



November 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 invoices submitted for the month of October 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 - \$7,953.38
Clemons, Rutherford & Associates, Inc. - \$0 .00
DAG Architects, Inc. - \$0.00

Past Actions by the Board

The Board last authorized architect invoices at the October 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.



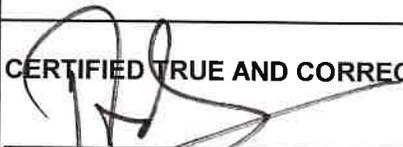
INVOICE NO. 17320.2.8

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: PO-006521-1 Project Name: Student Union Exterior Envelope Improvements DATE: 10/17/2018

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	100%	\$9,632.00	\$11,200.00	\$1,568.00
Printing	\$760.00	100%	\$760.00	\$760.00	\$0.00
GRAND TOTALS	\$56,760.00		\$55,192.00	\$56,760.00	\$1,568.00
Invoice Total					\$1,568.00
* 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



Change Order

Purchase Order Number	PO-006521 - 1
Purchase Order Date	05/31/2017
Payment Terms	Net 30
Requestor	Dalphine Clack
Phone Number	(850) 201-6200

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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:
NOTE TO VENDOR: Any questions concerning this order, please contact Trey Kimbrel at (850)201-8750, by email kimbrelt@tcc.fl.edu PJ-0114 Student Union Envelope Study Change Order 1 - Internal accounting change only. Closing lines 1 & 2 and creating 3 & 4 with remaining balances with current account number. No dollar value change.

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	56,760.00	0.00	56,760.00

Service Lines

Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Additional Services - Printing (\$760.00)				60.00
2		**FACILITIES PURCHASE ORDER** Proposal for professional architect services for TCC Student Union Building Exterior Envelope Improvements. Basic services fee includes design development, 100% construction documents, bidding/permitting and construction administration. (\$56,000). Specifics per the attached proposal dated 5/22/2017. **Reference TCC RFQ 2017-03 - Architectural Services***				44,800.00
3		Construction Administration fees (\$11,200.00)				11,200.00

Purchasing & General Services Director

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Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
4		Remaining printing fees (\$700)				700.00

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

