



March 19, 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 invoice(s) submitted for the month of February 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 - \$10,480.00
Clemons, Rutherford & Associates, Inc.- \$11,533.00
DAG Architects, Inc. - \$0.00

Past Actions by the Board

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

Funding/Financial Implications

The funds for several minor projects (approximately \$1.2 million) were provided in the General Renovations/Remodeling PECO allocations the College received for FY 17/18. 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.



INVOICE NO. 17320.3.1

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 - 007429
FROM: <u>Architects: Lewis + Whitlock, P.A.</u> 206 W. Virginia St. Tallahassee, Florida 32301	Project Name: FPAC Lobby DATE 2/06/18

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					
Code analysis, design mtgs, design concepts, design documentation, reports & quality control	\$10,480.00	100%	\$0.00	\$10,480.00	\$10,480.00
GRAND TOTALS	\$10,480.00		\$0.00	\$10,480.00	\$10,480.00
Invoice Total					\$10,480.00
* 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-007429
Purchase Order Date	09/27/2017
Payment Terms	Net 30
Requestor	Jennifer Peavy
Phone Number	(850) 201-6200

Page 1 of 1

Supplier:
Architects: Lewis + Whitlock, PA Robbyn Whitlock 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:

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	10,480.00	0.00	10,480.00

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Architectural Services for FPAC Lobby, code analysis, design meetings, design concepts, design documentations, reports, and quality control.				10,480.00

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.

Purchasing & General Services Director



CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308 | 105 South Broad Street, Thomasville, GA 31792
 p: 850-385-6153 ■ f: 850-386-8420 | p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

February 22, 2018

Project No: 17055.00

Invoice No: 13995

TALLAHASSEE COMMUNITY COLLEGE
 ATTN: ACCOUNTS PAYABLE
 444 APPELYARD DRIVE
 TALLAHASSEE, FL 32304-2895

Project 17055.00 TCC BLACK BOX THEATER
 P O 007400

Professional Services from October 1, 2017 to February 16, 2018

Fee

Total Fee	11,533.00		
Percent Complete	100.00	Total Earned	11,533.00
		Previous Fee Billing	0.00
		Current Fee Billing	11,533.00
		Total Fee	11,533.00
		Total this Invoice	\$11,533.00

Billings to Date

	Current	Prior	Total
Fee	11,533.00	0.00	11,533.00
Totals	11,533.00	0.00	11,533.00