



August 20, 2018

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the months of June and July 2018.

Overview and Background

The College is now under contract with three architectural firms: DAG Architects Inc. , Architects| Lewis+ Whitlock PA, and Clemons, Rutherford & Associates Inc., to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the three firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects| Lewis+ Whitlock, PA - \$9,825.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$10,550.00

Past Actions by the Board

The Board last authorized architect invoices at the June 2018 meeting.

Funding/Financial Implications

The funds for several minor projects (approximately \$1.1 million) were provided in the General Renovations/Remodeling PECO allocations the College received for FY 18/19. Funds for the Master Plans were available in the Capital Improvement fees.

Staff Resource

Barbara Wills

Recommended Action

Authorize payment of architectural invoices as presented.



DAG Architects, Inc.
1223 Airport Road
Destin, FL 32541
850.837.8152

Tallahassee Community College
Trey Kimbrel
444 Appleyard Drive
Tallahassee, FL 32304

Invoice number 17064
Date 07/02/2018

Project 17064 TCC ADMINISTRATION BUILDING
STAIR WALLS REPLACEMENT

Professional Architectural Services including:

Production and submission of construction documents

PO-007643-2

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Basic Services					
Tasks 1 & 2	6,600.00	100.00	6,600.00	6,600.00	0.00
CO #2					
CO #2 Tasks 1 & 2	6,645.00	100.00	6,645.00	6,645.00	0.00
CO #2 Task 3	10,550.00	100.00	0.00	10,550.00	10,550.00
CO #2 Tasks 4 & 5	5,190.00	0.00	0.00	0.00	0.00
Subtotal	22,385.00	76.81	6,645.00	17,195.00	10,550.00
Total	28,985.00	82.09	13,245.00	23,795.00	10,550.00

Invoice total **10,550.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
17064	07/02/2018	10,550.00	10,550.00				
	Total	10,550.00	10,550.00	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to: DAG Architects Inc., 1223 Airport Road, Destin, FL 32541. If you have any questions, please contact Gail at 850.337.6443 or gennis@dagarchitects.com.



INVOICE NO. 17320.4.1

TO: Tallahassee Community College Attn: Accounts Payable 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No. <u>59-3616761</u> Purchase Order No - PO-008936
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Project Name: TCC Welding Lab Study DATE 7/17/18

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	LESS PREVIOUSLY BILLED	TOTAL BILLED	AMOUNT DUE THIS INVOICE
Basic Services					
Welding Lab Grant Application	\$7,025.00	100%	\$0.00	\$7,025.00	\$7,025.00
GRAND TOTALS	\$7,025.00		\$0.00	\$7,025.00	\$7,025.00
Invoice Total					\$7,025.00
* Amount payable directly to: ()					
* Amount payable directly to: ()					*

CERTIFIED TRUE AND CORRECT BY:


 (Signature of Principal)

Rodney L. Lewis, Principal
 (Typed Name and Title)

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8



Purchase Order

Purchase Order Number	PO-008936
Purchase Order Date	07/23/2018
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Supplier:
Architects: Lewis + Whitlock, PA 206 W Virginia Street Tallahassee, FL 32301 United States of America

Ship To:
Tallahassee Community College 444 Appleyard Drive Tallahassee, FL 32304 United States of America

Comments:
TCC Welding Lab Grant Application Architect Fees Contact: Trey Kimbrel, 850-201-8750, kimbrelt@tcc.fl.edu

Bill To:
Tallahassee Community College ATTN: Accounts Payable 444 Appleyard Drive Tallahassee, FL 32304-2895 United States of America (850) 201-8525

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	7,025.00	0.00	7,025.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Printing				100.00
2		Engineering Fees				3,595.00

Purchasing & General Services Director

Tallahassee Community College
 444 Appleyard Drive
 Tallahassee, FL 32304
 United States of America
 Federal ID: 59-1141270
 Tax Exemption ID: 85-80-125307-72C8

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Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
3		Architectural fees for the TCC Welding Lab Grant Application, per attached proposal dated June 6, 2018. Scope includes: The project consists of a conceptual design and documentation of a floor plan for a new Welding Lab on Campus. The plan will be accompanied by an engineering analysis and cost projection to help facilitate a grant proposal to seek matching funds. -Initial Review Mtg and Site Review -Existing Conditions / Base File -Design Concepts -Design Review Meetings -Design Documentation -Report (Exec. Summary, Cost Est., Graphics) -Coordination/quality Control				3,330.00

Messages

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"
 Please include the TCC Purchase Order Number on all invoices.
 To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment. Invoices received without the referenced purchase order number will require additional confirmation from the requesting department of the applicable purchase order number, which will delay TCC's remittance of the invoice.

Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.



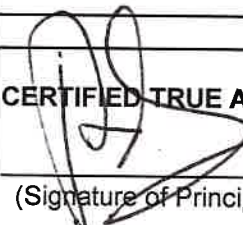
INVOICE NO. 17320.2.5

TO: Tallahassee Community College Attn: Accounts Payable 444 Appleyard Drive Tallahassee, Florida 32304	Page <u>1</u> of <u>1</u> Pages Federal I.D. No. <u>59-3616761</u>
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Purchase Order No - 006521 Project Name: Student Union Exterior Envelope Improvements DATE 7/24/18

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	LESS PREVIOUSLY BILLED	TOTAL BILLED	AMOUNT DUE THIS INVOICE
Basic Services					
Design Development	\$16,800.00	100%	\$16,800.00	\$16,800.00	\$0.00
Construction Documents - 100%	\$25,200.00	100%	\$25,200.00	\$25,200.00	\$0.00
Bidding / Permitting	\$2,800.00	100%	\$2,800.00	\$2,800.00	\$0.00
Construction Administration	\$11,200.00	50%	\$2,800.00	\$5,600.00	\$2,800.00
Printing	\$760.00	100%	\$760.00	\$760.00	\$0.00
GRAND TOTALS	\$56,760.00		\$48,360.00	\$51,160.00	\$2,800.00
Invoice Total					\$2,800.00
* Amount payable directly to: ()					
* Amount payable directly to: ()					*

CERTIFIED TRUE AND CORRECT BY:



 (Signature of Principal)

Rodney L. Lewis, Principal
 (Typed Name and Title)