



March 18, 2024

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Barbara Wills, Ph.D.
Vice President for Administrative Services and Chief Business Officer

SUBJECT: Architect Invoices

Item Description

This item requests that the Board approve the architect invoices submitted for the month of February 2024.

Overview and Background

The College is under contract with six architectural firms; Architects | Lewis + Whitlock PA, BKJ, Inc. Architecture, Clemons, Rutherford & Associates, Inc., DAG Architects Inc., EMI Architects and Fitzgerald Collaborative Group, LLC to provide architectural and engineering services for projects at all sites and counties. To ensure quality, the six firms will be assigned projects on a rotational basis with standardized hourly fees.

Architects | Lewis + Whitlock, PA - \$0.00
BKJ, Inc. Architecture - \$5,500.00
Clemons, Rutherford & Associates, Inc. - \$0.00
DAG Architects, Inc. - \$5,549.15
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$593.98

Past Actions by the Board

The Board last authorized architect invoices at the February 19, 2024 meeting.

Funding/ Financial Implications

Funds for minor projects and Master Plans are available from the Capital Improvement fees.

Recommended Action

Authorize payment of architectural invoices as presented.

INVOICE NO. 1



TO: Tallahassee Community College
ATTN: Accounts Payable
444 Appleyard Drive
Tallahassee, Florida 32304-2895

Page: 1 of 1 Pages

TCC Purchase Order No.: PO-019609

FROM: BKJ Inc. Architecture
1621 Physicians Drive
Tallahassee, Florida 32308

Project Name:
Library Improvements - Conceptual Schematic
Design
Date: 2/26/2024

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:					
SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
ADDITIONAL SERVICES					
Existing Conditions	\$1,850.00	100%	\$1,850.00	\$0.00	\$1,850.00
BASIC SERVICES					
Conceptual Schematic Design	\$3,650.00	100%	\$3,650.00	\$0.00	\$3,650.00
GRAND TOTALS					
	\$5,500.00		\$5,500.00	\$0.00	\$5,500.00
Total due Architect/Engineer					\$5,500.00

Please remit payment to the following address:

BKJ, Inc. Architecture
1621 Physicians Drive
Tallahassee, FL 32308

Thank you for your business. Please do not hesitate to call me if you have any questions. We appreciate the opportunity to provide architectural services to your organization.

CERTIFIED TRUE AND CORRECT BY:


(Signature of Principal)

Bonnie Davenport AIA, President
(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-019609
Purchase Order Date	02/12/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Supplier:
BKJ, Inc. 1621 Physicians Drive Tallahassee, FL 32308 United States of America

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

Comments:
PJ-0496 Library Improvements - Maker Space (CapGrant) Architectural Conceptual Schematic Design Contact: Trey.Kimbrel@tcc.fl.edu Invoice: Jenny.Shuler@tcc.fl.edu **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**

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	5,500.00	0.00	5,500.00

Director of Procurement and Auxiliary Services
 Dustin Frost

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-019609
Purchase Order Date	02/12/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		<p>Proposal for the preparation of the conceptual schematic design drawings of the proposed improvements to the Library Building#30 at the TCC Site 1 Main Campus, located at 444 Appleyard Drive in Tallahassee, FL.</p> <p>PROJECT DATA AND SCOPE OF SERVICES: The scope of work for the subject project includes the preparation of the existing conditions floor plan and conceptual schematic design floor plan for the proposed improvements. BKJ will prepare up to 3 concepts of the proposed improvements. The general scope of the architectural improvements is as follows: Scope of Work for Library Improvements:</p> <ol style="list-style-type: none"> 1. Prepare a conceptual schematic floor plan for grant submittal by 3/1. 2. Estimated construction cost is \$2,400,000. 3. Remove bookstacks on 1st floor and add 6 Maker Space lab rooms. 4. Provide storefront at the perimeter of the labs to allow views into the rooms. 5. The equipment list for the Maker Spaces is currently being developed. And will not be included in these initial plans. 6. Existing conditions will be 2D and based on PDF and DWG files provided to BKJ by TCC. 7. No field measurements included at this time. 8. No code review included at this time. 9. TCC will prepare the construction estimate. BKJ will review the construction estimate. <p>The scope of the conceptual schematic design will consist of architectural services only. After the completion of this phase BKJ, Inc. will engage H2 for mechanical, plumbing, fire protection, and electrical engineering services. These services will be included in the next</p>				5,500.00

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-019609
Purchase Order Date	02/12/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
		proposal for full A/E Professional Services. Specifics per attached proposal dated February 8, 2024.				

Messages

Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities

Verification of Employment: PER FLORIDA STATUTE 448.095, the firm shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all persons employed during the contract term by the firm to perform employment duties within Florida and all persons (including sub-consultants) assigned by the firm to perform work pursuant to the contract with Tallahassee Community College.

Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"

To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.

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



Tallahassee Community College
 Don Herr
 444 Appleyard Drive
 Tallahassee, FL 32304

Invoice number 23007_0124
 Date 01/31/2024
 Project 23007 TCC MAIN CAMPUS AP BLDG
 DENTAL LAB

Professional Architectural Services

PO-017136

Description	Contract Amount	Prior Billed	Percent Complete	Remaining	Current Billed
Schematic Design	10,487.25	10,487.25	100.00	0.00	0.00
Design Development	13,983.00	13,983.00	100.00	0.00	0.00
Construction Documents	24,470.25	24,470.25	100.00	0.00	0.00
Bidding & Negotiations	3,495.75	3,495.75	100.00	0.00	0.00
Construction Administration	17,478.75	5,244.04	60.00	6,991.08	5,243.63
Total	69,915.00	57,680.29	90.00	6,991.08	5,243.63

Reimbursables

Construction Administration

	Units	Rate	Billed Amount
Miles	456.00	0.67	305.52

Invoice total 5,549.15

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23007_1223	12/31/2023	4,164.04		4,164.04			
23007_0124	01/31/2024	5,549.15	5,549.15				
	Total	9,713.19	5,549.15	4,164.04	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 Jon Holt, Lori Thornton or Michelle Neu at 850.837.8152 or accounting@dagarchitects.com.



Fitzgerald Collaborative Group, LLC

Tallahassee Community College
Jenny Shuler
444 Appleyard Drive
Tallahassee, FL 32304-2895

Invoice number 230202_0124
Date 01/31/2024

Project 230202 TCC - SOLAR PANEL CANOPIES
FOR MAIN CAMPUS

Purchase Order # PO-017463

Table with 6 columns: Description, Contract Amount, Percent Complete, Prior Billed, Total Billed, Current Billed. Rows include Basic Services (Schematic Design, Design Development, etc.) and Additional Required Services (Schematic Designn -Independent Green Technologies, etc.).

Basic Services

Permit Documents

Reimbursables

Table with 3 columns: Description, Units, Rate, Billed Amount. Rows include Reproduction and Basic Services subtotal.

Invoice total 593.98



TALLAHASSEE • ATLANTA

Tallahassee Community College
Project 230202 TCC - SOLAR PANEL CANOPIES FOR MAIN CAMPUS

Invoice number 230202_0124
Date 01/31/2024

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
230202_0124	01/31/2024	593.98	593.98				
	Total	593.98	593.98	0.00	0.00	0.00	0.00

We appreciate your business. Please remit payment at your earliest convenience to 850 S Gadsden St., Suite 140, Tallahassee, FL 32301. If you have any questions please contact Judith 832.331.9418, or judith@fc-grouppllc.com.

East Store Invoice

Bill To

Fitzgerald Collaborative Group. LLC
850 South Gadsden Street
Suite 140
Tallahassee, FL 32301

T.C.C. Solar - Main Campus

Date 1/25/2024

Invoice # 114888

Ordered By Shanna Miller

Terms Net 30

Invoiced By JKN

Account # D004

Total \$67.73

SIGN HERE:

There will be a \$35 for all returned checks.
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.



East Store
850-671-2714
eaststore@semblueinc.com
2915-1 East Park Ave.
Tallahassee, FL 32301
www.semblueinc.com

Date 1/25/2024

Invoice # 114888

Ordered By: Shanna Miller

Terms Net 30

Bill To

Fitzgerald Collaborative Group. LLC
850 South Gadsden Street
Suite 140
Tallahassee, FL 32301

Account # D004

Customer Billing Information:

T.C.C. Solar - Main Campus

Thank you for your business.

Invoice

Description	Qty	Rate	Amount
30 x 42 B&W Copy	18	3.50	63.00T

Please Remit Payment To:

Seminole Blueprint, Inc
2915-1 East Park Avenue
Tallahassee, FL 32301

Tax ID# 20-8045535

There will be a \$35 for all returned checks.
A Finance Charge of 1.5% per month may be assessed on all 90 day past due balances.
In the event of non-payment, collection fees and/or reasonable attorney fees will be charged to the customer.

Subtotal \$63.00

Sales Tax (7.5%) \$4.73

Total \$67.73