

**Riviera Beach CRA**  
**Payment Authorization Checklist**

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

Control No.: **RES 2019-07** \_\_\_\_\_ Invoice No.: 71423111

Invoice Date: 12/9/2020 Payment Amount: \$ 510

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

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	AM
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	AM
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	AM
<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?	AM
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	AM
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	AM
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	AM

**The invoice and supporting documentation have been reviewed and it is approved for payment.**

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

Date: \_\_\_\_\_

 12/15/2020

☐ 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:** 12/15/2020  
**VENDOR NAME:** Brightview Landscape Services  
**VENDOR #:** 12459  
**INVOICE #:** 7142314  
**INVOICE DATE:** 12/9/2020  
**PO #:**  
**COMPLETED BY:** Rod McLeod

	BCP
	C & S
	CDE
	CRA
	MEC
<b>X</b>	MV
	RBEC, LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-534000	Clear and cap irrigation for Trash Compactor		\$ 510.00
<b>INVOICE TOTAL</b>			<b>\$510.00</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**

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

**RECEIVED BY FINANCE:** 12/15/2020  
**ENTERED IN TYLER:** 12/20/2020  
**DATE MAILED:**





# INVOICE

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

**Customer #:** 19941880  
**Invoice #:** 7142314  
**Invoice Date:** 12/9/2020  
**Sales Order:** 7371596  
**Cust PO #:**

**Project Name:** Riviera Marina Compactor

**Project Description:** Labor to remove a section of coco plum for compactor

Job Number	Description	Qty	UM	Unit Price	Amount
353000208	Riviera Beach Marina Village Enhancement Laborer	9.000	HR	44.44	400.00
	Irrigation cap off lines to th	2.000	HR	55.00	110.00
<div>RECEIVED DEC 14 2020 RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY</div>					
Total Invoice Amount					510.00
Taxable Amount					
Tax Amount					
Balance Due					510.00

**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 #: 7142314  
Invoice Date: 12/9/2020

**Amount Due: \$ 510.00**

*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