

**Riviera Beach CRA  
Payment Authorization Checklist**

Vendor Name: TREASURE COAST REGIONAL PLANNING COUNCIL

Control No.: RESOLUTION NO 2019-14 Invoice No.: G-22B-2

Invoice Date: 1/7/2021 Payment Amount: \$ 23,175.00

Project Supervisor/Responsible Official: SCOTT EVANS, DIRECTOR OF PLANNING & DEVELOPMENT

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

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

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

Date: 03/01/2021

☐ Payment approved by the Board of Commissioners by Motion No. \_\_\_\_\_ or the Consent Agenda, at its meeting on \_\_\_\_\_.  
(If applicable)

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

TODAYS DATE: 2/26/2021  
 VENDOR NAME: TREASURE COAST REGIONAL PLANNING COUNCIL  
 VENDOR #: 19057  
 INVOICE #: G-22B-2  
 INVOICE DATE: 1/7/2021  
 PO #: CORE GATEWAY SIGNAGE PROJECT  
 COMPLETED BY: TAMARA SEGUIN

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150105-582000	TASK 2: TRANSMITTAL OF DRAWINGS	21807	\$ 7,725.00
81150105-582000	TASK 3: TRANSMITTAL OF DRAFT SIGNAGE IMPROVEMENT GRANT PROGRAM		\$ 15,450.00
<b>INVOICE TOTAL</b>			<b>\$23,175.00</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** RESOLUTION NO 2019-14

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE:

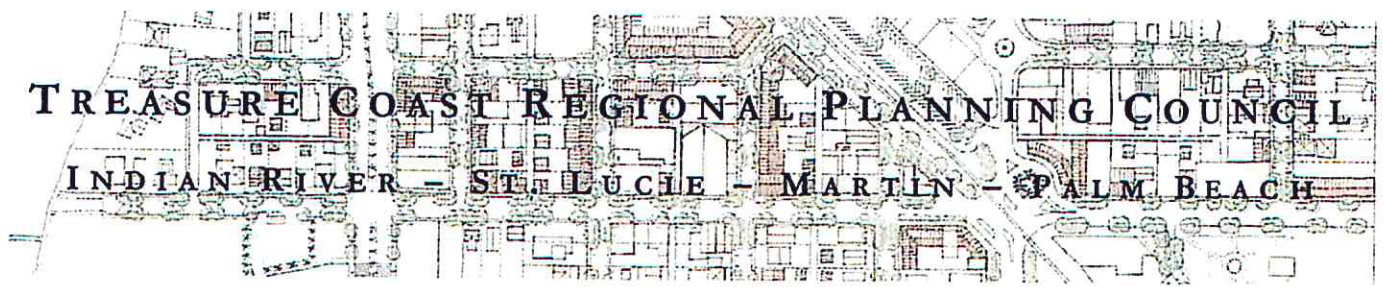
ENTERED IN TYLER:

DATE MAILED:

02/26/2021  
03/01/2021  
 \_\_\_\_\_

**B3775**





**Riviera Beach - Invoice G-22B-2**

January 07, 2021

Ms. Scott Evans  
 CRA Executive Director  
 2001 Broadway, Suite 300  
 Riviera Beach, Florida 33404

Subject: Interlocal Agreement between the Riviera Beach Community Redevelopment Agency and Treasure Coast Regional Planning Council dated August 28, 2019.

Task Two: Core Gateway Signage Project

Key Action No.	Key Action	Task Amount	100% Completed	Amount Paid to Date	Amount Due This Invoice	Remaining Fee
Task 1	Execution of the Interlocal Agreement	\$3,090.00	10%	\$3,090.00	\$ -	\$0.00
Task 2	Transmittal of Illustrative Drawings for Recommended Wayfinding and Individual Property Signage Improvements Plan.	\$7,725.00	25%	\$0.00	\$ 7,725.00	\$ -
Task 3	Transmittal of Draft CRA Signage Improvement Grant Program	\$15,450.00	50%	\$0.00	\$ 15,450.00	\$ -
Task 4	Transmittal of Final CRA Signage Improvement Grant Program	\$4,635.00	15%	\$0.00	\$ -	\$ 4,635.00
<b>Contract Total :</b>		<b>\$30,900.00</b>	<b>100%</b>	<b>\$3,090.00</b>	<b>\$ 23,175.00</b>	<b>\$ 4,635.00</b>

<b>THIS INVOICE</b>	
Amount Due	\$23,175.00
Past Due	\$0.00
<b>TOTAL DUE</b>	<b>\$ 23,175.00</b>

Should you have any questions, please contact Phyllis Castro, Accounting Manager, at (772) 221-4060 ext.14.

*"Bringing Communities Together" • Est.1976*

421 SW Camden Avenue - Stuart, Florida 34994  
 Phone (772) 221-4060 - Fax (772) 221-4067 - [www.tcrpc.org](http://www.tcrpc.org)