

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Prestige Quality Management, LLC
 Control No.: _____ Invoice No.: 1256
 Invoice Date: 2/2/2016 Payment Amount: \$ #656.²⁵
 Project Supervisor/Responsible Official: MARK Blomelle

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

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

Date: _____

Approving Authority

Payment approved by the Board of Commissioners by Motion No. 2015-08 or the Consent Agenda, at its meeting on January 14, 2015. (If applicable)

*entered 2-8-16
processed 2/9/16 (NB)*

RECEIVED BY:
 FINANCE 2/4/16
 CDC _____
 PLANNING & DEVEL _____
 ADMIN DIRECTOR _____
 NEIGHBORHOOD SERV _____
 MARINA FACILITIES _____
 CLEAN & SAFE _____
 EXECUTIVE DIRECTOR _____



Prestige Quality Management, LLC

1270 Rose Gate Blvd.
 Riviera Beach, FL 33404
 (561)254-8735
 prestigequalitymanagement@yahoo.com
 http://www.prestigequalitymanagement.com

Invoice

BILL TO
 Mark Blomeke
 2001 Broadway Ste. 300
 Riviera Beach, Florida 33404

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1256	02/02/2016	\$656.25	02/15/2016	Due on receipt	

ACTIVITY	QTY	RATE	AMOUNT
Management Contact with Missy @ Tangible Green - Discuss Scope of Services	0.50	125.00	62.50
Management Contact with Mike Williams @ Southern Cleaning- Discuss Scope of Services	0.50	125.00	62.50
Management Solicit Security Services	0.50	125.00	62.50
Management Meeting with Shamir Bolivar @ Marina/ The Shadow Group - Discuss Security Scope	0.50	125.00	62.50
Management Contact Southern Cleaning, AK Building, Anago, Hi Tek, and Orkin, for Marina Site Visit	1	125.00	125.00
Management Marina Event Tour with Southern Cleaning, AK Building Services, Anago Cleaning, Hi Tek Security, and Orkin	1.50	125.00	187.50
Management Scope of Services and Ops Specifications sent to: Southern Cleaning, AK Building Services, Anago Cleaning Services	0.75	125.00	93.75

BALANCE DUE

\$656.25

Prestige Quality Management, LLC
Backup to Invoice

	Name	Company	Purpose
12/2/ 2015	Missy (Phone)	Tangible Green	Solicit Services for Marina
12/2/2015	Mike Williams (Phone)	Southern Cleaning	Solicit Services for Marina
12/2/2015	Shamir Bolivar (Phone)	Shadow Group	Solicit Security Services
12/18/2015	Shamir Bolivar (on-site)	Shadow Group	Site Visit
01/05/2016	Mike (Phone)	Southern Cleaning	Schedule Tour
	Bob (Phone)	AK Building Services	Schedule Tour
	Maldonado (Phone)	Anago Cleaning Systems	Schedule Tour
	Shannon McCullen	Orkin Pest Control	Schedule Tour
01/11/2016	Elliot (Phone)	Hi Tek	Schedule Tour
01/25/2016	Mike Williams (on-site)	Southern Cleaning	Marina Tour
01/25/2016	Bob Donnelly (on-site)	AK Building Services	Marina Tour
01/25/2016	Maldonado	Anago Cleaning Systems	Marina Tour
01/25/2016	Elliot De Castro	Hi Tek	Marina Tour
01/25/2016	Shannon McCullen	Orkin Pest Control	Marina Tour
01/26/2016	Scope of Services sent to Southern Cleaning, AK Building, Anago, Orkin		