



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

TODAYS DATE: 11/15/2021  
 VENDOR NAME: Brightview Landscape Services  
 VENDOR #: 12459  
 INVOICE #: 7602384  
 INVOICE DATE: 11/1/2021  
 PO #: \_\_\_\_\_  
 COMPLETED BY: Neimah Spence

<b>X</b>

BCP  
 C & S  
 CDE  
 CRA  
 MEC  
 MV  
 RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150103-534000	Riviera Beach Mairna Vilage Exterior Maimtenance July		\$ 6,316.67
<b>INVOICE TOTAL</b>			<b>\$6,316.67</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:   
 ENTERED IN TYLER: \_\_\_\_\_  
 DATE MAILED: \_\_\_\_\_



# Riviera Beach CRA Payment Authorization Checklist

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

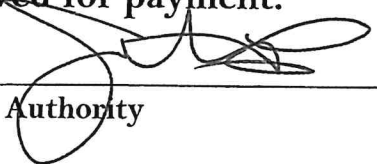
Control No.: 2021-09 Invoice No.: 7602384

Invoice Date: 11/1/2021 Payment Amount: \$ 6,316.67

Project Supervisor/Responsible Official: Neimah Spence

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

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

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

Date: 11/17/2021

Payment approved by the Board of Commissioners by:  
Motion 2021-09 or the Consent Agenda, at its meeting on (If applicable)  
4/14/2021



reimach

# INVOICE

Riviera Beach CRA  
2001 Broadway Ste 300  
Riviera Beach FL 33404

**Customer #:** 19941880  
**Invoice #:** 7602384  
**Invoice Date:** 11/1/2021  
**Cust PO #:**

Job Number	Description	Amount
353000208	Riviera Beach Marina Village Exterior Maintenance For November	6,316.67
<p>V-12459 81150103-534000</p> <p>RECEIVED NOV 08 2021 RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY</p>		
<b>Total invoice amount</b>		<b>6,316.67</b>
<b>Tax amount</b>		
<b>Balance due</b>		<b>6,316.67</b>

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 #: 7602384  
Invoice Date: 11/1/2021

**Amount Due: \$6,316.67**

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