

**Riviera Beach CRA
Payment Authorization Checklist**

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

Control No.: **RES 2019-07** _____ Invoice No.: 7122617

Invoice Date: 12/11/2020 Payment Amount: \$ 6,316.⁶²

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: _____

 12/17/2020

☐ 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: 12/7/2020
VENDOR NAME: Brightview Landscape Services
VENDOR #: 12459
INVOICE #: 7122617
INVOICE DATE: 12/1/2020
PO #:
COMPLETED BY: Rod McLeod

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-534000	Monthly Landscaping		\$ 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 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:

ENTERED IN TYLER:

DATE MAILED:

12/7/2020
12/20/2020

PO3598



INVOICE

Riviera Beach CRA
2001 Broadway Ste 300
Riviera Beach FL 33404

Customer #: 19941880
Invoice #: 7122617
Invoice Date: 12/1/2020
Cust PO #:

Job Number	Description	Amount
353000208	Riviera Beach Marina Village Exterior Maintenance For December	6,316.67
<p>RECEIVED</p> <p>DEC 07 2020</p> <p>RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY</p>		
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 #: 7122617
Invoice Date: 12/1/2020

Amount Due:	\$6,316.67
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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