

April 21, 2025

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 March 2025.

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 - \$22,143.04
BKJ, Inc. Architecture - \$10,030.75
Clemons, Rutherford & Associates, Inc. - \$11,751.00
DAG Architects, Inc. - \$0.00
EMI Architects - \$0.00
Fitzgerald Collaborative Group, LLC - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the March 17, 2025 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.

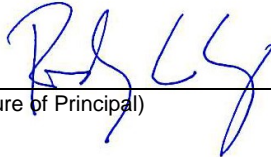
INVOICE NO. 20390.7.6

TO:  TSC TALLAHASSEE STATE COLLEGE	Trey Kimbrel Jenny Shuler 444 Appleyard Drive Tallahassee, FL 323-4 (850) 201-6200	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761 Purchase Order No: PO-014462-2 Project Name: Softball / Baseball Facility Improvements- Bldgs. #20, #23, #34 DATE: 3/13/2025
FROM:  ALW Architects Lewis + Whitlock	Susan Goodwin, 206 W Virginia Street Tallahassee, FL 32301 (850) 942-1718, ext 302	

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TCC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Design Documents	\$49,020.00	100%	\$0.00	\$49,020.00	\$0.00
	100% Construction Documents	\$73,530.00	100%	\$0.00	\$73,530.00	\$0.00
	Bid / Permitting	\$8,170.00	100%	\$0.00	\$8,170.00	\$0.00
	Construction Administration	\$32,680.00	100%	\$0.00	\$13,072.00	\$19,608.00
Line 2	Field Measurements	\$3,840.00	100%	\$0.00	\$3,840.00	\$0.00
Line 3	Additional Civil Engineering	\$77,478.00	64%	\$28,237.80	\$49,240.20	\$0.00
Line 4	Printing	\$760.00	73%	\$200.00	\$560.00	\$0.00
Line 5	Additional Srvcs #1 - Owner Req'd Changes	\$25,800.00	75%	\$6,450.00	\$19,350.00	\$0.00
Line 6	Additional Srvcs #2 - Geotechnical Services	\$32,402.71	100%	\$0.00	\$32,402.71	\$0.00
	GRAND TOTALS	\$303,680.71		\$34,887.80	\$249,184.91	\$19,608.00
Invoice Total						\$19,608.00

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



Change Order

Purchase Order Number	PO-014462 - 1
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Page 1 of 2

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:

Main Campus Site Improvements Building #20, 23 & 34 – A/E Fees
Contact: Don.Herr@tcc.fl.edu , 850-201-6168

Change Order No. 1 - Add Services#1 Construction Documents;
Creating new line in the amount of \$25,800.00.
NEW PO TOTAL: \$271,278.00

****REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	271,278.00	0.00	271,278.00

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

Change Order

Purchase Order Number	PO-014462 - 1
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Page 2 of 2

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		To provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex. Basic services include design development, 100% construction documents, bidding/permitting and construction administration. Specifics per attached proposal dated September 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				163,400.00
2		Additional services – Field Measurements				3,840.00
3		Additional services – Civil Engineering				77,478.00
4		Additional services – Printing				760.00
5		Additional services #1 to revise the documents in accordance with Owner-requested modifications. Per attached proposal dated March 25, 2022.				25,800.00

Messages
<p>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</p> <p>VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, 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.</p> <p>Please send all Invoices to Accounts Payable - "AcctPay@tcc.fl.edu"</p> <p>To ensure timely payments, TCC requires the College's purchase order number to be included on all invoices submitted for payment.</p> <p>Any questions related to payment of supplier invoices should be directed to the TCC Accounts Payable Office at (850) 201-8565.</p>

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



Change Order

Purchase Order Number	PO-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Page 1 of 3

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:

Main Campus Site Improvements Building #20, 23 & 34 – A/E Fees
Contact: Don.Herr@tcc.fl.edu , 850-201-6168

Change Order No. 2 - Add Services#2 Geotechnical Services;
Creating new line in the amount of \$32,402.71.
NEW PO TOTAL: \$303,680.71

Change Order No. 1 - Add Services#1 Construction Documents;
Creating new line in the amount of \$25,800.00.
NEW PO TOTAL: \$271,278.00

****REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	303,680.71	0.00	303,680.71

Director of Procurement and Auxiliary Services

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

Change Order

Purchase Order Number	PO-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

Page 2 of 3

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		To provide professional services for the design and documentation for improvements at buildings 20, 23 and 34 complex. Basic services include design development, 100% construction documents, bidding/permitting and construction administration. Specifics per attached proposal dated September 15, 2021. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				163,400.00
2		Additional services – Field Measurements				3,840.00
3		Additional services – Civil Engineering				77,478.00
4		Additional services – Printing				760.00
5		Additional services #1 to revise the documents in accordance with Owner-requested modifications. Per attached proposal dated March 25, 2022.				25,800.00
6		Additional Services #2 to complete geotechnical services for the project site as well as reimbursement for City of Tallahassee permitting fees paid by the A/E team on behalf of TCC.				32,402.71

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: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, 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"

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



Change Order

Purchase Order Number	PO-014462 - 2
Purchase Order Date	09/22/2021
Payment Terms	Net 30
Requestor	Cindy Wommack
Phone Number	(850) 201-6200

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.

INVOICE NO. 23480.2.3

TO: 	Trey Kimbral Jenny Shuler 444 Appleyard Drive Tallahassee, FL 32304 (850) 201-6200	Page <u>1</u> of <u>1</u> Pages Federal I.D. No: 59-3616761
	FROM: 	Susan Goodwin, Office Manager 206 W Virginia Street Tallahassee, FL 32301 (850) 942-1718, ext 302

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

TSC PO# Service Lines	DESCRIPTION	TOTAL FEE	PERCENT COMPLETE	AMOUNT REMAINING	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
Line 1	Design Development	\$14,912.00	100%	\$0.00	\$14,912.00	\$0.00
	Construction Documents	\$13,048.00	100%	\$0.00	\$13,048.00	\$0.00
	Bid / Permitting	\$1,864.00	100%	\$0.00	\$1,864.00	\$0.00
	Construction Administration	\$7,456.00	34%	\$4,920.96	\$0.00	\$2,535.04
GRAND TOTALS		\$37,280.00		\$4,920.96	\$29,824.00	\$2,535.04
Invoice Total						\$2,535.04

CERTIFIED TRUE AND CORRECT BY:

	Rodney L. Lewis, Principal
(Signature of 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-019793
Purchase Order Date	03/07/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
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:

PJ-0497 CFI 3rd Floor Renovations - A/E Fees
Contact: Don.Herr@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	37,280.00	0.00	37,280.00

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-019793
Purchase Order Date	03/07/2024
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		Proposal for Professional Services for TCC Site 4 Campus – Center for Innovation (CFI) 3rd Floor Improvements. Scope: This project consists of design development, documentation, permitting and construction administration of new infrastructure, general spaces and tenant build-outs within the Center for Innovation; and are based on preliminary design concepts previously developed by ALW and will include the following: 1. Demolition of existing walls/spaces as required 2. Improvements and finishes to existing restrooms and other walls scheduled to remain. 3. New third floor tenant arrangements 4. New meeting and common spaces 5. Coordination with new exterior window(s) 6. New infrastructure for telecom and security 7. New furnishings Will include FSM Engineering for Mechanical, Plumbing, and Fire Protection Engineering and McGinnis-Fleming Engineering for Electrical Engineering. Specifics per attached proposal February 27, 2024.				37,280.00

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.

INVOICE NO. 5
Project Invoice No. 6



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO 020281 - 1 & 2

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

Project Name:
Library Improvements - Makerspace

Date: 4/4/25

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
BASIC SERVICES					
Phase 1- Advanced Schematic Design	\$28,075.00	100%	\$28,075.00	\$28,075.00	\$0.00
Phase 2- Design Development	\$56,315.00	100%	\$56,315.00	\$56,315.00	\$0.00
Phase 3- 100% Construction Documents	\$57,530.00	100%	\$57,530.00	\$57,530.00	\$0.00
Phase 4- Permitting/Bid	\$9,350.00	50%	\$4,675.00	\$0.00	\$4,675.00
Phase 5- Construction Administration	\$30,450.00	0%	\$0.00	\$0.00	\$0.00
ADDITIONAL SERVICES					
Phase 6- Existing Conditions Drawings	\$8,785.00	100%	\$8,785.00	\$8,785.00	\$0.00
Phase 7- Record Documents	\$2,775.00	0%	\$0.00	\$0.00	\$0.00
Phase 8- Telecom and A/V Design	\$20,065.00	100%	\$20,065.00	\$20,065.00	\$0.00
Phase 9- AHU Replacement	\$34,335.00	100%	\$34,335.00	\$34,335.00	\$0.00
Phase 10- Code Minimum Commissioning	\$8,000.00	0%	\$0.00	\$0.00	\$0.00
Phase 11- Renderings	\$9,975.00	100%	\$9,975.00	\$9,975.00	\$0.00
Phase 12- Energy Forms	\$750.00	100%	\$750.00	\$750.00	\$0.00
Add Serv 1- Structural Load Analysis	\$8,040.00	100%	\$8,040.00	\$8,040.00	\$0.00
Add Serv 2- Owner requested revisions	\$19,680.00	100%	\$19,680.00	\$19,680.00	\$0.00
OTHER PROJECT COSTS					
Reimbursable Expenses	\$700.00	99%	\$692.00	\$0.00	\$692.00
GRAND TOTALS	\$294,825.00		\$248,917.00	\$243,550.00	\$5,367.00
Total due Architect/Engineer					\$5,367.00

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:

Bonnie Davenport
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)



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

BILL TO
BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

INVOICE 118870
DATE 02/10/2025
TERMS Card on File
DUE DATE 02/28/2025

JOB REFERENCE
TSC Library Makerspace

INVOICED BY
JKN

ORDERED BY
Seth Campbell

24 x 36 B&W Copy	152	1.85	281.20T
8.5 x 11 B&W Copy	1,964	0.18	353.52T
GBC Bind with Covers	2	4.50	9.00T

Thank you for your business.

Tax ID# 20-8045535

There will be a \$35 fee for all returned checks.

A Finance Charge of 2% 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	643.72
TAX	48.28
TOTAL	692.00
BALANCE DUE	\$692.00

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



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
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 State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0496 Library Improvements - Maker Spaces - A/E Fees
Contact: Don.Herr@tcc.fl.edu
Invoice: Jenny.Shuler@tcc.fl.edu
REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting

CHANGE ORDER NO. 2 - Increasing PO by \$19,680.00 for second additional services request.
NEW PO TOTAL: \$294,825.00

CHANGE ORDER NO. 1 - Increasing PO by \$8,040.00 for first additional services request.
NEW PO TOTAL: \$275,145.00

Bill To:

Tallahassee State 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	294,825.00	0.00	294,825.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for the full architectural/engineering (A/E) services from advanced schematic design through construction administration services, for the proposed Makerspace Improvements to the 1st floor of the Library Building#30 at the TCC Main Campus - Site 1, located at 444 Appleyard Drive in Tallahassee, FL. Specifics per attached proposal dated May 7, 2024. **REF: TCC RFQ 2022-11 ; Approved at the January 17, 2023 BOT Meeting**				294,825.00

Messages

Tallahassee State 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

Director of Procurement and Auxiliary Services
Dustin Frost

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



Change Order

Purchase Order Number	PO-020281 - 2
Purchase Order Date	05/14/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

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 State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

Please send all Invoices to Accounts Payable - "AcctPay@tsc.fl.edu"
To ensure timely payments, TSC 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 TSC Accounts Payable Office at (850) 201-8565.

INVOICE NO. 2



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-022268

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

Project Name:
Tallahassee State College | AC Building 1st Floor
Improvements
Date: 4/4/2025

THE PRESENT STATUS OF THE ACCOUNT IS AS FOLLOWS:

SERVICE	TOTAL FEE	PERCENT COMPLETE	AMOUNT DUE	LESS PREVIOUSLY BILLED	AMOUNT DUE THIS INVOICE
100% Construction Documents	\$10,381.25	100%	\$10,381.25	\$10,381.25	\$0.00
Permitting/Bid	\$1,413.75	100%	\$1,413.75	\$0.00	\$1,413.75
Construction Administration	\$3,490.00	0%	\$0.00	\$0.00	\$0.00
Additional Services (MEP)	\$990.00	100%	\$990.00	\$990.00	\$0.00
Other Project Cost	\$100.00	100%	\$100.00	\$0.00	\$100.00
GRAND TOTALS	\$16,375.00		\$12,885.00	\$11,371.25	\$1,513.75
Total due Architect/Engineer					\$1,513.75

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:

Bonnie Davenport
(Signature of Principal)

Bonnie Davenport AIA, President
(Typed Name and Title)



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

BILL TO
BKJ, Inc
1621 Physicians Drive
Tallahassee, FL 32308

INVOICE 118869
DATE 02/10/2025
TERMS Card on File
DUE DATE 02/28/2025

JOB REFERENCE
TCC - AC Building

INVOICED BY
JKN

ORDERED BY
Jonathan Hornock

24 x 36 B&W Copy	42	1.85	77.70T
24 x 36 Color Plan	16	3.50	56.00T

Thank you for your business.

Tax ID# 20-8045535

There will be a \$35 fee for all returned checks.

A Finance Charge of 2% 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 133.70

TAX 10.03

TOTAL 143.73

BALANCE DUE **\$143.73**

Tallahassee State 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-022268
Purchase Order Date	12/13/2024
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 State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0543 TCA (AC) Bldg#08 - 1st Floor Renovations/Upgrades - A/E Fees
Contact: Don.Herr@tsc.fl.edu
Invoice: Jenny.Shuler@tsc.fl.edu
REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting

Bill To:

Tallahassee State 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	16,375.00	0.00	16,375.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 1st floor of the TCA (AC) building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated December 11, 2024.				16,375.00

Messages

Tallahassee State 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 State College.

Purchase Order and Terms and Conditions-Supplier Information for Tallahassee State College:
<https://www.tsc.fl.edu/about/college/administrative-services/purchasing/supplier-information/>

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

Director of Procurement and Auxiliary Services
Dustin Frost

Tallahassee State 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-022268
Purchase Order Date	12/13/2024
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

To ensure timely payments, TSC 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 TSC Accounts Payable Office at (850) 201-8565.

INVOICE NO. 4
PROJECT INVOICE NO.: 6



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

Page: 1 of 1 Pages

TSC Purchase Order No.: PO-020982

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

Project Name:
AC Building #8 Second Floor
Renovations/Upgrades - Full AE
Date: 4/4/25

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					
Phase 3- Design Development	\$20,130.00	100%	\$20,130.00	\$20,130.00	\$0.00
Phase 4- 100% Construction Documents	\$25,300.00	100%	\$25,300.00	\$25,300.00	\$0.00
Phase 5- Permitting/Bid	\$3,150.00	100%	\$3,150.00	\$0.00	\$3,150.00
Phase 6- Construction Administration	\$11,710.00	0%	\$0.00	\$0.00	\$0.00
Additional Services (MEP)	\$2,840.00	100%	\$2,840.00	\$2,840.00	\$0.00
Reimbursable Expenses	\$500.00	90%	\$449.17	\$449.17	\$0.00
Add Service 1- Pre Test & Balance	\$5,840.00	100%	\$5,840.00	\$5,840.00	\$0.00
GRAND TOTALS	\$69,470.00		\$57,709.17	\$54,559.17	\$3,150.00
Total due Architect/Engineer					\$3,150.00

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



Change Order

Purchase Order Number	PO-020982 - 1
Purchase Order Date	07/25/2024
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 State College
444 Appleyard Drive
Tallahassee, FL 32304
United States of America

Comments:

PJ-0498 AC Bldg#08 - 2nd Floor Renovations/Upgrades - A/E Fees
Contact: Don.Herr@tsc.fl.edu
Invoice: Jenny.Shuler@tsc.fl.edu
REF: TCC RFQ 2022-11; Approved at the January 17, 2023 BOT Meeting

CHANGE ORDER NO. 1 - Adding new Line#2 in the amount of \$5,840.00 for Additional Services Number 01.
NEW PO TOTAL: \$69,470.00

Bill To:

Tallahassee State 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	69,470.00	0.00	69,470.00

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Proposal for full architectural/engineering (A/E) services, from design development through construction administration services, for the proposed improvements to the 2nd floor of the AC building#08 located on TCC Site 1 Campus at 444 Appleyard Drive in Tallahassee, Florida. Specifics per attached proposal dated July 18, 2024.				63,630.00

Director of Procurement and Auxiliary Services
Dustin Frost

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



Change Order

Purchase Order Number	PO-020982 - 1
Purchase Order Date	07/25/2024
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
2		Additional Services Number: 01 to Provide Pre Test and Balance report for the 2nd and 3rd floor of the AC Building on the TSC campus. See the attached proposal from H2 Engineering for clarification of the scope of work. Specifics per attached proposal dated 10/25/2024.				5,840.00

Messages
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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 State College.
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CLEMONS, RUTHERFORD & ASSOCIATES, INC.

ARCHITECTS ■ PLANNERS ■ INTERIOR DESIGNERS ■ CONSTRUCTION MANAGERS

2027 Thomasville Road, Tallahassee, FL 32308
p: 850-385-6153 ■ f: 850-386-8420

105 South Broad Street, Thomasville, GA 31792
p: 229-228-5016 ■ f: 229-228-0509

www.craarchitects.com

March 13, 2025

Project No: 22041.00

Invoice No: 16733

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

Project 22041.00 TCC 15KV ELECTRICAL INFRASTRUCTURE

PURCHASE ORDER# PO-015653

Professional Services from June 1, 2023 to February 28, 2025

Fee

Billing Phase	Fee	Percent Complete	Earned
DESIGN PHASE SERVICES	140,210.00	100.00	140,210.00
BIDDING PHASE SERVICES	7,095.00	100.00	7,095.00
CONSTRUCTION PHASE SERVICES	39,170.00	30.00	11,751.00
PRE-DESIGN SERVICES MEASURED DRAWINGS	4,800.00	100.00	4,800.00
POST DESIGN SERVICES RECORD DRAWINGS	4,130.00	0.00	0.00
ADD SERVICE#1 - LIMITED SCOPE 'A'	35,512.50	100.00	35,512.50
Total Fee	230,917.50		199,368.50
		Previous Fee Billing	187,617.50
		Current Fee Billing	11,751.00
		Total Fee	11,751.00
		Total this Invoice	\$11,751.00

Billings to Date

	Current	Prior	Total
Fee	11,751.00	187,617.50	199,368.50
Totals	11,751.00	187,617.50	199,368.50

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-015653
Purchase Order Date	06/29/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Page 1 of 2

Supplier:
Clemons, Rutherford & Associates, Inc. 2027 Thomasville Rd. Tallahassee, FL 32308 United States of America

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

Comments:
PJ-0374 15KV Electrical Infrastructure - A/E Design Services Contact: Don.Herr@tcc.fl.edu **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 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	214,945.50	0.00	214,945.50

Director of Procurement and Auxiliary Services

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-015653
Purchase Order Date	06/29/2022
Payment Terms	Net 30
Requestor	Jenny Shuler
Phone Number	(850) 201-6200

Page 2 of 2

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Scope "B" Architectural and Engineering Design services for TCC 15KV Electrical Infrastructure project; Per attached proposal dated May 16, 2022. **REF: TCC RFQ 2020-02 Recommendation for Architectural Services; Approved at 2/17/20 BOT Meeting**				214,945.50

Messages

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VERIFICATION OF EMPLOYMENT: In accordance with State of Florida Office of the Governor Executive Order Number 11-02, 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.

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