 6755814

Invoice Date: 3/20/2020 Payment Amount: \$ 3,750⁰⁰

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



3/27/2020

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



INVOICE

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

Customer #: 19941880
Invoice #: 6755814
Invoice Date: 3/20/2020
Sales Order: 7167609
Cust PO #:

Project Name: Riviera Marina Coconut trees
Project Description: Trim 41 coconut trees

Job Number	Description	Qty	UM	Unit Price	Amount
353000208	Riviera Beach Marina Village Trim 41 coconut trees along th	1.000	EA	3750.00	3,750.00
<p>RECEIVED</p> <p>MAR 25 2020</p> <p>RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY</p>					
Total Invoice Amount					3,750.00
Taxable Amount					
Tax Amount					
Balance Due					3,750.00

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 #: 6755814
Invoice Date: 3/20/2020

Amount Due: \$ 3,750.00

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